

**The purpose of this committee is to  
provide written Narcotics  
Anonymous step guidance to any  
incarcerated addict desiring  
recovery with Narcotics Anonymous**



**Chicagoland  
Region**

**Welcome to Writing Steps for Recovery**

This packet is to introduce you to the WSR Sub-Committee of the Chicagoland Region. We have compiled this information to help you learn what the responsibilities and roles of each committee member are, as well as give you examples of the forms we use. The WSR Guidelines and the Coordinating Secretary Duties are included.

We hope you will find Writing Steps for Recovery to be a rewarding experience and that you enjoy your journey.

The WSR Sub-Committee

Writing Steps for Recovery  
Chicagoland Region of Narcotics  
Anonymous 924 W 38TH Place Chicago, IL  
60609.

## GUIDELINE

- A. All letters will be sent via the WSR 924 W 38th Place Chicago, IL 60609, with no personal last names, addresses, or phone numbers of step guides, committee members, or anyone else, given to the inmate (step writer). Step guides will use pen names or first names only, decided upon by the step guide.  
“Correspondence Only” agreements with signatures of step guides will be filed with the WSR Committee.
- Step guides from the WSR Committee will have an individual addict (step writer) assigned in the order that the step guides have qualified and become available. The Step guides and the Step writers will be of the same sex.
- C. After the initial letter is read by the coordinating secretary or by the committee, all correspondence between the step guide and the step writer will be

confidential.

D. The Coordinating Secretary will log in all incoming and outgoing letters by date, with name and facility of the step writer as well as the step guides information.

E. Only inmates being incarcerated for a length of 4 months or more will be assigned a step guide due to the turn-around time of the correspondence. F. NO arrangements for RIDES, VISITS, LOANS, PHONE calls, MATERIALS FOR CORRESPONDING, PHOTOS, BOOKS, DRAWINGS, TAPES, CONTACTING OF FAMILY MEMBERS OR FRIENDS, will be made between the step guide and the step writer.

G. The 12 Traditions of Narcotics Anonymous will be strictly upheld.

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H. All rules and regulations of the FACILITY will be strictly upheld. I. Only women will write to women, and only men will write to men. J. The committee will meet quarterly at the Regional Committee Meeting at 1:00 p.m.

K. Any inmate who thinks they have a problem with addiction may write the WSR Committee with any recovery related questions or concerns at any time. L. Presentations to the fellowship and to the facilities will include the WSR Statement of Purpose as well as the above 11 guidelines. WSR will be offered at institutions only after the Institution has received our information, accepted this information, has agreed to allow this type of correspondence, and has conveyed this agreement in writing.

## VOTING PROCEDURE

A. N.A. Members present at the WSR Committee meeting will have a vote B. Any guideline change motions are to be voted on at the next meeting with a 2/3<sup>rd</sup> majority of those present in order to pass.

C. "Housekeeping" motions are to be voted on at the same meeting they are made with a 2/3<sup>rd</sup> majority of those present to pass.

D. Committee Chair to be suggested by the Committee to the Region and will be voted on by the Regional Representatives.

E. All other trusted servant positions will be nominated and voted on by the WSR Committee.

## RESPONSIBILITIES OF TRUSTED SERVANTS (All clean time is suggested)

A. Chair

1. Minimum clean time requirement is three (3) years.
2. Will be nominated in April, voted on in July, effective in October.
3. Will keep order in meetings and keep discussion on the topic.
4. Prepares an agenda for each meeting.

5. Ensures that the Traditions of N.A. are upheld in all matters.
6. Maintains a link of communication between the WSR and the Show Me Regional Committee by attending and giving a quarterly report at the Sunday RCM.
7. Keeps an accurate record of funds received and spent by the WSR Committee.
8. Make sure the committee has a quarterly meeting place.
9. Follow up on committee members ensuring their needs and responsibilities are being met.
10. The Chairperson may delegate any needed responsibilities to other committee members.

#### B. Vice-Chair

1. Minimum clean time requirement is two (2) years.
2. Will be nominated in October, voted on in January, effective in April.

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3. Helps the Chair keep proceedings orderly.
4. Acts as Chair in the Chair's absence.
5. Fills in for any other trusted servant's position as necessary.
6. If office of Chair becomes vacant, serves as Chair until nominated and elected as new Chair, or until another member is nominated and elected.
7. Attends all WSR meetings.
8. May have other responsibilities such as contacting facilities based on the needs of the committee.

#### C. Recording Secretary

1. Minimum clean time requirement one (1) year.
2. Nominated in April, voted on in July, effective in October.
3. Takes an accurate set of minutes at each meeting and distributes them to committee members prior to the next meeting.
4. Maintains an ongoing file of all WSR minutes and committee archives.
5. May have other responsibilities based on the needs of the committee.

#### D. Coordinating Secretary (See attached procedures for detailed outline of duties)

1. Minimum clean time requirement three (3) years.
2. Nominated in October, voted on in January, effective on April 3. To ensure accountability, will keep a complete log of all WSR Step guide and Step writer communications as described in Section 11 D in the outline of Coordinating Secretary procedures.
4. Keep in contact with step guides every two weeks if needed.
5. Distributes inmate's letters to their step guide when received from the Regional Service

Office.

E. Alternate Coordinating Secretary

1. Minimum clean time requirement is two (2) years.
2. Nominated in October, voted on in January, effective in April.
3. Assists Coordinating Secretary in stated duties of numbers 15 and 16 in Coordinating Secretary procedures.

F. Orientation Person]

1. Minimum clean time requirement two (2) years.
2. Working knowledge of the orientation process.
3. Nominated in October, voted on in January, effective in April.
4. Orients each new step guide according to the Orientation Agreement and procedures.

G. Step Guide

1. Step guide must respond to their step writer within a two week period of receiving their letter.
2. Step guides are to place the return address label with the WSR address on the envelope they sent to their step writer.

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3. Step guides need to send the postcard that is sent to them with their step writer's letter back to the Coordinating Secretary the same day they send their letter of response to their writer to ensure that they have mailed their letter in a timely fashion.
4. Step guides need to contact the Coordinating Secretary if for any reason they are unable to fulfill their responsibilities as a Step guide.
5. Step guides are restricted to giving out any personal information to the step writer that will enable the step writer to trace their location, real full name, or phone number. This is for the safety of the Step guides. Step guides may share any experiences that do not violate this guideline.
6. Step guides are to inform the Coordinating Secretary if for any reason they decide to change their pen names.
7. Step guides may not send any NA pamphlets, books, or other supplies to the step writers. They may however, send step work hand written or photocopied from the Step Working Guide. Other formats of step work are acceptable as long as it does not violate this guideline.

H. Committee Member or WSR Delegate

1. Minimum clean time requirement one day.
2. Delegates are to follow their Area Guidelines and requirements.
- 3.

May carry one vote, if present, at the WSR Committee meeting. I. Terms of Commitment

1. All trusted servant positions are for one (1) year, with a two (2) year limit on consecutive terms in the same positions.

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The following forms are examples of forms that have been used by the WSR to help keep accurate records of Step writers and Step guides. These forms are just examples and are not to be construed as the only way the WSR Committee should, or could keep records.

Each WSR Committee may develop their own method of keeping accurate records and these should only be used as a helping hand in how to develop such methods.

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## INSTITUTION/FACILITY INFORMATION

Name of Institution/Facility:

Address:

City: \_\_\_\_\_ ST: \_\_\_\_\_ Zip: \_\_\_\_\_

Inmate name	Date added	Date Removed
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[illegible]


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## Inmate/Step Writer Information

Last Name: \_\_\_\_\_ First: \_\_\_\_\_  
ID#: \_\_\_\_\_ Male \_\_\_\_\_ Female \_\_\_\_\_



Contact Date:\_\_\_\_\_ Date Inactivated:\_\_\_\_\_

Facility/Institution Information

Facility:\_\_\_\_\_ HU #:\_\_\_\_\_

Address:\_\_\_\_\_

City:\_\_\_\_\_ ST:\_\_\_\_\_ Zip:\_\_\_\_\_

Step Guide Pen Name:\_\_\_\_\_

Step Guide Information:

Name:\_\_\_\_\_

Address:\_\_\_\_\_

City:\_\_\_\_\_ ST:\_\_\_\_\_ ZIP:\_\_\_\_\_

Date Received Date sent to SG Date Due Date sent to SW


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The following letters are used by the Chicagoland Region Writing Steps for Recovery Sub-Committee to inform the Step Guide, Facility, or Step Writer of information or circumstances regarding the WSR and its procedures.

Many of these letters are examples of what has been used and should not be construed as the only possibilities of what should be used.

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## WRITING STEPS FOR RECOVERY

Date:

Facility:

Attn: Counseling/Case Manager/Chemical Dependency Services

Dear Sir or Madame:

This letter is to introduce you to one of the services we feel might be of benefit to addicts in your facility. This service is guidance through the 12 Recovery Steps of Narcotics Anonymous. This process is completed with a Step Guide who is a Narcotics Anonymous member and has volunteered to help addicts behind the walls.

The purpose of this service is to provide guidance through writing the steps of N.A. with any inmate desiring recovery. A Step Guide is someone who will provide the inmate a copy of the steps of Narcotics Anonymous through the mail and will be anonymous using pen names or first names only, until the inmate is released. Working the steps of N.A. is the process we have found for continuing growth in recovery and to help us learn the abilities needed to live life on life's terms without the use of drugs.

This committee operates on certain policies and guidelines and we are willing to also follow the guidelines of your facility. The Step Guide is required to have two (2) years of continuous abstinence from drugs and a willingness and availability to reply to letters received from the inmate within a two week period or less.

Enclosed you will find a copy of the response letter the inmate will receive when their initial request is received by the committee while a Step Guide is being contacted. Also enclosed is a copy of the Correspondence Only Agreement that the Step Guides are required to sign, as well as a flier with inserts and address to put up in your facility for the inmates to contact our committee to begin the process.

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We certainly hope your facility is interested in helping us reach addicts seeking recovery and if you would like to know more about us, or need additional flyers, please feel free to contact our committee at the above address.

Sincerely,

ChicagoLand Region

WRITING STEPS FOR RECOVERY  
924 W 38TH Place Chicago, IL 60609

Addicts on the outside are able to choose someone to guide them through the 12 Steps of Narcotics Anonymous by listening to them in meetings, and seeing how they live outside of meetings. Although your circumstances do not make this possible for you, our committee has set up a process by which we choose a Step Guide to help guide you through the Steps of N.A. and help you grow in recovery. All the Steps guides have shared their commitment and willingness to help you write the steps, as well as meeting certain requirements. The Step guides will remain anonymous, using pen names, they must have a minimum of 2 years clean, attend N.A. meetings regularly, work their steps in writing, and have completed at least the first five steps with a N.A. sponsor.

Below you will find the address to mail your request for a Step guide. The process may take as long as 4 weeks to begin as there are several steps in contacting the Step guide, but you will receive a letter as soon as our Coordinating Secretary gets your initial request. All future correspondence will be sent to your Step Guide and be between the two of you. You will still be subject to your facilities rules regarding mail and contact with your Step Guide will be limited to writing only and cannot include requests for photos, drawings, pictures, messages to others, phone calls, rides, visits, or other personal information, and correspondence will cease upon your

release.

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*If you are interested in participating please take the information below or use the address listed above and write to the committee.*

WRITING STEPS FOR RECOVERY  
WSR 924 W 38TH Place Chicago, IL 60609

Date: \_\_\_\_\_

Facility: \_\_\_\_\_

\_\_\_\_\_

—

\_\_\_\_\_

— \_\_\_\_\_

ATTN: Counseling/Case Manager/Chemical Dependency Services

Dear Sir or Madame:

The Writing Steps for Recovery Committee is writing to your facility in order to keep the lines of communication open regarding the services we are continuing to provide with the incarcerated addicts/inmates who desire recovery within Narcotics Anonymous. As we initially introduced our service that consisted of guidance of the inmate through the 12 Steps of Narcotics Anonymous with a step guide provided by our committee, we would just like to refresh these thoughts and services with you and your facility. Working the 12 steps of NA is the process we have found provides ongoing growth in recovery by learning to live life on life's terms without the use of drugs. We are happy to help the inmate in this process.

As we have previously stated, this committee operates on certain policies and guidelines, as well as following the procedures of your facility. Some of the requirements to be a Step Guide are to have two years of continuous clean time from all drugs as well as working the recovery process of steps with a sponsor and attendance at meetings. A willingness and availability to reply to the inmate's letter within a two week or less period after receipt of their letter from our Coordinating Secretary is also part of our

guidelines. Photocopies of the step the inmate and guide are working on are also sent.

For your convenience we are reacquainting you with the response letter the committee sends to the inmate that has expressed an interest in working the steps and obtaining a step guide. We are also sending you an example of the agreement we ask our step guides

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to sign to familiarize you with our requirements. Also, please find enclosed another flyer containing our contact information to put up in your facility or give to an inmate that wishes to initiate our services.

If your facility would like to know more about our committee or needs additional flyers, please feel free to contact the Writing Steps for Recovery Committee at the above address. We thank you for your time and consideration in helping an addict find recovery.

Chicagoregionpr@gmail.com

WRITING STEPS FOR RECOVERY  
WSR-924 W 38TH Place Chicago, IL 60609

Date: \_\_\_\_\_

Name: \_\_\_\_\_

\_\_\_\_\_

—

\_\_\_\_\_

—

Dear \_\_\_\_\_:

The Writing Steps for Recovery Committee has received your letter asking for help in finding recovery. We are currently in the process of getting a committee's Step Guide to respond to your letter. Since addicts on the outside are able to choose a sponsor to help them work the steps of Narcotics Anonymous, our committee has come up with an anonymous way for a Step Guide to help you work these steps until you are released and able to find a sponsor.

All of the committee's Step Guides have shared with this committee their commitment to their NA based recovery. They have stated they work all their steps in writing and have completed at least the first 5 steps with an NA sponsor. They are asked to have a minimum of 2 years clean and attend NA meetings on a regular basis.

The process of the WSR committee is that mail is collected at the post office, mailed to our coordinating secretary who will send it to your Step Guide. The Step Guide is to respond to your letter within a two week period after they receive it. The first letter from

you is read in order to find a Step Guide, but future letters are strictly confidential and sent directly to your Step Guide. It is important that you understand that every letter between you and your Step Guide will be subject to your facilities rules regarding review of mail. Contact with your Step Guide will be limited to writing only and cannot include requests for photos, drawings, pictures, massages to others, phone calls, rides, visits, and will not include damaging personal information. We are bound by the 12 Traditions of NA as well as the rules of your facility. We can assure you that the Step Guide will be of the same gender as yourself and will have no knowledge or acquaintance with you prior to your incarceration. Anonymity will be followed by the Step Guide using a pen name or first name only and will not be giving out personal contact information. Once you are released from your facility, contact through our

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committee will end. Please feel free to write to the WSR Committee regarding any questions or concerns about the relationship with your Step Guide, or if you feel your needs are not being met. Be sure to make this letter to the attention of the Committee and not your Step Guide. As those on the outside have the option to make changes with sponsors, you also have that option as well, in regard to your Step Guide. We have many willing addicts that would like to help you grow in recovery with the Narcotics Anonymous steps. Please be patient and someone will respond to you again in the near future. If you have not heard anything from your Step Guide within a month, please contact us again.

Chicagoregionpr@gmail.com

## WRITING STEPS FOR RECOVERY

Date: \_\_\_\_\_

Name: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Enclosed you will find a letter received by the Writing Steps for Recovery Committee from a new inmate requesting a Step Guide. Your contact's name is \_\_\_\_\_

and their address is:

\_\_\_\_\_

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Please remember to use only the name you picked and gave to the Coordinating Secretary when you signed your orientation packet so we can be sure to get the letter to the correct Step Guide as soon as possible. Remember to abide by the guidelines concerning your anonymity and personal information, as well as not sending stamps, literature or money, etc. These guideline restrictions are in accordance with the facility regulations as well as the committee's decisions.

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In following our guidelines we ask that you respond to your new contact within 2 weeks which will be due:

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Please mail back the postcard enclosed with the date you mailed your response to your new step writer. If you have any questions and need further information, or have any changes or comments for the WSR Committee, please note this on the postcard also.

We thank you for your 12<sup>th</sup> step work with your step writer and the Writing Steps for Recovery Committee.

Chicagoregionpr@gmail.com