

## Flowchart Process:

Becoming a Sponsor with Behind the Walls Sponsorship Central California Region of California and, the responsibilities of the committee

### Person interested in becoming a Sponsor will be guided to:

1. Visit: [ccrcna.org](http://ccrcna.org)
2. Click on Tab: [Behind the Walls Sponsorship](#)
3. Read: "[Important Information for Sponsors](#)"
4. Fill out the: "[Sponsorship Request Form](#)" and the [Correspondence Only Agreement](#)

### "Sponsorship Request Form" and "Correspondence Only Agreement" is:

1. Archived at [BTWS email \(drive\)](#)
2. Received by Chair, Web Liaison and, Mail Coordinator
3. The Chair will forward the "[Sponsorship Request Form](#)" and [Correspondence Only Agreement](#) received to the appropriate Area Liaison to contact potential new sponsor

### Area Liaison will:

1. Contact the Interested Sponsor by phone
2. Tell Interested Sponsor that you will send them a "[Sponsor Information Packet](#)" via email
3. Share an invite to the next committee mtg to be vetted and ask if this date works/if not have them go to the Central California Regional PR mtg to be vetted by BTWS Chair and PR Committee

### If Interested Sponsor attends the Committee mtg:

1. They will be vetted
2. The Mail Coordinator will call them and verify their address and will place them on the Sponsor list
3. They will be invited to be of service on the committee as they wait for their Sponsee

### If Interested Sponsor does not attend the Committee mtg:

1. The Area Liaison will contact the Interested Sponsor to remind them that they need to be vetted, ask if still interested