

Writing Steps for Recovery Step Guide Application

*Email address: _____

*Name: First _____ Last _____

*Address: Street address _____

City _____ State _____ ZIP Code _____

*Phone Number: _____

*Your preferred Pen Name: First _____ Last _____

(This will be the name your Step Writer will know you by and you will use in all correspondence)

*Number of Step Writers you are willing to guide through the steps at any given time (you are committing to respond to each Step Writer within two weeks of receiving their step work). Please enter a number from 1 to 20. _____

*Disclaimer _____ By initialing here, I understand that every letter I send into the facility where my Step Writer resides could be opened and checked for contraband. The content of the letter is to remain on topics surrounding step work and guidance through the steps, using the Narcotics Anonymous literature and program as a guideline and basis. Discretion will be exercised in writing about any matter that could be construed as to jeopardize the safety and/or the security of the facility, its staff, its residents, this subcommittee, or anyone else. I understand that failure to adhere to any of the aforementioned articles will result in cessation of my participation in the Central Ohio Area of Narcotics Anonymous Writing Steps for Recovery Subcommittee program and may put the whole program at risk. The subcommittee will notify me when I am approved as a Step Guide and when I have been assigned a Step Writer at the appropriate time.

*As a Step Guide I agree to (please read through the agreement listed below and then initial that you agree or do not agree. You must agree to all listed requirements to submit this application)

1. Limit my contact with my Step Writer(s) to writing only.
2. Refrain from using abusive or profane language in my correspondence.
3. Respect the confidentiality of my Step Writer.
4. Refrain from supplying my Step Writer with materials including envelopes, stamps, pre-stamped envelopes, writing paper, and writing implements.
5. Refrain from sending my Step Writer any books, tapes, or items of this nature. Only sending step working/related materials.
6. Refrain from supplying my Step Writer with my telephone number, address, and any other information prohibited by the program.
7. Refrain from visiting my Step Writer or having contact with him/her outside the facility.
8. Refrain from contacting anyone whom my Step Writer might ask me to contact.
9. Refrain from revealing any damaging personal information as outlined in our guidelines.
10. Attest to not having been a victim or an accomplice of a crime with someone who is presently incarcerated as a result of that crime.

_____ Yes I agree

_____ No I do not agree

*I have a minimum of 2 (two) years clean _____ Yes _____ No

*I have a NA sponsor and carry a clear NA message _____ Yes _____ No

*I have worked the 12 steps with a Narcotics Anonymous Sponsor or Step Guide and have a working knowledge of the 12 Traditions of Narcotics Anonymous. _____ Yes _____ No

*Do you agree to abide by all guidelines of the WSR subcommittee? _____ Yes _____ No

*Are you willing to follow a group conscience you disagree with? _____ Yes _____ No

*Are you willing to attend/report to the WSR subcommittee by attending the monthly meeting or by sending a report (by text or email)? _____ Yes _____ No

*Willingness - Are you willing to reply to any letter within two weeks of the date you receive a letter from your Step Writer? _____ Yes _____ No

*Are you willing to write steps with incarcerated youth? _____ Yes _____ No (not required)

*Availability – Do you agree to report to the committee if you are no longer available to be WSR Step Guide and to pass on any contact information for Step Writers who are still active? _____ Yes _____ No

*Content – Do you agree to refrain from using abusive/profane language and to refrain from providing personal telephone numbers, addresses, photos, and any other information that could be construed as to incriminate, implicate, or jeopardize the safety and the security of their facility, its staff, this subcommittee, or anyone else?

_____ Yes _____ No

*Packages – Do you agree not to visit or send anything to your Step Writer other than NA approved literature, step guidance pages, and letters (e.g. money, food/care packages, no envelopes, stamps writing paper, writing implements, books, tapes, money on books, etc.)? _____ Yes _____ No

*Activities – Do you agree not to engage in any activities with the Step Writer other than step work by mail (e.g. pen pal, letters to the parole board, contacting people for the Step Writer, providing information about outside enterprises, etc.)? _____ Yes _____ No

*Are you part of the Central Ohio Area? _____ Yes _____ No

If No, are you a part of the Ohio or Buckeye Region? _____ Yes _____ No

What area? _____