

Correspondence Guidelines Agreement

We are an "AA SPONSORSHIP " project operating under the Lake-Sumter (District 7) Corrections Committee for Alcoholics Anonymous. This may well be one of the most rewarding things you do for your recovery. The primary purpose of this project is to provide Sponsorship, through the mail, for inmates who desire to work the Twelve Steps of Alcoholics Anonymous.

- It is our purpose to provide sponsors who are willing to correspond with any inmate who has the desire to work the steps.
- It is our hope that in our correspondence we will help the suffering alcoholic find the solution that we have found.
- Our primary purpose is to stay sober and help other alcoholics to achieve sobriety.

In observing the rules of the Correctional Facility regarding mail and correspondence, the following are suggested guidelines from shared experience to help you when writing AA members on the "Inside".

Note: Sponsees can **never** receive stapled or paper-clipped items.

1. Potential Sponsors must have at least two years of sobriety, have worked the Twelve Steps, and be actively participating with a sponsor.

2. In keeping with Tradition Twelve, we respect the anonymity of our correspondents. All correspondence will be sent through an office mail box, or email address, with a correspondence coordinator to forward mail to other members who are participating in the Sponsorship program. No personal contact in person or by phone is permitted. All correspondence should be received through the Corrections Committee address: **Alcoholics Anonymous Corrections Committee, 18981 US Highway 441 #293, Mount Dora FL 32757 . Or Email address: correctionsdistrict7@gmail.com**

Never give out your address or phone number. For your own anonymity and protection, it is suggested you use a pen name, with first and last.

3. When we engage in this type of service, it should always be men writing to men, women writing to women. Never write anything you don't want the world to read. All correspondence is opened and subject to monitoring by the institution.

4. Correctional Facilities have rules for sending literature. Most correctional facilities only allow inmates to receive literature directly from the publisher, so you should always check with The AA Corrections Committee Chair, corrections@lakecountyaa.com, before mailing books or literature. Photocopies are usually accepted. Most facilities do not allow inmates to receive stamps or pre-addressed, stamped envelopes.

5. In order to work the Twelve Steps, the book, Twelve Steps and Twelve Traditions will be made available to the inmate. If you would like to have your Sponsee read a passage out of the Big Book, you can either photo copy those pages and send with your correspondence. When using email, rather than US Post, you may copy the pages of the Big Book that correspond to the step and email those pages to your sponsee. These pages can be found on the District 7 website at <https://lakecountyaa.com/corrections-correspondence>. There you will also find suggested questions to copy and email or mail.

6. AA members with correctional facility clearances may not correspond with inmates in those facilities!

7. Remember, it only takes two alcoholics to have a meeting. Writing is no different, so let the inmate know that like in all forms of sharing, this helps us as much as it helps him or her. Let them know they are never alone. We share our experience, strength, and hope, and being sober in recovery. Since change happens as a result of working/applying the principles behind the 12 steps of recovery, we encourage you to be a step-writing guide through that process.

8. Encourage the inmate to participate in twelve step meetings available to them in the facility.

9. Prior to their work with you, the Sponsee will have read and signed a "Student Agreement". You can find a copy on the District website in the Corrections section. This helps to set the expectation of turn-around time. It is important that Sponsors respond quickly. In addition, we are encouraging the Sponsees to respond timely as well.

10. Prior to their release, we strongly suggest sending them an area/regional meeting schedule where they will be released. It is important to have a "game plan" and knowledge of meeting places the first day they get out.

Thank you for taking part in your own recovery by sharing and carrying the AA message to the sick and suffering.

By submitting my personal information below, I hereby request to participate in the AA Corrections Sponsorship Program for Lake and Sumter Counties. I agree to abide by all the rules stated above. I also agree that I am representing AA Corrections for District 7, Lake-Sumter Florida and will act accordingly to uphold the highest standards of conduct. If I fail to do so I can be removed from participation.

* means that the information is Required to participate in this program.

*Email address: _____ Sobriety Date: _____

*Please write your full name below to indicate interest in the Correspondence Sponsorship program:

_____ Pen Name? _____

*Enter in today's date: _____ *Gender: Female or Male: _____

*Phone Number: _____

*Mailing Address (this will NOT be provided to the member behind the walls, only to the Corrections Committee for District 7, Lake-Sumter. Committee will forward letters to you):

*Can you commit to an hour a week to read and respond to letters? Yes or No: _____