

# BACK-TO-BASICS STEP STUDY GROUP SPONSOR MANUAL

Prepared by the Sponsor Support & Training Committee

(Revised 12/21/2024)

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## BACK-TO-BASICS STEP STUDY GROUP SPONSOR MANUAL

B2B CONTACT INFORMATION	
Sponsor Support and Training Committee	<a href="mailto:B2BSponsorTraining@gmail.com">B2BSponsorTraining@gmail.com</a>
Back-to-Basics Steering Committee	<a href="mailto:B2BServiceBoard@gmail.com">B2BServiceBoard@gmail.com</a>
Intake Coordinator	<a href="mailto:B2BIntake@gmail.com">B2BIntake@gmail.com</a>
Literature Committee	<a href="mailto:MediaRecoveryUA@yahoo.com">MediaRecoveryUA@yahoo.com</a>

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So, do you wish to serve as a new or returning Group Sponsor (GS) for a Closed Back-to-Basics Step Study? This manual is designed to answer the many questions you may have about this service position. Whether embarking on this service journey or continuing in your duties, you may bring any questions. Here is the best order to proceed: Take it to your own sponsor ⇒ If that doesn't provide a solution, take it to your GS team ⇒ If you need more, take it to your Group Mentor (see more below) ⇒ If you still have no solution, take it to the Sponsor Support & Training Committee.

### GROUP MENTORS

Back to Basics has a Mentorship Program. Each team of B2B Group Sponsors is assigned a Group Mentor whose role is to provide you with support as you navigate your B2B step study. Group Mentors have had sufficient (and sometimes ample) experience running Back-to-Basics Step Studies.

The role of the Group Mentor is not to micromanage your process but to serve as a sounding board and guide when questions come up and help empower you to make the tough decisions and to encourage and especially to support *your* recovery. Engage with your Group Mentor and include them in all communications with the B2B Intake Committee and in your GS Team's WhatsApp chat.

### GROUP SPONSOR QUALIFICATIONS

It is natural to feel nervous going into a Group Sponsor role. That's okay. The following qualifications are recommended for the person wishing to step up to serve as Group Sponsor. Exceptions to these qualifications need to be discussed with the B2B Steering Committee.

- Has Completed their Twelve-Step work.
- Successfully completed all three months of Back to Basics.
- Maintained their media and tech fast for the three-month duration of Back to Basics.
- In the case of a lag since completing Back to Basics, they recently completed three months of continuous fasting or media sobriety.
- Have sponsored a member of Back to Basics.
- Have an MAA sponsor they meet with regularly.

It is important that you have an MAA sponsor or sober co-sponsor of your own. If you don't have a sponsor, ask for one in the GS WhatsApp chat.

## B2B GROUP CONFIGURATION

Each B2B step study should have at least two full-time Group Sponsors, one of whom should have two to three months of Group Sponsor experience in a closed B2B step study. It is recommended that all new GSs serve full-time to learn how to be responsible for a B2B step study.

**A Group with Two Group Sponsors** – This configuration is possible but tricky. You will need some reliable subs in case one GS can't make it. If you have only two Group Sponsors, try to recruit at least one other Group Sponsor.

**A Group with Three or More Group Sponsors** – Having three or more Group Sponsors allows a group to rotate the roles of moderator, qualifier, scroller, etc. (See Group Sponsor Tasks & Reminders below.) With another Group Sponsor or two, the workload can be distributed more evenly. Or, all GSs can read each time, just share A & B parts in the format.

**Part-time Group Sponsors** – Part-time group sponsoring is **not recommended** but sometimes is done. If you cannot be a full-time Group Sponsor, there are other wonderful opportunities to give service in MAA meetings and B2B committees. This includes Open Back-to-Basics Step Studies, which meet once a week. Also, you can always substitute for Group Sponsors in closed Back-to-Basics step studies. Ideally, to help maintain the cohesiveness of the group, ideally, all Group Sponsors should be full-time in a closed Back-to-Basics step study. If not, the part-time group sponsors should be as involved as possible in the workings of the group.

**Group Sponsor Absence** – As a Group Sponsor, you may occasionally need to take a day off. Please don't abuse this and please make sure you find a sub for yourself for that session and let your other GSs know who that is if needed.

## TIPS FOR EFFECTIVE GROUP SPONSORSHIP

- **Fit Spiritual Condition:** Consult your Higher Power about everything and keep all your recovery programs going strong.
- **Lead Group Sponsor:** As a team, you may have someone serve as the Lead Group Sponsor. Often, this is the longest serving Group Sponsor. The Lead Group Sponsor has the experience to know where to go for assistance with a complex problem and makes the final decision when there is a lack of consensus among the GS team.
- **Group Sponsor Orientation Meetings:** Month 3 or Month 4 graduates, who intend to serve as GSs are required to attend a **Group Sponsor Orientation meeting**. Typically, two orientation meetings are held during the one-week break between Back-to-Basics months. They are posted on the B2B Calendar. If you are a long-serving Group Sponsor please read the manual once in a while to stay current.
- **Meeting Formats/Scripts:** Please use the formats and assignments from the website as is. Any changes suggestions to the meeting formats and assignments are made by the B2B Steering Committee. If you have any, you may bring them to the B2B Steering Committee's Literature Committee for consideration for the next round of revisions. We know things aren't perfect, but they are darned good!
- **Media Fast:** It is suggested that you maintain your media fast for at least the first three months of group sponsoring. Serving as Group Sponsor, combined with media fasting, seems to be one of the most effective ways of anchoring your own sobriety and helping everyone feel you are a part of the team.
- **Teamwork:** Be a team player, meet often, and make decisions together. **DON'T GO ROGUE!** Bring a united front to your group members. DO NOT argue in front of them. Instead, work things out among your GS team away from members and be like good parents to your step study!
- **When in the wrong,** admit it. Steps 9 and 10 are particularly important for a Group Sponsor to use.

- Be willing to serve as a **Group Sponsor Substitute** for other groups. It is appreciated, and someday you may need someone to sub for you.
- **Stepping Down as Group Sponsor:** Let your team know as early as you can if you don't intend to return as Group Sponsor the next month or you leave at any time, and do your best to find another Group Sponsor to replace you.
- **In Case of Relapse:** If you slip in your recovery, do what you need to do RIGHT AWAY to get back on track. Use your sponsor and your mentor. If you can't and are in relapse, back out of GS service. Secure three months of sobriety before returning to serve as Group Sponsor. You may go through the three-month Back to Basics program again if you need to. Own up to it with your GS team and take the necessary time to get back on track in your recovery.
- **When a Fellow Group Sponsor Appears to Be Relapsing or Slipping:** Check with them. This is not about shame or guilt but about getting our lives back on track. Hold your team members to their commitments as Group Sponsors. If this situation is not resolved, you may bring the matter to your Group Mentor, to a GSSM Meeting (but please protect their anonymity), or to the Sponsor Support & Training Committee. —and the safety and stability of the group count on the role modeling of the GSs.

## SCHEDULE AND ATTENDANCE

Back to Basics Step Studies are listed in the B2B Meeting Calendar on the MAA website. All B2B groups have the same schedule to follow.

- Meetings run for approximately 30 - 40 minutes (Mondays through Thursdays) and for 1 hour on Fridays (sometimes longer for larger step studies). This does not include the recommended (but not mandatory) fellowship time before the start of the meeting. Here is an example of a Back-to-Basics timetable (your group may vary this a bit if it is a really large group).

Sample B2B Timetable	
B2B meeting calendar listing	1:00 pm (ET)
Fellowship time	12:45 pm
Members' latest arrival	12:55 pm
Meeting start time	1:00 pm

- Whenever possible, as a Group Sponsor, arrive before the fellowship time. In doing so, you set an example for other group members.
- The Zoom Waiting Room can be enabled five minutes before meeting start time to address chronic latecomers if needed.

## INDIVIDUAL SPONSORSHIP

- In Closed Back to Basics, individual sponsors are provided for each B2B member, and the duties of an individual sponsor are well defined. The main responsibility of an individual sponsor is to listen to the sponsee as they read their written answers to the daily assignments. B2B members are generally asked to take on a Month 1 sponsee after they have completed their first month in Closed B2B. Sometimes, these Month 2 members have no prior sponsorship experience in any Twelve-Step program. It is

therefore not expected for them to perform the duties of a seasoned sponsor who has years of experience. Listening to question answers is fine.

- In general, individual sponsoring of a B2B member is only for the duration of the three months of Back to Basics. There is no obligation to continue beyond this point, unless both parties agree to continue the relationship.
- Personal information shared during Step work is treated as confidential. Only information regarding the sponsee not being capable of doing the required assignments, not being in contact with their sponsor as required, relapsing, or showing behavior that does not follow our safety guidelines should be reported to the GS team. Note: Slips can be handled between the individual sponsor and their sponsee. Also, being a little “behind” but making steady progress should not be an issue.
- Month 1 members need these sponsor meetings: Several 15 min. meetings during the week and 1 hr. on the weekends. Month 2 and 3 members can coordinate with their sponsors what works for both of them to get their work reviewed. Use Zoom or phone.
- Individual sponsors should refer to the online document, *Individual Sponsor Checklist*, for general sponsorship suggestions. The document can be found on the Month 2 page.

## BACK-TO-BASICS MEMBERS

**Member Attendance and Absences:** A member is allowed to miss **no more than** two meetings during a Back-to-Basics month. If a member is aware that they will be missing more than two days in a Back-to-Basics month, **they should be advised to postpone their participation in Back to Basics to a later month.**

**Continuing Into a Fourth Month of B2B:** Remaining in Closed B2B without being a GS is not recommended. Members and MAA are better served for them to step up to being a Group Sponsor or to go to and serve in regular MAA meetings. However, they may stay on for a fourth month if they’re willing to take on one or two newer members as sponsees and are, hopefully, planning on being a Group Sponsor in the following month. Otherwise encourage them to get to regular MAA meetings. B2B Study Groups are NOT to become someone’s home group.

## Know Your Group

Get to know all group members personally by attempting to contact each of them regularly. It is a good idea to have each one of your prospective members contacted by at least one GS before the Commitment Meeting in case they have any questions or concerns. Connecting with them individually during the month is also recommended.

**Disruptive Behavior:** Your group will likely include all sorts of personalities. Some groups run smoothly from the start, while others may have unique traits that can challenge group dynamics. If someone is out of line during meetings, one of the Group Sponsors should talk to them individually. To address disruptive behavior, you may redirect the group to the guidelines by using the following or similar reminders:

- “It’s important that everyone is on time, which is five minutes before meeting start time.”
- “Please keep your camera on during the meeting and refrain from distracting movements.”
- “Please don’t eat, chew gum, or smoke during the meeting.”
- “I can talk to you about this after the meeting. Let’s just focus on the script right now.”
- “The idea of this meeting is to have it as much like we are all meeting face-to-face in a room. Please don’t do things you wouldn’t be doing if we all met in a meeting room.”

Also, members can sometimes be calmed with statements such as:

- “Thank you for sharing that. Maybe we can get back to it after the meeting.”
- “I know some things don’t seem to make sense at first, but they are in place for a reason. We can talk about it later if you wish. You have my phone number.”
- “I will be happy to clear up any confusion with you individually.”

- “We need you to settle down, so we can continue. Do you think that’s possible? If not, we may need you to exit the meeting today, and please try again tomorrow.”

Other than these “in-meeting” types of responses by Group Sponsors, the first intervention for inappropriate behavior (such as media slips, poor attendance, tardiness, or not doing homework) should be carried out by the **member’s individual sponsor**. If the individual sponsor feels it’s beyond their capacity, they can refer the matter to the Group Sponsors.

**Thirteenth Stepping:** “Dating” or “flirting” within a B2B step study is firmly discouraged. It can distract other members and Group Sponsors from their recovery and be damaging to the group. If such a situation should develop, one of the participants can be immediately transferred to another B2B step study or asked to leave and sign up for a different time slot the following month. If a couple wishes to start Closed B2B at the same time, it is recommended that they enroll in separate B2B step studies.

## MENTAL HEALTH CONSIDERATIONS

We are not therapists or counselors or a therapy group and do not offer psychotherapy. Back to Basics members have a responsibility for their own wellbeing and must respect established guidelines to safeguard the wellbeing of everyone in the group.

These sobriety action groups are not for everyone. When members sign up for Back to Basics, they are stating that they are mentally and physically capable of participating fully in this intensive Twelve Step sobriety group. If someone has a severe emotional or mental health disorder or if they cannot physically sustain the rigors of going through the Twelve Steps in this program, we recommend that they bow out of Back to Basics until they are in a healthier place and/or they use other available avenues of recovery. Please bring such cases to the attention of the Group Mentor and to the Sponsor Support & Training Committee if needed, and they will assist you in handling the situation. Sponsor Support & Training Committee members are listed, with their contact information, on the Group Sponsors page of the website (password: Freedomnow).

When someone has hijacked the meeting and is too disruptive to remain in the group, the Group Sponsor who has claimed Zoom host should enable the Waiting Room to address them individually, and they should know how to remove someone from the Zoom meeting room.

## WHAT DOES MEDIA FASTING REALLY MEAN?

Newcomers may have a tough time wrapping their heads around what true media/tech fasting entails.

There is a distinction between **abstaining from our addictive media** and **fasting**. Abstaining from our addictive media is where many of us want to end up eventually, but this is not something we can usually attain in early recovery from media addiction. The lines are too blurry for us to make those kinds of decisions. Most of us need to start with fasting from all unnecessary media, and we need to continue to fast for a long time to allow our bodies and minds to detox from the effects of addictive media use. This sets the stage for taking on a new way of living.

FASTING is what is required in Closed B2B Groups. This means NO USE OF ANY MEDIA OR TECH that is not ABSOLUTELY NECESSARY for work, school, or essential family needs (like setting up doctor appointments or dealing with messages to or from school). This means (and this list is not exhaustive) no TV, movies, news, streaming, social media, gaming, porn, nonessential shopping, word games, dating and meet up apps, Internet use for unnecessary reasons, phone or tablet apps, or gambling.

For many people, this fast *could*—and probably *should*—include podcasts, music, fiction books, magazines, online reading, audiobooks, meditation apps, sports apps, unnecessary messaging apps, or any other sort of input that you get lost in or spend more time on than intended.



This may be different than other media/tech programs’ definitions of a media fast, but this is how we have found people can achieve true media/tech sobriety. REMEMBER: *Always* ask yourself, “*Is it REALLY necessary?*”

We know this is not easy but is also not meant to be a punishment. It is meant to detox you, so you can get your life back and be receptive to your Higher Power’s guidance. If you are not ready for this commitment, then you may need to try recovery in some other way than Closed Back to Basics.

Eventually, some of us move into a recovery phase of just staying away from our addictive media/tech. We may find that there are some forms of media or tech that are not addictive to us. It becomes very individual at this point, and using your sponsor’s guidance and your accountability can help you discover what media and tech usage does not put you in danger of a binge or relapse. Be careful, however, because any media can be a slippery slope.

While being a Group Sponsor in Closed B2B, fasting along with your group members is the best and most highly recommended plan. You will feel more authentic and sober yourself.

**GENERAL GROUP SPONSOR TASKS AND REMINDERS**

- As a team, it's suggested you agree to set aside **regular times** on the calendar for Group Sponsors to meet each week. Most GS teams also use a WhatsApp or text group for updates and for scheduling additional meetings if needed. We recommend using a group chat for your team. Stay in practice with dealing with each other openly.
- Group Sponsors may make brief announcements before the meeting starts or at the conclusion of the meeting. On the last day of each week, remind members of their weekend assignments.
- Group Sponsors should rotate the **A, B, and C meeting roles** daily (two readers, scrolling, qualifying, info in the chat - like member reading order). Some groups like all the GSs to read every meeting. Invite Month 2 or 3 members to lead fellowship time.
- In the last week, Month 3 members can be asked to read A & B, or putting info in the chat so they see how leading feels.

**B2B CALENDAR OF TASKS**

- **Daylight Saving Time:** Daylight saving times don’t take effect at the same time around the world (and some regions don’t implement them at all). B2B group schedules are based on U.S. Eastern Time. Therefore, when Daylight Saving Time starts in March and ends in October/November of each year, the time difference between the U.S. and other countries changes for one to two weeks. For example, a five-hour time difference becomes a four or six-hour difference, depending on whether we’re starting or ending the daylight saving period. Therefore, please keep overseas members apprised of this one- to two-week time disparity either at the beginning of the affected month and/or the end of the prior month. Refer group members to the B2B Meeting Calendar, which reflects local times for meetings.
- Below is a timeline of tasks in chronological order. Be sure to review and follow this timeline and meet regularly with your team to ensure that the process flows as smoothly as possible for your B2B members. These may change as the intake processes change.

GS TEAM TASKS AND TIMELINE	
Before the B2B Month Kicks Off	
1.	New GSs attend Group Sponsor Orientation.

## GS TEAM TASKS AND TIMELINE

### Before the B2B Month Kicks Off

2. **Weekend prior to the Commitment Meeting:** At least one Group Sponsor will receive a link with the Intake spreadsheet with a list of applicants for their upcoming Commitment Meeting. GSs from other groups may also have asked about having a person transferred into your group. This spreadsheet will prioritize the Month 1 applicants based on either their online B2B application date (Note: This reflects the policy of accepting applicants on a first-come, first-served basis).

All new applicants, will receive an email from the Intake System inviting them to the upcoming Commitment Meeting. The email will contain the Zoom link, and a [link](#) to the pre-commitment assignments and related documents.

Group Sponsors have the option to contact these new applicants prior to the Commitment Meeting. Group Sponsors have found it helpful to become acquainted with the applicants.

3. Meet and decide who will be responsible for which tasks throughout the month. Make a calendar before the Commitment Meeting. Below is a list of tasks and roles (more details are included in the weekly schedules that follow).
- Interact with the Intake System and spreadsheets
  - Person who sends needed emails to the group after the Commitment Meeting
  - People Person – Deals with members who have questions, concerns, or issues (such as tardiness, disruption, sponsor relationship). However, Group Sponsors typically decide who contacts a member on a case-by-case basis.
  - Candlelight Ceremony Planner/Moderator
  - WhatsApp Group Set-up and Administrator
  - Welcoming members to Fellowship Time, at least in the beginning. Later, you may ask your Month 2 and 3 members to keep time and moderate Fellowship Time.
  - Managing tech: Claim host, if needed, to enable the Waiting Room, mute mics, and so forth.

## GS TEAM TASKS AND TIMELINE

### Commitment Meeting Day

1. The GS Team should join the Zoom room 15 to 30 minutes before group members arrive. There often is last minute information or updates to share or discuss among the GS Team.
2. Welcome each person.
3. Ask people to use their first name, last initial, and location to identify themselves so that you don't get common names mixed up. Teach them how to change their name on Zoom. (Go to Participants on the Zoom toolbar, select your name, and enter the correct information.)
4. Ask Month 2 and Month 3 members to take turns reading the bulleted portions of the format and post the reading order in the Zoom Chat. Later in the meeting, when you read the Commitments, include the newcomers in the readings. **Be sure to add if there are any additional requirement specific to your group, like extra assignments if they miss a meeting, etc. They don't like to be surprised later.**



GS TEAM TASKS AND TIMELINE	
Commitment Meeting Day	
5.	Following the Commitment Meeting: All Group Sponsors meet to match “All In” members with individual sponsors.
6.	Group Sponsors should update their Intake/Roster spreadsheet as people come and go.
7.	<p><b>By the weekend:</b> A designated GS compiles a list of “All In” members, assigned individual sponsors, and Group Sponsors, and emails this list, with contact information, to the entire step study.</p> <ul style="list-style-type: none"> <li>• Remind Month 1 members to immediately contact their new sponsors to arrange a time to meet that weekend to go over their homework.</li> <li>• Encourage members to come to Fellowship Time 15 minutes before start time.</li> <li>• Instruct members how to download materials and assignments from the website and provide them with the passwords.</li> </ul>
8.	Create a WhatsApp group for your B2B step study (members and Group Sponsors) and maintain the WhatsApp Participants list as your group composition changes.

GS TEAM TASKS AND TIMELINE	
Week 1	
1.	Meet with your GS team during this first week to plan.
2.	Group Sponsors should arrive AT LEAST 10 minutes ahead of the start time for every meeting. If you arrive before Fellowship Time, last minute discussions can address critical issues, or you can create a breakout room if group members are in the main room.
3.	Ask Month 3 (or even Month 2) members to moderate the <b>Fellowship Time</b> 15 minutes before start time.
4.	Remind <b>individual sponsors</b> to hold <b>meetings</b> to discuss homework assignments with their sponsees— Remind them that starting right away and catching things early are part of sponsorship.

## GS TEAM TASKS AND TIMELINE

### Week 1

5. Communicate with members the following:
  - Emphasize to members and individual sponsors the importance of arriving on time, meeting regularly, completing homework (and any make-up work required), and keeping up with their Step work.
  - Take members who are NOT doing their homework seriously and try to correct this early. This is a good indicator of their readiness to do this program. If it continues into the second week, they typically will need to drop out.
  - Encourage group members to use the B2B WhatsApp group chat to request outreach and to bookend necessary media use. Remind members to keep their bookending posts general (not mentioning specific actions or media). Also ask that they not share images, links, inspirational quotes, or intensive feelings that are best shared one on one. Also, invite them to join the MAA 10th Step Outreach WhatsApp group (ask the group admins to add them by posting their name and phone number in the WhatsApp chat).
  - Ask all members to choose an MAA meeting as their home group and remind them to attend it weekly and to give service there (e.g., tech host, timer, qualifier, and newcomer greeter).
  - Let participants know that the Saturday “There is a Solution” Zoom meeting is the place where they can see other current B2B participants. It is a great place to get to know others in B2B.
6. Get to know members by calling them during the first week. Reach out as soon as issues surface; catch things early (lateness, not doing homework, cameras not on, etc.)
7. **Mid to late week:** If necessary, review the **B2B Commitments** regarding tardiness and absences and address any questions or issues as they come up.
8. **Day 4:** Remind Month 1 members to bring their **Resistance Worksheets** to the meeting on Friday and remind their individual sponsors to bring the Resistance Worksheet questions.
9. **By the end of the week:** The designated Group Sponsor should let Month 3 members know about the **Candlelight Ceremony**, which takes place during the one-week break after the B2B month concludes. The Ceremony lasts about one to 1.5 hours, and it celebrates them.

Let them know that their individual sponsors should attend and ask them for any other guests they’d like to invite. Obtain their contact information so you may send them an invitation later in the month. All invitees must have already participated in their own Candlelight Ceremony.

The designated Group Sponsor can begin to coordinate among Month 3 members, their sponsors and guests, and the GS Team to find a date for the Candlelight Ceremony that everyone can attend. This is most easily done via a temporary WhatsApp chat, text group, or email. It’s important that this be done early so everyone can have it on their calendars.

The designated GS can send a reminder, with Zoom link and instructions, one week as well as one day before the Ceremony.

It’s often easiest to schedule the Ceremony Saturday, Sunday or Monday in the same time slot that your B2B group meets, and it also helps ensure that the B2B Zoom room is available.
10. Call individual sponsors this first week to see how things are going with their sponsees and to provide them with any needed support. Mentorship is especially important for those who are sponsoring for the first time in a Twelve-Step fellowship.

GS TEAM TASKS AND TIMELINE
Week 2
1. Continue to meet with your GS team to talk openly and work everything out as it comes up.
2) Begin to talk with Month 3 members about being a Group Sponsor next month. Coordinate among your teammates to assign who will reach out to which graduating member to discuss plans after Back to Basics and this opportunity for service. Answer any questions or concerns they might have, and reassure them if they have doubts or feel timid. You were once in the same spot. Share your experience, strength, and hope. Mention the community of support found in the Group Sponsor Support WhatsApp group.
<b>3) By mid-week:</b> You will learn by this time who should be encouraged to step up their participation and who needs to back out of the group for now. If members are not doing their homework, are late or absent, are not calling their sponsor, or are too unstable to be in the group, <b>it is okay to invite them to take some time to themselves and try again the next month (or later), when things settle down.</b> Get help from your own sponsor, other Group Sponsors, or your Group Mentor if needed.
4) As membership changes, and it will, remember to update the Intake spreadsheet.

GS TEAM TASKS AND TIMELINE
Week 3
1. Meet with your team. Be honest, open-minded, and willing to discuss and resolve issues.
2. <b>At the start of the week:</b> Confirm the date and time for the Month 3 graduates' <b>Candlelight Ceremony</b> .
3. <b>Before Day 4:</b> Group Sponsors should decide who will be the sponsor and sponsee for the Apology/ Forgiveness letters on Day 5. Use the sample in the format, do not do participant letters live. We have found that this can sometimes backfire badly so let participants do their own letters with their own sponsors.
4. Group Sponsors should remind Month 3 members to consider stepping up as Group Sponsors.
5. Encourage participants to attend MAA meetings regularly.
6. Begin to discuss who will or will not stay on the <b>Group Sponsorship Team</b> during the next B2B month. Replace yourself if you are leaving (perhaps with a graduating Month 3 member or someone who has served as Group Sponsor in the past and wishes to return).
7. <b>By end of week:</b> Send out invitation to the <b>Candlelight Ceremony</b> , with the date and time and the Zoom link.

GS TEAM TASKS AND TIMELINES	
Week 4	
1.	<p><b>Day 1:</b> Group Sponsors should ask members to contact them <b>PRIVATELY</b> by the fourth day of Week 4 to notify them of their plans for the upcoming month. Members can either:</p> <ol style="list-style-type: none"> <li>Return for the next month.</li> <li>Request an approved one-month leave.</li> <li>Become a Group Sponsor.</li> <li>You can let some Level 3 members read A and B this week to feel what it is like to lead the group.</li> </ol>
2.	<p><b>Early in the week:</b> Confirm with Month 3 graduates their plans regarding stepping up as <b>Group Sponsors</b> the next B2B month.</p> <p>Inform prospective GSs that they are expected to attend one of the <b>Group Sponsor Orientation sessions</b>. The dates and times are posted on the B2B Meeting Calendar. Send them reminders and make sure they enroll in one of the training sessions.</p> <p>Send a list of prospective GSs to the Intake Committee (<a href="mailto:B2BIntake@gmail.com">B2BIntake@gmail.com</a>).</p>
3.	<p><b>Day 4:</b> Remind people to bring their <b>Intention Letter</b> which they wrote during their first day of Back to Basics, to the last meeting.</p>
4.	<p>For the <b>Candlelight Ceremony</b>, send the graduates instructions for the Ceremony and the questionnaire they are asked to complete and bring to the Ceremony. Have Month 3 members bring 3 candles, one taller than the other two, and their answers to Candlelight Ceremony questions.</p>
5.	<p><b>Immediately after the last meeting:</b> Group Sponsors are to update the Intake spreadsheet with the following information:</p> <ol style="list-style-type: none"> <li>A list of all Group Sponsors and members who will be continuing in their group next month.</li> <li>A list of members requesting an approved leave.</li> <li>A list of members requesting to transfer to a different time slot.</li> </ol>
7.	<p>Be sure to ask that incoming Group Sponsors be added to the GS Peer Support WhatsApp group.</p>

GS TEAM TASKS AND TIMELINE	
After the Close of the Month	
1.	<p>A Candlelight Ceremony is held for all graduating Month 3 members. The Candlelight Ceremony format can be found on the Group Sponsors page of the website (password Freedomnow).</p>
2.	<p>Check in with your ongoing Group Sponsor Team and members during the one-week “break.” It is NOT a break from fasting, outreach, going to meetings, or doing service. In fact, more of these things should be happening to support each person’s recovery.</p>
3.	<p>Solidify your list of Group Sponsors for next month and meet with your Mentor for the GS Commitment Meeting.</p>
4.	<p>Make sure your incoming Group Sponsors attend a Group Sponsor Orientation.</p>
5.	<p>Rest up!</p>

## TECH SKILLS

- Someone will be interfacing with the automated Intake System. Choose someone with some tech skills, or get with the GS Training and Support Committee to get some assistance learning the system.
- Learn how to use your computer to run Zoom, to share your screen and to scroll documents. If you are technologically challenged, please find someone who can be your tech coach and walk you through the process. It gets easier with practice.
- The person who is scrolling the document is not required to claim “host” or “co-host” to share their screen.
- If the group is large and plans to use special Zoom features, one of the Group Sponsors should claim “Zoom host” to enable the Waiting Room, create Breakout Rooms, mute microphones, and turn off members’ video if necessary.
- The Group Sponsor who *claims host* should know how to remove someone from the meeting room and lock the meeting if necessary (click the Security button in the Zoom toolbar).
- If you are the Zoom host and leave the meeting before others, please make sure NOT TO CLICK “End Meeting for All” because that will close out the whole meeting but you can make someone else the host to keep it opened and then leave. The final host SHOULD “End Meeting for All” to free up that Zoom account.

## WHO TO CONTACT WITH ANY QUESTIONS OR ISSUES

Issues can arise when sponsoring a B2B group, and you may not know who to turn to. There are many resources available to you. We suggest you proceed as follows:

WHO TO CONTACT	
Interpersonal issues	<ul style="list-style-type: none"><li>• Speak with your own sponsor ⇒ Group Sponsors ⇒ your Group Mentor.</li></ul>
Issues with Group Sponsor relapse	<ul style="list-style-type: none"><li>• If you’re struggling with slips, work with your sponsor, and if you have relapsed, please bow out and focus on your own recovery. You may rejoin B2B as a member and return to group sponsoring after a three-month media fast.</li><li>• If you are aware of another Group Sponsor slipping or in relapse talk to them directly. Then if needed, go to your GS Team and/or to your Group Mentor.</li></ul>
Issues with group members	<ul style="list-style-type: none"><li>• Speak with your own sponsor. Then if needed, your GS team ⇒ Group Mentor ⇒ Sponsor Support &amp; Training Committee.</li></ul>
Miscellaneous questions on running your B2B group	<ul style="list-style-type: none"><li>• Review this manual.</li><li>• Discuss with your GS Team.</li><li>• Go to your Group Mentor, and then to the Sponsor Support &amp; Training Committee.</li></ul>

WHO TO CONTACT	
Inquiries from B2B prospective members, returning members, and transfers wishing to join your group or transfer to another group	<ul style="list-style-type: none"> <li>• Ask new prospective members to fill out the form on the MAA website.</li> <li>• Work with other GSs from other groups around transfers in and out of groups. Make sure there is room and connect the participant up with a GS of the other group or be in contact with the person wanting to come into your group.</li> <li>• Be sure to update the Intake System on number of openings you still have.</li> </ul>
Questions and comments regarding meeting format and assignments	<ul style="list-style-type: none"> <li>• Send those to the B2B Literature Committee (<a href="mailto:MediaRecoveryUA@yahoo.com">MediaRecoveryUA@yahoo.com</a>).</li> <li>• Literature gets updated about once a year but suggestions can be made any time.</li> </ul>
To match sponsors from other groups with your members	<ul style="list-style-type: none"> <li>• Reach out in the B2B GS Peer Support WhatsApp chat.</li> </ul>
To find an MAA sponsor for yourself	<ul style="list-style-type: none"> <li>• Reach out in the B2B GS Peer Support WhatsApp.</li> <li>• Attend MAA meetings and connect with someone who has sustained sobriety.</li> </ul>
To replace yourself when you step down from GS service	<ul style="list-style-type: none"> <li>• Check in with your graduating Month 3 members and encourage them to serve as a Group Sponsor. (This is good practice regardless of your plans.)</li> <li>• Ask members of the B2B GS Peer Support WhatsApp group if they would be interested in returning to group sponsorship.</li> </ul>

## THANK YOU AND Q&A

That's all for today. Thank you all for stepping up to serve as Group Sponsors and for supporting your fellow media addicts on their path to recovery. We appreciate your time, effort, and dedication to this service. Does anyone have any other questions?

## Additional Information You May Want to Read on Your Own:

### B2B INTAKE PROCESS (SUBJECT TO CHANGE)

The Closed B2B intake process has been streamlined to accommodate the growing number of applicants and alleviate the burden on Group Sponsors. To ensure that this process runs smoothly and to help the Intake Coordinator do their job effectively, please adhere to the following protocols and email communication procedures.

1. **Individuals Interested in Joining a B2B Step Study Group:** If anyone contacts a Group Sponsor to become a Month 1 member, please refer them to the online B2B Application Sign-Up form (see details on applying for Month 1 below). Please do not accept any members into your group who have not gone through the intake process unless they are transfers from another group from the previous month.
2. **First Come, First Served:** Group Sponsors accept people into their groups based on who applied first.
3. **Exception – If Month 1 Member Has Been Slipping:** If a member has not been doing their work and/or has been slipping, Group Sponsors have the discretion to change that person's order of priority. Depending on group capacity, Group Sponsors may ask that person to sit out this month and reapply for a future B2B month (see #6). This safeguards the integrity and fairness of the B2B intake process.



4. **Repeating and Transferring Members:** Group Sponsors are to work with Group Sponsors from other groups when a person wants to transfer. Let them know there is no guarantee that there will be room in the other group.
6. **Month 1 Member Repeating a Third Time:** If a member needs (or chooses) to repeat Month 1 for a third time, Group Sponsors should ask the member to take at least one month off and reapply by completing the online B2B Application Sign-Up Form. This will allow them to get more involved in the MAA fellowship, with the expectation that they will return with a greater sense of commitment to the closed B2B Step Study.
7. **Members Returning After a One-Month Leave:** Members are allowed to take a one-month approved leave if they have a valid reason (such as a religious holiday, work assignment, planned vacation, major medical procedure, wedding, birth), and if they stay media sober. There are two possibilities:
  - a. A member returns after an approved leave, and Group Sponsors are confident that they have maintained their abstinence. In such a case, Group Sponsors may accept them back directly. Be sure to update the Intake spreadsheet with number of open spots.
  - b. A member takes a leave that was NOT approved. Then, Group Sponsors should ask the member to resubmit a new B2B Application Sign-Up Form for Month 1 on the website.
8. **Members Returning for Month 4:** If a member needs to stay longer than three months to complete their assignments, Group Sponsors should encourage them to do service (e.g., screen sharing, time keeping, organizing Fun Friday).
9. **Waitlisting Due to Insufficient Space:** At the Commitment Meeting, if Group Sponsors find that they cannot fit everyone into their group in the current month, they can determine, *based on the order of priority on the Intake Coordinator's list*, who should be asked to wait until the next B2B session.

**Note:** Please see **Group Sponsor Timeline** for a chronological list of tasks to be completed by Group Sponsors each month, including communication with the Intake Coordinator.

## APPLYING FOR B2B MONTH 1

So that Group Sponsors are familiar with the steps each new applicant must take to get into a B2B Step Study and so that they may advise anyone who approaches them for help, here is a description of the B2B application process. Please note that anyone already in your group does not need to reapply except in rare cases (see #6 above).

1. People interested in B2B can find relevant details about the B2B program including a list of B2B commitments, the pre-commitment assignments, frequently asked questions, and the B2B Application Sign-Up form by going to the MAA [homepage](#), scrolling down to the [Closed Back to Basics Groups](#) box, and clicking on the blue button, labeled *More Info*. You may also go directly to [mediaaddictsanonymous.org/intergroups](https://mediaaddictsanonymous.org/intergroups).
2. After reading all the B2B information, people wishing to be in Month 1 of a B2B Step Study are to complete the Closed B2B Application Form at the bottom of the page. This includes those wanting to REPEAT Month 1 and those returning after an unapproved leave. The Application Sign-Up Form can only be submitted during an open registration period. Applicants are prioritized based on the application submission date. When a group gets full, the option to join that group will not show up on the Application Sign-Up Form.
3. There may be some Month 1 members who wish to repeat Month 1, because they have not completed their assignments and Step work. If this is the case, they do not need to reapply, however, **Group Sponsors** should update the Intake Spreadsheet

After the B2B Form is submitted:

- They will receive an email confirming that their application has been received.
- Their placement into a B2B Step Study depends on the number of available spots.

- They will automatically be placed into a B2B Step Study on a first-come, first-served basis.
- The Commitment Meeting is mandatory.
- This page includes links to the [B2B Meeting Calendar](#) (in their own time zone), [MAA Meeting Calendar](#), and [Closed Back-to-Basics](#) page, which provides links to the B2B Commitments, Pre-commitment assignments, Media Fasting Plan, Resistance Worksheet, and Resistance Worksheet Example.

## STARTING A NEW BACK-TO-BASICS GROUP

Group Sponsors may start a new closed Back-to-Basics group by notifying the B2B Steering Committee (who will coordinate with the Intake Committee and the Website Team to help launch this group). Any new group should have three committed full-time Group Sponsors (at least two of whom have prior experience in running a Closed B2B group). All three Group Sponsors should be willing to commit to this B2B group for a minimum of three to six months of service. If any member of this newly formed GS team is new to group sponsoring, they should attend a Group Sponsor Orientation session before taking on this role. Senior Group Sponsors must also read this manual or attend a sponsor orientation session, if they have not done so recently (i.e., within the past six months).