

Individual Sponsor Checklist for Sponsoring B2B Sponsees in Months 1, 2 and 3

Part 1 - General Sponsorship Suggestions

“What Does a Sponsor Do and Not Do?”

*adapted for Media Addicts from
AA's pamphlet on Questions & Answers on Sponsorship*

- Explain to your Sponsee that if they do their part by keeping their commitments, you will do your part to keep your commitments which are to be available at their committed call time, to help them through the 12 Steps, and to advise them if they are having any personal problems in adhering to the B2B commitments or in keeping up with the group.
- Encourage your Sponsee to stay in contact with other members of the group by using the WhatsApp group chat and/or getting an action partner to work with. Talk to them about making their daily outreach calls so they can establish good relationships with other members to help them through tough times if they arise.
- Suggest in the beginning that they keep an open mind especially if they are having trouble keeping up with the pace of the assignments. It is our experience that while it may seem overwhelming, it is necessary for us to have lots of actions to take in the beginning since we are no longer wasting our time on media.
- Encourage your Sponsee to attend MAA meetings and engage with other members of the fellowship. Every Sponsee should be made aware that it is never too early to do service in recovery, even if it is a small act such as offering to read at a meeting or getting phone numbers in order to contact someone who is new to the program. Emphasize that in addition to working the 12 Steps, both doing service and frequent contact with others in recovery keeps us sober.
- Tell them about the recorded qualifications on the MAA website under the tabs for both Solution Recordings and Open B2B Recordings.
- Quickly admit when you can't answer a Sponsee's question and direct them to someone in the program who might be able to help. Don't pretend to know all the answers and don't try to always be right. You can always ask someone up your “Sponsor Tree” for help.
- Do not take a Sponsee's inventory and never impose personal views or offer professional services/products. Be mindful that a Sponsee may be working other programs for addictions besides B2B for recovery from media addiction and this is considered an “outside issue.” Encourage your Sponsee to remain in contact with their sponsors in other programs, and to seek outside help for personal mental health issues.
- Share your experience, strength, and hope on staying sober from electronic media and be a power of example by working your program to the best of your ability.

- If your Sponsee should fail, do not take it personally. No one person can keep another sober. As the 12th Step says, “...we *tried* to carry this message...”
- It is suggested that you meet with your Sponsee on Zoom whenever possible. This is particularly important during longer weekend sessions when you review Inventory work and other longer form assignments. Personal Zoom meetings allow both you and your Sponsee to establish a better “connection” and to be less distracted during your sessions together.

Part 2 - Major Responsibilities of a B2B Individual Sponsor

Back-to-Basics consists of closed committed sobriety groups which have a unique approach to working the 12 Steps in a condensed period of time. Therefore, individual sponsorship in B2B is somewhat different than what one would typically experience in an open 12 Step fellowship like AA, OA, DA, etc. As an individual sponsor in a closed B2B group you are committing to sponsor one or more members for the duration of your Sponsee’s tenure in Back-to-Basics (until they have completed 3 months). It is your choice if you remain a sponsor to any individual beyond closed B2B at which time members graduate and either become a Group Sponsor or move on in their media recovery without taking on the role of a Group Sponsor.

Basic Suggestions for B2B Sponsors

Keep a positive attitude! It is important throughout each month, especially during Week 3 of Month 1 (when it often becomes more difficult for new members to fast from media), that you be the face of recovery for those who may be struggling. We know from experience when one person gets down, others can quickly follow.

Share your own personal struggles with your **own** Sponsor or Group Sponsors, but not with your Sponsee! Sponsees need to hear your strength and hope, not your fears.

Stay connected to your Sponsee! Talk to them frequently to be sure they are taking all necessary actions to recover from media addiction. If any serious problems arise, contact a Group Sponsor immediately rather than trying to solve problems yourself.

Keep spiritually fit! Ask your Higher Power for help and continue to work your own Steps while helping others to work theirs.

Note: The guidance below may need to be adjusted by you to conform to the newest version of 4th Step Inventory Worksheets available on the website.

Working with a Month 1 Sponsee

First Contact with a new Month 1 Sponsee

Make sure that your Sponsee is clear on all commitments made at the commitment meeting. Ask if your Sponsee has any questions about the pre-commitment assignments and review the B2B Commitments with your Sponsee if you feel they need clarity on what is required from them as part of a closed Back-to-Basics sobriety group.

Set up convenient times when your Sponsee can call you: 1) each weekday to read their daily writing (15 minutes is required; it's important that you set a time boundary so no one gets overwhelmed) and, 2) each weekend to share their long-form assignments (including Step work). 1 hour is required during weekends, especially the first weekend right after the commitment meeting. Again, it is strongly encouraged that you meet with your Sponsee on Zoom, particularly for longer weekend sessions.

Make sure your Sponsee knows where to find homework assignments and worksheets and has the passwords to get into the website's Intergroups area (couragetochange for the Assignments and Freedomnow for the Formats). Also, remind them where to find the Urge Surfing Worksheet in case of any cravings (Month 1, Week 1 Assignments and under the Literature tab). Encourage your Sponsee to participate in the WhatsApp group so that everyone can keep in touch; No one can do this program alone. Also, make sure your Sponsee understands that the group chat is sharing recovery, not sharing videos and pictures. Explain that video cameras must always be on during meetings (no multi-tasking or sitting in the dark). Part of our disease is isolation so everyone needs to be seen and fully present for each meeting.

Stress the importance of your Sponsee showing up for every meeting at least 5 minutes before it begins. Encourage them to join in the pre-meeting open sharing before the group starts each day.

If your Sponsee has to miss a meeting for any reason, remind them that they made a commitment and to tell BOTH you and the group Sponsors in advance (unless it's an emergency). Let your Sponsee know that they will need to make up the meeting by reading the format for that day and bringing any questions they may have to you. The integrity of our closed B2B groups requires that members show up each day and only miss sessions for legitimate emergencies (not outside social engagements).

First Weekend - (before the start of Week 1)

Your Sponsee is to read and discuss their Pre-commitment Assignments (it's OK to also ask them to e-mail them to you so that you may review them in advance of your first meeting): 1) resistance worksheet; 2) fasting plan (which becomes their media sobriety plan); 3) a written history of their media usage. Also, during your first meeting, be sure your Sponsee is clear of the upcoming assignments they will be doing in their first week, and encourage them to contact you with any specific questions they may have about their assignments. These assignments would include the media replacement plan and media withdrawal plan.

Suggest they include in their fasting plan what time they want to go to bed at night and what time they want to get up in the morning; what time they want to stop using media at night and what time they it is okay to start using media in the morning.

Remind your Sponsee to call you daily (if you aren't to meet on Zoom) with their weekday written assignments. **BE SURE TO BE AVAILABLE AT THE TIMES WHEN YOUR SPONSEE IS SCHEDULED TO CALL YOU.** A regular weekday call time works best whenever possible.

Second Weekend - (before the start of Week 2)

Your Sponsee is to read any remaining first weekend Assignments that you haven't heard yet and read any remaining daily writings that were not completed.

Remind your Sponsee that during the commitment meeting they agreed to choose and attend a regular weekly MAA meeting (ask them which one they chose), to walk outside without their phones every day for 15 minutes, to do something fun every day for 15 minutes, and to make a \$20 donation to MAA.

Ask your Sponsee if they are reaching out to other group members and remind them that we cannot do this program alone.

Third Weekend - (before the start of Week 3)

Your Sponsee is to have done 4th Step Inventory work during Week 2 by filling out the Resentment Inventory Worksheet located on the website, as well as a 4th Step Long Form Worksheet on one of their more charged resentments. (Note: if a Sponsee hasn't gotten to the 4th Step Long Form yet, they can do it Monday and read it to you during the week.)

Sponsee to do 5th Step this weekend by reading you both of those forms.

Make sure your Sponsee has read through the Liabilities and Assets worksheet on the website under Month 1, Week 2 Assignments so they will be ready to do Step 6.

Ask your Sponsee if they have any questions about 2-way prayer. Ask them how they are coming along setting up a daily morning quiet time.

Fourth Weekend - (before the start of Week 4)

Your Sponsee is to read you their Step 6 assignment (on the website under Month 1, Week 3 Assignments).

Your Sponsee is to read you their Forgiveness Letter while you ask them the forgiveness questions (on the website under Month 1, Week 3 Assignments; Password: couragetochange).

Make sure your Sponsee is completing the People We Have Harmed worksheet and that they are adding those names to their Amends Action form as they work their 9th step. Also, remind them to add the 7th Step prayer to their daily morning quiet time.

Remind your Sponsee they are to qualify for 10 minutes at the Saturday 2:00 PM Eastern Time B2B Qualification meeting by sharing what it's like to be in Back-to-Basics and fasting for 1 Month. Group Sponsors will let them know the specific date.

Working with a Month 2 Sponsee

First Weekend (before the start of Week 2)

If your Sponsee is Sponsoring someone, tell them how to find this Sponsor Checklist on the MAA website and to read all items that apply to them before the first weekend, then to continue read the Sponsor checklist for each of the following weekends and to continue working on their own recovery. Remind your Sponsee to read the Month 2 Back-to-Basics assignments and to review the Month 2 and 3 Assignments. Ask them if they have any questions about any of the assignments.

Explain that: 1) the Sponsee Assignment in Month 2 is to write 10 gratitudes each week and read them to someone or share them at an MAA meeting.

Remind your Sponsee that now that they are in Month 2, they still need to keep up the commitments they made at the beginning of Month 1. Ask them if they have made their \$20 donation to MAA.

First Week

This Week your Sponsee is to write on which of the Signs and Symptoms of media addiction they relate to and how they have manifested these in their lives. Then have them read their writing to you.

Ask your Sponsee if they are having any problems with their new Sponsees and remind them that you are there to help if they need it.

Make sure your Sponsee is taking 15 minutes a day to have fun and 15 minutes a day to walk.

Second Week

Make sure your Sponsee reads you their Week 2 daily writing. Ask them if they have written their 10 gratitudes for this week and read them to someone.

Remind your Sponsee that this month they will be focusing their fourth Step on fear and they need to complete the Fear Inventory (found under Month 2 Assignments). Schedule a time when they can read it to you over the weekend.

Make sure your Sponsee is doing an 11th Step inventory at the end of the day or the next morning and reading it to someone and that they are keeping up with their 2-way prayer.

Third Week

Remind your Sponsee to write out a 4th Step Fear Inventory Long Form on one of their major fears (form on website under Month 2 Assignments). Schedule a time this Week when they can read it to you and you can ask them the forgiveness questions (see questions on website under Month 2 Assignments).

Your Sponsee is to write their Step 6, Month 2 assignment and read it to you. Remind them that they are to take this to their daily quiet time and prayer.

Make sure your Sponsee has sent you their list of people they need to make amends to and that they start making their amends. Help them with any that they are struggling with.

Make an appointment with your Sponsee so they can read you the apology letters they have written from another and to themselves.

Forth Week

Your Sponsee is to continue writing 10 gratitudes a week and to get caught up on any incomplete assignments. Have them read you their daily writing as well as any Assignments not yet read.

Remind your Sponsee that they are to continue to use the 10th Step inventory on any fears or resentments that crop up.

Talk with your Sponsee about their plans to continue their fast and working their steps during the Week Break.

Working with a Month 3 Sponsee

First Weekend (before the start of Week 1)

Remind your Sponsee that if they are sponsoring someone in Month 1 or Month 2, they need to review this Sponsor checklist on the MAA website to make sure their Sponsees know what to do, and to continue working on their own personal recovery.

Remind your Sponsee to read the Month 3 Back-to-Basics assignments. Ask them if they have any questions about any of the assignments. Remind your Sponsee that one of their Assignments in Month 3 is to continue writing ten gratitudes each week and read them to someone or share them at an MAA meeting.

Remind your Sponsee that now that they are in Month 3 they still need to keep up the commitments they made at the beginning of Month 1. Ask them if they have made their \$20 donation to MAA.

First Week

This Week your Sponsee is to write on which of the Tools of Media Addiction they have started using and which tools they need to use more often. Have them read their writing to you. Check with them on their Media Sobriety Plan to see if it needs updating and if it will carry them forward after Back-to-Basics ends.

Ask your Sponsee if they are having any problems with their Sponsees and remind them that you are there to help if they need it.

Remind your Sponsee that they are to continue to use the 10th Step inventory on fears or resentments that crop up.

Make sure your Sponsee is doing an 11th Step inventory at the end of the day or the next morning and reading it to someone and that they are keeping up with their 2-way prayer.

Second Week

Remind your Sponsee that this Month they will be focusing their 4th Step inventory on sex and they will need to complete the Sex Conduct Inventory (found on the website under Month 3 Assignments). Tell them to read pages 68 through 71 of the Big Book and discuss how they are to proceed with the Sex Inventory. Schedule a time when they can read it to you or, if they would prefer, to someone of their own gender or choosing.

Make sure your Sponsee has sent you any updates made during Month 2 to their list of people they need to make amends to and that they are moving along with their amends. Remind them that they are to be finished with their 9th Step amends (to the extent possible) by the end of Month 3, or at least to have set a deadline by when they will finish each of them (deadlines

must be set before they can participate in the Candlelight Ceremony). Help them with any that they are still struggling with.

Ask your Sponsee if they have written their 10 gratitudes for this Week and read them to read them to someone.

Make sure your Sponsee is taking 15 minutes a day to have fun and 15 minutes a day to walk.

Third Week

Have your Sponsee write a list of those they have harmed through their sexual behavior as part of their amends list and talk to you about how and when to make these amends. Also, have them write their 6th Step Month 3 assignment and read it to you. Remind them to take both Assignments with them to their daily quiet time and prayer. Your Sponsee is to write out a 4th Step Shame and Guilt Inventory Long Form on one person from their Sex Inventory that they feel especially shameful or guilty about (see form under Month 3 assignments). Schedule a time when they can read it to you and ask them the questions on the worksheet.

Asked your Sponsee to read you what they have written as their right ideal for a sexual relationship.

Ask your Sponsee to consider becoming a Group Sponsor or a Group Sponsor-in-training next Month. (next week, all of their writing Assignments will be on service).

Make sure your Sponsee reads you their Week Four daily writing on service.

Remind your Sponsee to read the “Suggestions Going Forward” at the end of the Back-to-Basics Month 3 Assignments and talk to them about their aftercare plan to make sure it is solid.

Attend your Sponsee’s Candlelight Ceremony if possible whenever it is set up by the Group Sponsors. Attend the Saturday Qualification Meeting if they are speaking.
