



Area 53 General Service  
 Correctional Facilities Committee  
[www.area53cfc.org](http://www.area53cfc.org)

Correspondence  
 Program  
 Guidelines

There are many alcoholics in correctional facilities interested in recovery from alcoholism who are reaching out for the hand of Alcoholics Anonymous. One way an individual AA member can reach back is through an exchange of letters. The Correctional Facilities Committee is seeking "outside" AA members to write to "inside" AA members.

It is essential to observe the rules of the particular facility to which mail is being sent. The specific policies are contained in the inmate handbook for the facility. Below are some suggested guidelines drawn from shared experience to help interested AA's get started.

1. We introduce ourselves by qualifying briefly in our opening letter. (Some even save an opening letter to re-use for new inside AA's.)
2. We try to let the alcoholic know that writing, like all forms of sharing, helps us as much as it helps her or him.
3. We let the alcoholic know that he or she is not alone.
4. We suggest you use the CFC PO Box (PO Box 1201 Columbus, OH 43216-1201) for receiving mail rather than your home address. The CFC will forward letters addressed to you. We send mail to the address you provide on the sign-up form below so please let us know if you move.
5. We share and keep the focus on the illness of alcoholism and the recovery from that illness through the practice of the Twelve Steps and Twelve Traditions of Alcoholics Anonymous.
6. We have found it best for all concerned if no emotional or romantic involvements develop.
7. If there is a desire to send a gift for a special occasion, we make it an AA book, AA Literature, or Grapevine material. (Before sending literature, check whether the facility allows it. Feel free to contact the CFC for help making this inquiry.)
8. In the spirit of the Twelfth Tradition, we respect the anonymity of our correspondents.
9. We encourage inside AA correspondents to notify their outside CFC prior to their release, so that a pre-release temporary contact can be set up before the release date.
10. Some inmates will never write, and others will enroll in this program in an effort to "get" something like money, or anything else they think they may be able to get. Please disregard these types of situations, as there are plenty of inmates who want AA, and simply contacting the correspondence secretary will result in you being assigned a new "inside" AA with whom to correspond.
11. We encourage "inside" AA group activity and stress the importance of attending an outside meeting on the THE DAY of release.

----- Detach here -----

If you are interested in corresponding, please mail the form below or visit [www.area53cfc.org](http://www.area53cfc.org) or email [correspondence@area53cfc.org](mailto:correspondence@area53cfc.org) to sign up or get more information.

Name	Ph.	Gender M[ ] F[ ]	
Address	City	State	Zip
Sobriety Date	Email		

Return to: Area 53 CFC attn: Correspondence  
 P.O. Box 1201  
 Columbus, OH 43216-1201