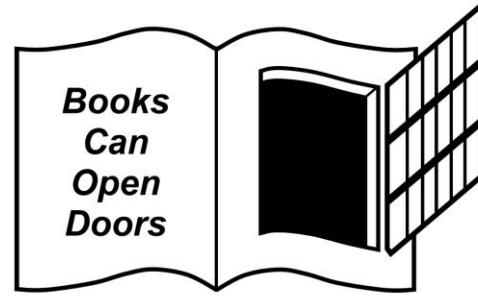


Prison Book Program Event Kit

~Book Drive~

Hello, and thanks for your interest in hosting a book drive for Prison Book Program!

As you may know, Prison Book Program gives books to individual prisoners in the United States. Prisoners have limited access to educational materials, and we provide them with free books for personal development during incarceration. We do so because education is a powerful tool that reduces the likelihood that a prisoner will return to the prison system.



Prison Book Program
www.prisonbookprogram.org

Prison Book Program (PBP) is an all-volunteer non-profit with 501(c)(3) status. Since nobody at PBP gets paid, we are able to focus our money on mailing supplies and postage. Of course, we need books, too!

We hope that this kit will provide you with enough guidance and pre-made materials to have an amazing event. Use as much of the supplied materials as you desire. If you would rather make your own materials, go for it! This is your event.

Our Books

Prison Book Program receives around 200 letters every week from prisoners across the US. Prisoners' book requests are filled by volunteers who search our book room for the perfect fit.

Even though our book room contains over 4,600 donated books, we are always in need of more...especially the hard-to-find books/topics like: dictionaries (of all types), GED preparation guides, books about starting a small business, jailhouse lawyer legal materials, secret societies, the occult, mysteries, and westerns.

Event Specifics

- Hold your drive at your school, church, office, or anywhere else you hang out.
- Set up a small table, if possible, alongside the collection box with PBP info, email signup sheets, etc.
- Keep the book donations in line with our needs by following these guidelines:

Please Donate:

- Books with an ISBN. The ISBN may be printed in barcode format on the inside of a book's front or back cover.

ISBN 978-3-16-148410-0



- Textbooks published within the past 3 years

Please Do Not Donate:

- Damaged books (missing cover, warped, moldy, etc.)
- Books without an ISBN, unless you know that they are rare and collectable
- Academic journals, literary criticisms, Encyclopedias, World Book, or any incomplete sets
- Magazines, periodicals, Readers Digest Condensed Books, activity books
- DVDs, CDs, LP records, VHS, cassettes

- It is an enormous help if the books are packed in copy-paper boxes.
- Bring the books to our Quincy location during our volunteer hours, posted at www.prisonbookprogram.org

Additional Suggestions

- Be sure to make the donation guidelines clear to prospective donors and post them at the donation site(s).
- Prior to delivery, weed out books that do not fit the above criteria.

Materials

To get the most from your event, we suggest the following items:

Items	Notes
Donation boxes	Use any available box. Consider classing it up with some decorative paper.
Email-style announcement to email or post on Facebook, Twitter, MySpace, or your blog.	Included in this kit
Press release for school/local newspapers or a newsletter	Included in this kit. Please email info@prisonbookprogram.org a copy prior to release, in case there is anything we can suggest/clarify.
Statement to include in an electronic invitation	Included in this kit
Sample "thank you" letter from a prisoner	Included in this kit
Flyers	Flyer templates available at: www.prisonbookprogram.org
Donation criteria to post at collection site(s)	Included in this kit
Small Signs to post at collection site(s)	Included in this kit
Prison Book Program information sheet	Included in this kit
Prison Book Program email sign-up sheet	Included in this kit
"Event summary" form	Included in this kit
Task checklist	Included in this kit

Generate Interest for Your Event

In order to help as many prisoners as possible, you need to make your event known to as many people as possible. Here are a few ideas:

- **Send/post an email-style press release** to inform family, friends, and co-workers about both your event and Prison Book Program. It can also be used as a post on Facebook, Twitter, MySpace, your blog, etc. A sample email/post is included in this kit.
- **Send electronic invitations** through evite.com, pingg.com, or a similar site. You can even use an invitation to invite co-workers to take notice of a collection area located in the workplace.
- **Post flyers** in libraries, community centers, coffee shops, local businesses, grocery stores, and any location where space is allocated for the posting of flyers. Flyer templates are available at www.prisonbookprogram.org. Simply download a template and fill in the specifics of your event. Writing the specifics of your event by hand can help grab attention because of its contrast to the typed information.
- **Community access television** stations often have space available for community events and announcements. You may be able to find your local cable channel at <http://www.communitymedia.se/cat/linksus.htm>
- **Send a press release** to your school/local newspaper, newsletters, bulletins, etc. It could result in a brief article or a listing in an community events section. This typically needs to be done at least one week in advance of the paper's printing date. A sample press release is included in this kit.

Deliver the Funds, Books, and Other Materials to PBP

Once you finish your amazing event, you can get the necessary materials to us by the methods listed below.

Item to submit	Electronically	Other
Monetary Donations	Use your credit card to transfer the funds via Paypal by visiting: www.prisonbookprogram.org	Mail a check or money order payable to "Prison Book Program" to: Prison Book Program 1306 Hancock Street, Suite 100 Quincy, MA 02169
Email list	Enter the names into an Excel spreadsheet, or scan the list and save as a .pdf or .jpg file. Email the file to: info@prisonbookprogram.org	Mail to: Prison Book Program 1306 Hancock Street, Suite 100 Quincy, MA 02169
Event Summary	Answer the summary questions in an email to info@prisonbookprogram.org	
Books	N/A	Bring to: Prison Book Program 1306 Hancock Street, Suite 100 Quincy, MA 02169

Sample Press Release

-----start-----

FOR IMMEDIATE RELEASE

Local Book Drive to Prison Book Program

[City, State] - **[current Month]** **[current date]**, 2009 - **[Organization name or "A (group of) local activist(s)"]** **[is/are]** holding a book drive to offer the public an opportunity to contribute to the Prison Book Program's mission to send free books to prisoners. This book drive is scheduled for **[date]** from **[time frame]** at **[location/address]**.

According to Harvard sociology professor and author, Bruce Western - a member of Prison Book Program's board of advisors - "America's prisons have become vast repositories of poor men with little schooling and few prospects. Prison education, and the books to support that education, are urgently needed to help reverse mass incarceration."

To participate, simply bring books to **[location]**, where you will find a donation box and more information about Prison Book Program.

Prison Book Program is an all-volunteer non-profit, formed in Cambridge, Massachusetts in 1972. Prison Book Program gives books to individual prisoners in the United States. It is the longest-running, and one of the largest, books-to-prisoners programs in the country. Prisoners have limited access to educational materials, and Prison Book Program provides them with free books for personal development during incarceration because education is a powerful tool that reduces the likelihood that a prisoner will return to the prison system.

Approximately 200 prisoners per week write to the program requesting books. After reading a request, volunteers select books from a library of more than 4,600 donated books. The books are then sent to the prisoner at no cost. Last year, Prison Book Program sent over 10,000 books to prisoners across the United States.

For more information about this book drive, please contact **[event organizers' name]** at **[phone #]**.

For more information about Prison Book Program, please contact Shawn at info@prisonbookprogram.org or visit www.prisonbookprogram.org.

Contact Info:

[Your name]
Phone: **[your phone #]**
Email: **[your email]**
Web: **[your website, if any]**

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-----end-----

Sample email to friends, coworkers, etc.

-----start-----

Hi everyone,

I wanted to let you know about a book drive that I am coordinating for Prison Book Program. The book drive is going to be held on [date] from [time frame] at [location/address]. [optional link to directions.]

To participate in the book drive, simply bring books that are in good condition to [location], where you will find a donation box and more information about Prison Book Program. The criteria for donations are listed at the end of this email.

Prison Book Program is an all-volunteer non-profit, formed in Cambridge, Massachusetts in 1972. Prison Book Program gives books to individual prisoners in the United States. It is the longest-running, and one of the largest, books-to-prisoners programs in the country. Prisoners have limited access to educational materials, and Prison Book Program provides them with free books for personal development during incarceration because education is a powerful tool that reduces the likelihood that a prisoner will return to the prison system.

Approximately 200 prisoners per week write to the program requesting books. After reading a request, volunteers select books from a library of more than 4,600 donated books. The books are then sent to the prisoner at no cost. Last year, Prison Book Program sent over 10,000 books to prisoners across the United States.

You can find out more about Prison Book Program at www.prisonbookprogram.org.

If you are not able to participate in the book drive, you can donate directly to Prison Book Program by visiting www.prisonbookprogram.org. Since Prison Book Program is a registered 501(c)(3) nonprofit, all donations are tax-deductible.

I look forward to having you involved,

[Name]

Please Donate:

- Books with an ISBN. The ISBN may be printed in barcode format on the inside of a book's front or back cover.



- Textbooks published within the past 3 years

Please Do Not Donate:

- Damaged books (missing cover, warped, moldy, etc.)
- Books without an ISBN, unless you know that they are rare and collectable
- Academic journals, literary criticisms, Encyclopedias, World Book, or any incomplete sets
- Magazines, periodicals, Readers Digest Condensed Books, activity books
- DVDs, CDs, LP records, VHS, cassettes

-----end-----

Sample of Electronic Invitation

Title of event: "Book drive to benefit Prison Book Program" or something similar.

-----start body of invite-----

To participate, simply bring books that are in good condition to [location], where you will find a donation box and more information about Prison Book Program.

Prison Book Program is an all-volunteer non-profit that provides individual prisoners with free books. Last year, they sent over 10,000 books to prisoners across the United States.

If you are unable to participate, you can make a tax-deductible donation directly to Prison Book Program by visiting www.prisonbookprogram.org.

I look forward to having you involved.

-----end-----

MILTON SANTIAGO

TO : LUCY PARSONS
FROM : MILTON SANTIAGO
SUBJECT : Received G.E.D. BOOK 😊
DATE : 7/25/07

Hi Lucy!

IM SO HAPPY LUCY, YOU GAVE ME A GREAT BOOK. IM IN STUDYS AS IM WRITING; HOWEVER I HAD TO WRITE YOU TO LET YOU KNOW I RECEIVED THE "MC GRAW-HILLS G.E.D. BOOK"! THIS WAS THE BOOK I ACTUALLY WANTED, SO BUD, AND LOOK, LONG AND BEHOLD LUCY SENDS IT TO ME. I LOVE YOU GUYS, THANK YOU SO MUCH. I WILL KEEP YOU UP TO DATE WITH MY EXAMS O.K.! SEND MY H'S TO YOUR STAFF. THANK YOU A MILLION TIMES LUCY AND STAFF. MILTON SANTIAGO



PBP receives "thank you" notes, like this one from Milton Santiago, from men and women around the country.

Donation Guidelines

Please Donate:

- Books with an ISBN. The ISBN may be printed in barcode format on the inside of a book's front or back cover.

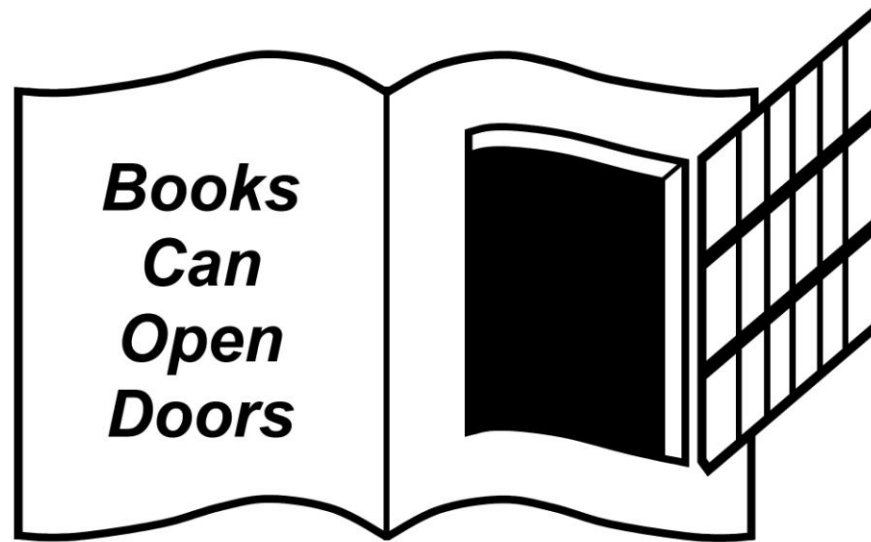


- Textbooks published within the past 3 years

Please Do Not Donate:

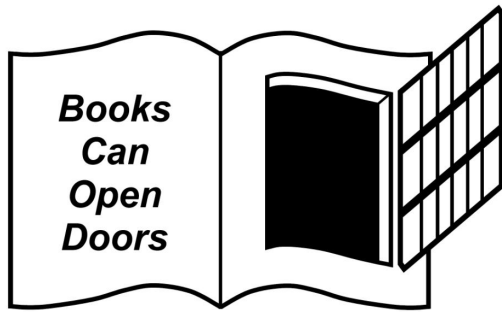
- Damaged books (missing cover, warped, moldy, etc.)
- Books without an ISBN, unless you know that they are rare and collectable
- Academic journals, literary criticisms, Encyclopedias, World Book, or any incomplete sets
- Magazines, periodicals, Readers Digest Condensed Books, activity books
- DVDs, CDs, LP records, VHS, cassettes

Your donation to this book drive will benefit:



Prison Book Program
www.prisonbookprogram.org

Prison Book Program is an all-volunteer, non-profit organization that provides individual prisoners with free book to both improve the lives and communities of prisoners, and to greatly reduce the likelihood of their return to the prison system.



Prison Book Program
www.prisonbookprogram.org

The Prison Book Program (PBP) is a grassroots organization committed to sending free books to men and women incarcerated across the country. We have been in operation since 1972. We are an all-volunteer, 501(c)(3) nonprofit.

The program receives letters from individual prisoners; we respond to requests by searching through our shelves of donated books and sending a package of books to the letters' authors.

Who asks for books?

Prisoners, of course. To be specific, the most recent statistics on the US prison population show that:

- In state and federal prisons, 38.24% of prisoners are black, 34.2% are white, and 20.8% are Latino.
- 93% of inmates are male, 7% are female.
- Incarceration rates for men without high school degrees, ages 20 - 40 are: 6.7% of whites, 1% of Latinos, and 32.4% of black men.

- State prisons are generally operating at or above full capacity, with federal prisons up to 36% over capacity.
- 55% of federal prisoners have been convicted of drug-related crimes.
- For felonies, the average prison sentence was 57 months in 2004, compared with 50 months in 1994.
- No other nation in the world incarcerates more people, or a higher percentage of its population, than the US.

Who volunteers?

Everyone working for and with PBP is a volunteer. A core group organizes and maintains the program. Other volunteers come on a regular basis or help when they can spare the time.

Some volunteers turn to PBP as a form of activism in response to the imprisonment of a loved one. Others volunteer because they value the importance of reading, education, and universal access to books.

What do volunteers do?

PBP receives around 200 book requests per week from prisoners across the US.

Volunteers read prisoners' letters, find suitable books from our library of over 4,600 donated books, and package those books for mailing.

Volunteering Location and Hours

PBP is located in the basement of the United First Parish Church in Quincy, MA. The Quincy Center T-stop is located directly across from the church. Enter through the basement door on Temple Street.

We are open:

- Tuesdays: 6:30pm - 9:00 pm
- Thursday: 6:30pm - 9:00 pm
- Occasionally on Saturdays. Check our website for details.

Donations

Books

We can use most non-fiction and fiction in new or very good condition. Dictionaries, GED manuals, and textbooks are especially appreciated. Due to prison regulations, we typically only send paperback books.

Money

The majority of our budget goes to postage for book packages. Monetary donations are always appreciated. You can donate online at our website or mail a check or money order, made out to "Prison Book Program."

Mailing List

If you are interested in getting our monthly e-newsletter and finding out about PBP events, leave us your name and address by mail, phone, email, or in person if you come to volunteer.

Prison Book Program
1306 Hancock Street, Suite 100
Quincy, MA 02169

www.prisonbookprogram.org
info@prisonbookprogram.org

PBP has 501(c)(3) status, so all donations are tax-deductible. Just ask for a receipt.

Event Summary

We would love to hear about your event! To keep us aware of the great work our volunteers perform, and to help improve future events, fill out and mail this form to us or email your responses to info@prisonbookprogram.org

Your name: _____ Date of event: _____

Your email: _____

Your address: _____

Type of event: _____

Number of people who organized/staffed the event: _____

Number of people who donated/participated: _____

My event raised/collected (fill in amounts for all that apply):

_____ dollars

_____ dictionaries

_____ books

_____ other (specify): _____

Some of the things that went well were: _____

Some of the challenges were: _____

The fundraising kit could be improved by: _____

Additional comments: _____

Event Checklist

Pre-Event Checklist

√	Item	Note to self
	Set date, time, location, process	
	Send out press release	
	Send out electronic invitation	
	Post info on Facebook, MySpace, blog, etc.	
	Gather donation boxes	
	Gather other materials	
	Download flyers from www.prisonbookprogram.org and fill in the event info	
	Copy and post flyers	
	Copy PBP email sign-up sheet	
	Copy PBP info sheets	
	Create and post signs	

Post-Event Checklist

√	Item	Note to self
	Pack into copy-paper boxes.	
	Bring donations to PBP	
	Send email list to PBP	
	Send "Events summary" form to PBP	