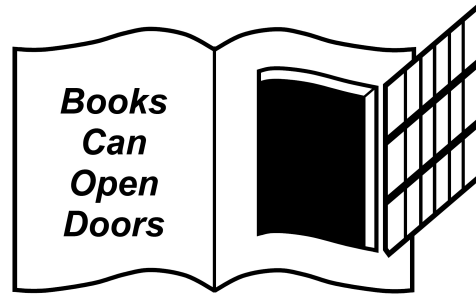


# Prison Book Program Event Kit

## ~Dictionary Drive~

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

As you may know, Prison Book Program provides individual prisoners with free books. With prisoners isolated in facilities that have chronically insufficient educational opportunities, we provide these materials to improve the lives and communities of prisoners to greatly reduce the likelihood of their return to the prison system.



**Prison Book Program**  
**[www.prisonbookprogram.org](http://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 mail 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.

### The Dictionary Drive

You may not know it, but our most-requested book is...a dictionary. Many prisoners - especially those struggling with reading and vocabulary - use a dictionary as a fundamental tool to access the content of their other books.

In a sample of 320 of our book requests, 31% of the prisoners asked for some form of dictionary (English, foreign language, law, medical, etc.)

To get as many dictionaries as possible, we are reaching out to volunteers who are willing to hold their own dictionary drives.

### 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 donations in line with our needs by following these guidelines:

#### Please Donate:

- English Dictionaries
- Dictionaries written in another language
- Translation dictionaries
- Legal and medical dictionaries
- Bible dictionaries
- Any other dictionary
- Thesauri
- Almanacs

#### Please Do Not Donate:

- Damaged books (missing cover, warped, moldy, etc.)
- Encyclopedias
- Dictionary software

### 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 based 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 <a href="mailto:info@prisonbookprogram.org">info@prisonbookprogram.org</a> 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: <a href="http://www.prisonbookprogram.org">www.prisonbookprogram.org</a>
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 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](http://www.prisonbookprogram.org). Once you get the template, simply fill in the specifics of your event. Consider writing the specifics of your event by hand - it can help grab attention due to its contrast with 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 event, you can get the necessary materials to us by the methods listed below.

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

## Sample Press Release

-----start-----

### FOR IMMEDIATE RELEASE

#### Local Dictionary Drive to Benefit Prisoner Literacy

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

The collected dictionaries will be donated Prison Program in Quincy, MA. Dictionaries are, by far, the most popular request that they get from Prisoners, with 31% of prisoner book requests being for some form of dictionary -- including foreign language dictionaries and legal dictionaries.

Prison Book Program is an all-volunteer non-profit, formed in Cambridge, Massachusetts in 1972. Prison Book Program provides individual prisoners with free books. It is the longest-running, and one of the largest, books-to-prisoners programs in the country. With prisoners isolated in facilities that have insufficient educational opportunities, Prison Book Program provides these materials to improve the lives and communities of prisoners to reduce the likelihood of their 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 dictionary drive, please contact **[event organizers' name]** at **[phone #]**.

For more information about Prison Book Program, please contact Shawn at [info@prisonbookprogram.org](mailto:info@prisonbookprogram.org) or visit [www.prisonbookprogram.org](http://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 dictionary drive that I am coordinating for Prison Book Program. The dictionary drive is going to be held on [date] from [time frame] at [location/address]. [optional link to directions.]

To participate in the dictionary drive, simply bring any type of dictionary that is in good condition to [location], where you will find a donation box and more information about Prison Book Program.

The collected dictionaries will be donated Prison Program in Quincy, MA. Dictionaries are, by far, the most popular request that they get from Prisoners, with 31% of prisoner book requests being for some form of dictionary -- including foreign language dictionaries and legal dictionaries.

Prison Book Program is an all-volunteer non-profit, formed in Cambridge, Massachusetts in 1972. Prison Book Program provides individual prisoners with free books. It is the longest-running books-to-prisoners program in the country, and it is one of the largest. With prisoners isolated in facilities that have insufficient educational opportunities, Prison Book Program provides these materials to improve the lives and communities of prisoners to reduce the likelihood of their 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](http://www.prisonbookprogram.org).

If you are not able to participate in the dictionary drive, you can donate directly to Prison Book Program by visiting [www.prisonbookprogram.org](http://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:**

- English Dictionaries
- Dictionaries written in another language
- Translation dictionaries
- Legal and medical dictionaries
- Bible dictionaries
- Any other dictionary
- Thesauri
- Almanacs

**Please Do Not Donate:**

- Damaged books (missing cover, warped, moldy, etc.)
- Encyclopedias
- Dictionary software

-----end-----

## Sample of Electronic Invitation

Title of event: "Dictionary drive to benefit Prisoner Literacy" or something similar.

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

To participate in the dictionary drive, bring any dictionaries that is in good condition to **[location]**, where you will find a donation box and more information about Prison Book Program. The collected dictionaries will be donated Prison Program in Quincy, MA. Dictionaries are, by far, the most popular request that they get from Prisoners, with 31% of prisoner book requests being for some form of dictionary -- including foreign language dictionaries and legal dictionaries.

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/donatenow](http://www.prisonbookprogram.org/donatenow).

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 BAD, 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 HIS 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

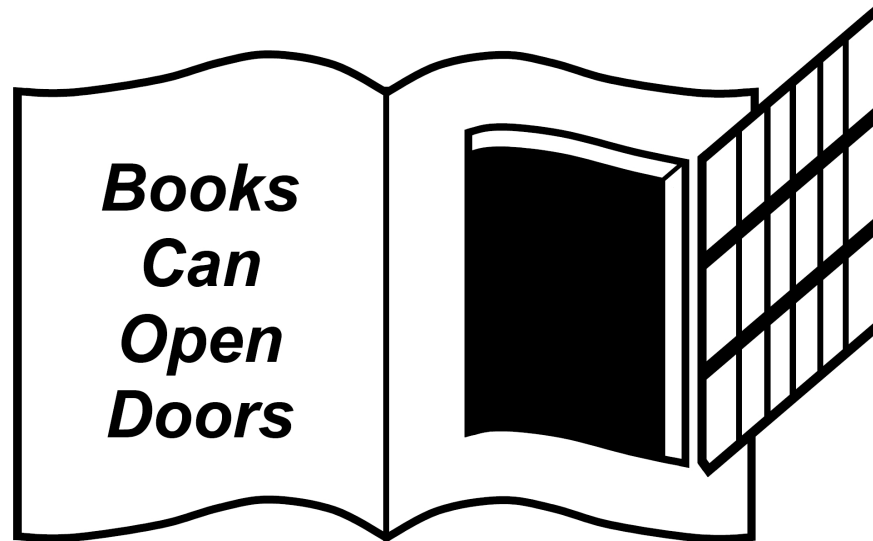
## Please Donate:

- English Dictionaries
- Dictionaries written in another language
- Translation dictionaries
- Legal and medical dictionaries
- Bible dictionaries
- Any other dictionary
- Thesauri
- Almanacs

## Please Do Not Donate:

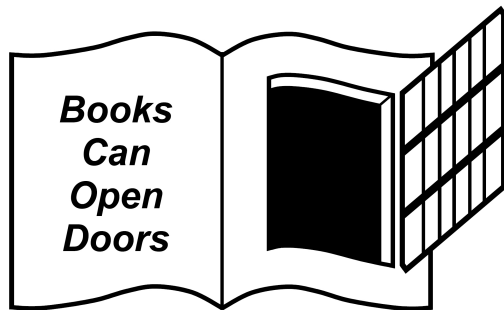
- Damaged books (missing cover, warped, moldy, etc.)
- Encyclopedias
- Dictionary software

# Your donation to this dictionary drive will benefit:



***Prison Book Program***  
***[www.prisonbookprogram.org](http://www.prisonbookprogram.org)***

Prison Book Program is an all-volunteer, non-profit organization that provides prisoners with free reading materials 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](http://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](http://www.prisonbookprogram.org)  
[info@prisonbookprogram.org](mailto: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](mailto: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: \_\_\_\_\_

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Some of the challenges were: \_\_\_\_\_

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The fundraising kit could be improved by: \_\_\_\_\_

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Additional comments: \_\_\_\_\_

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# 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 <a href="http://www.prisonbookprogram.org">www.prisonbookprogram.org</a> 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
<input type="checkbox"/>	Pack into copy-paper boxes.	
<input type="checkbox"/>	Bring donations to PBP	
<input type="checkbox"/>	Send email list to PBP	
<input type="checkbox"/>	Send "Events summary" form to PBP	
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		