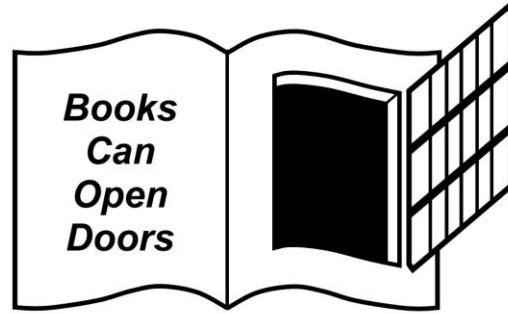


Prison Book Program Event Kit

~2011 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 is an all-volunteer non-profit with 501(c)(3) status. Since nobody at Prison Book Program 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.

The Book Drive

Prison Book Program (PBP) and the City Mission Society (CMS) are joining forces for the fifth year in a row to make it easier than ever for gently used books to benefit others by presenting The Great American Book Drive™. Any books we cannot use will be sold. A percentage of the profits will fund Prison Book Program and City Mission Society. You can find out more about City Mission Society at www.cmsboston.org.

To get as many books as possible, we are reaching out to volunteers who are willing to hold their own book drives to add to the effort.

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 and CMS info, email sign-up 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.



- Gently used children's books - no ISBN required
- 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

- Sort the books into fiction and nonfiction. Put a sheet of paper that reads either “fiction” or “nonfiction” inside the box, on top of the books.
- It is an enormous help if the books are packed in copy-paper boxes.
- Bring the books to The NonProfit Center at 89 South Street in Boston:

Tuesday, Oct 25 th through Friday, Nov 4 th	7am - 7pm. Security will direct you to the drop-off area. There will be <u>no</u> available assistance with carrying the donations. Traffic is busy during work hours. Parking is metered.
Saturday, Nov 5 th	10 am - 3 pm. There will be ample assistance with carrying the donations. You will be able to pull up, unload, and drive off.

- Directions to The NonProfit Center: www.prisonbookprogram.org/bookdrive

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 info@prisonbookprogram.org a copy prior to release, in case there is anything we can suggest/clarify.
Statement for 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/bookdrive
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 general information sheet	Included in this kit
City Mission Society information sheet	Available at: www.cmsboston.org/assets/files/pdfs/CMS.pdf
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/bookdrive. 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: The NonProfit Center 89 South Street Boston, MA Directions at: www.prisonbookprogram.org/bookdrive

Sample Press Release

-----start-----

FOR IMMEDIATE RELEASE

Local Book Drive to Benefit Prison Book Program

[City, State] - [current Month] [current date], 2011 - [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."

The collected books will be taken to a larger, Boston-area book drive. Over 68,000 books were collected during the four previous annual Boston-area book drives. To participate, simply bring books to [location], where you will find a donation box and more information about Prison Book Program.

Prison Book Program (PBP) is an all-volunteer non-profit, formed in Cambridge, Massachusetts in 1972. PBP 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 PBP provides them with free books for personal development during incarceration. PBP does so because they believe that 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 4,800 donated books. The books are then sent to the prisoner at no cost. Last year, Prison Book Program sent over 14,000 books to prisoners in 45 states.

For more information about this book drive, please contact [your name] at [phone #].

For more information about Prison Book Program, please contact Shawn Remy 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. I will be taking the books I collect to a larger, Boston-area book drive. Over 68,000 books were collected during the four previous Boston-area book drives. The criteria for donations are listed at the end of this email.

Prison Book Program (PBP) is an all-volunteer non-profit, formed in Cambridge, Massachusetts in 1972. PBP 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 PBP provides them with free books for personal development during incarceration. PBP does so because they believe that education is a powerful tool that reduces the likelihood that a prisoner will return to the prison system.

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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.



- Gently used children's books - no ISBN required
- 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 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 books I collect will be taken to a larger, Boston-area book drive. Over 68,000 books were collected during the four previous Boston-area book drives.

Prison Book Program is an all-volunteer non-profit that provides prisoners with free reading materials. Last year, they sent over 14,000 books to prisoners in 45 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 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:

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

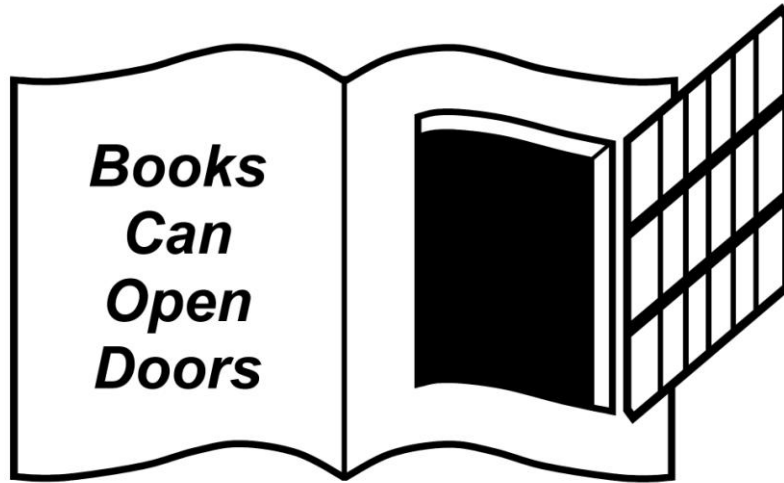


- Gently used children's books - no ISBN required
- Textbooks published within the past 3 years

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

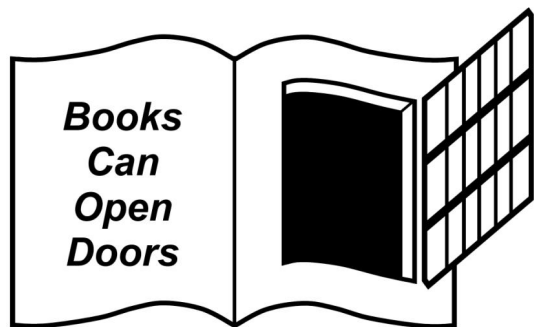
www.prisonbookprogram.org

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



**City Mission Society
of Boston**

The City Mission Society is a social justice organization that promotes a just society for all people by uniting communities and transforming individuals through service, education, and advocacy.



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.
- 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

4,800 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
- Check our website for Saturday hours.

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. 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: _____

This bookdrive kit could be improved by: _____

Additional comments: _____

Event Checklist

Pre-Event Checklist

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

Post-Event Checklist

<input type="checkbox"/>	Sort books into fiction and nonfiction.	
<input type="checkbox"/>	Pack into copy-paper boxes.	
<input type="checkbox"/>	Bring donations to book drive	
<input type="checkbox"/>	Send email list to PBP	
<input type="checkbox"/>	Send "Events summary" form to PBP	
<input type="checkbox"/>		
<input type="checkbox"/>		