



## IN-PRISON SIGN-UP HANDBOOK







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IT STARTS WITH  
A GIFT!



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## PRISON FELLOWSHIP® AND ANGEL TREE® OVERVIEW

Thank you for your interest in volunteering to help with an Angel Tree In-Prison Sign-Up (IPSU) event. Nationwide, there are **2.7 million boys and girls** with an incarcerated parent. Angel Tree, a program of Prison Fellowship, gives these incarcerated parents a pathway to restore and strengthen relationships with their children. Through Angel Tree, prisoners' children receive gifts, the Gospel, and a personal message of love at Christmastime, delivered by local church volunteers in the name of the incarcerated parent.

### WHAT IS AN IPSU EVENT?

The Angel Tree process starts with the incarcerated parent, who fills out an application while in prison. At IPSU events, volunteers go into prison as part of a trained ministry team to help parents fill out the forms completely and accurately, and select a type of gift for their child to receive. These events are conducted in the months before the September deadline, in coordination with the chaplain, warden, and/or program coordinator in the facility. Often, volunteers meet with prisoners in a large meeting room, such as the gym, and assist them with completing the form, answering questions, encouraging them, and praying with them as time permits. In some cases, experienced volunteers are asked to visit special units or walk cell to cell when the prisoners are prohibited from interacting with the general population for a variety of reasons. Our number one goal is to serve Angel Tree children and their families by providing this ministry experience to as many eligible parents as possible in the time allowed.





# BENEFITS OF AN IPSU EVENT

## FOR CHAPLAINS:

- Less work and responsibility than handling sign-ups themselves (For IPSU events, chaplains display posters and distribute promotional materials provided by Prison Fellowship)
- Builds morale in the facility
- Energizes prisoner participation in chapel programs
- Builds volunteer base for the facility

## FOR PRISONERS:

- Receive help in filling out the participation form completely and accurately, improving the likelihood that their children will be served
- Select gift types for their children with guidance from volunteers
- Have access to volunteers who can answer any questions about the sign-up process
- Have the opportunity for prayer and one-to-one ministry with the volunteers

## FOR VOLUNTEERS:

- Participate in the Angel Tree process from the very beginning
- Receive in-prison ministry experience (which increases their understanding of how Angel Tree fosters reconciliation between incarcerated parents and their children)

## FOR CHURCHES:

- Extend their ministry reach by increasing the number of children they serve
- Motivate others to participate by sharing their sign-up experiences at volunteer appreciation events and other venues

## FOR CHILDREN AND FAMILIES:

- Information on the prisoners' families is more likely to be timely, complete, and accurate—preventing children from “falling through the cracks” or receiving delayed service because of missing signatures and incorrect addresses or phone numbers.
- The incarcerated parent and the family on the outside are both exposed to caring volunteers who demonstrate the love of Christ.

# WHY BE AN IPSU VOLUNTEER?

IPSU volunteers are vital. A little more than 60 percent of the prison population is functionally illiterate, meaning they lack the skills necessary to read and fill out an application. Therefore, an application can be overwhelming or challenging. With your help, incarcerated parents will have a pathway to strengthen and restore relationships with their children and families.

There are two types of IPSU volunteers: 1) A primary coordinator who arranges the event, liaises between the prison and Angel Tree, recruits and trains volunteers, and leads the event; and 2) IPSU volunteers who are trained and attend the event to help prisoners complete their applications.





# WHAT ARE THE QUALIFICATIONS OF AN IPSU COORDINATOR?

(see position description in the Resources section)

- Heart for serving others
- Desire to minister
- Time management and leadership abilities
- Communication skills
- Organization skills
- Email access

## WHAT DOES AN IPSU COORDINATOR DO?

Manages an Angel Tree IPSU event timeline and milestones:

- Recruits a volunteer team
- Manages the volunteer team
- Trains the volunteer team
- Directs volunteers the day of the event
- Assists the prison chaplain

## PROCESS

IPSU coordinator identified by Prison Fellowship staff:

- Works with chaplain to obtain: clearance requirements process for specific facility, maximum number of volunteers needed for event, contact information of person to receive clearance information, key deadlines, and facility restrictions
- Arranges meeting(s) with chaplain early!
- Establishes a specific date for the IPSU event with the chaplain and ensures the event is listed on the event calendar at the prison
- Completes Facility Sign-Up Form (see the Resources section)

## RECRUIT VOLUNTEERS

- Start early!
- Contact the Program Support Center for approved volunteers
- Promote the IPSU event as a ministry opportunity within the community, at church events, on social media
- Confirm volunteer approval in writing and provide date/location of training (see sample Volunteer Confirmation Letter in the Resources section)
- Recruit a team sufficient and proportionate to cover the number of prisoners allowed in the sign-up location (Consult with chaplain during the planning meeting)
- Recruit bilingual volunteers (especially Spanish)
- Emphasize the rewards of volunteering
- Explain the need to be flexible when planning/attending an in-prison event, which is always subject to cancellation or delay if something unexpected happens at the facility



## TRAIN VOLUNTEERS

- Convene all team members for this mandatory session
  - After training, provide chaplain with a list of the volunteers who have completed the required training by the chaplain's due date
- Share information about the facility, meeting location/time on site, and general expectations about the process
- Communicate clearance requirements and deadlines for volunteers
  - Should not have a criminal background
  - Should not be currently involved in court proceedings
  - Must complete appropriate clearance paperwork, allowing two to three weeks for clearance (six to eight weeks in Texas)
- Have volunteers review the Chaplain Program Kit and prisoner training video.
- Provide event details and overview of how sign-up events work
- Explain how to properly complete a participation form
- Explain how to assist the prisoner with selecting a gift type
- Explain how to review the forms for accuracy or potential fraud
- Explain how to share the Gospel and offer prayer as time permits at the event
- Review policies and procedures for going into prison (Refer to information about safety and security, dos and don'ts, and the in-prison dress code in the Resources section)

## WHAT DO IPSU VOLUNTEERS DO?

- Support IPSU coordinator
  - Provide information in a timely manner
  - Complete required training
  - Manage supplies and materials
  - Observe the rules for all volunteers on prison grounds
  - Dress appropriately
  - Observe all the "dos" and "don'ts" as well as any rules specific to the prison you are visiting
- Explain the program
  - Explain the Prison Participation Form
  - Answer any Angel Tree program questions
  - Encourage incarcerated parents to inform their families that an Angel Tree partner church or organization will be contacting them after October
- Help in gift selection
  - Explain the Gift Guide will help the parent make useful suggestions, but is subject to the caregiver's input and the volunteers' discretion.
  - Assist prisoner in choosing appropriate gifts
- Assist in completion of Prisoner Participation Form
  - Read and explain information in signature box for prisoners who need assistance
  - Write the information on participation form
  - Encourage prisoners to give as many phone numbers as possible in case the primary number is disconnected (e.g. friends, neighbors, other family)





- Review completed participation form
- Offer to pray with prisoners if they are interested

## MEETING WITH THE CHAPLAIN

- Main prison contact for the Angel Tree IPSU event
  - Has specialized training of corrections system ministry
  - Provides pastoral counseling
  - Acts as religious program manager
  - Coordinates activities for all faith groups
- IPSU coordinator meets with chaplain and reviews the program materials to:
  - Share benefits of IPSU with chaplain
  - Schedule event dates(s) as far in advance as possible
  - Confirm event location, event time slot, and volunteer needs
  - Leave IPSU promotion flyers for chaplain to post
  - Confirm event date(s)/times with the chaplain, and discuss any other needs (Sample follow-up letter in Resources section)

## WHAT DOES THE PRISON CHAPLAIN DO?

- Uses promotional flyers (see the Resources section)
- Promotes participation among incarcerated parents
- Registers facility for event and adds event to facility calendar
- Estimates the number of participants in advance of event

## PREPARE FOR MEETING THE CHAPLAIN

- Have a clear understanding of training requirements
- Obtain clearance for in-prison ministry
- Review IPSU Coordinator job description (see the Resources section)
- Review the contents in the Chaplain Program Kit

## CHECKLIST ITEMS TO DISCUSS AT THE CHAPLAIN MEETING

- Review the following contents of the Chaplain Program Kit with the chaplain:
  - Quickstart/Prisoner Training DVD
  - Prison applications
  - Gift Guide
- Estimate number of volunteers that should be recruited, based on:
  - Length of the event
  - Size of the sign-up facility
  - Number of prisoners attending event





- Establish a shareable calendar with chaplain, allowing both parties to:
  - Become accountable to one another
  - Stay informed of updates and changes
- Offer support and build rapport

## AFTER INITIAL MEETING WITH THE CHAPLAIN

- Call Angel Tree program specialist to register your IPSU event
- Work with chaplain to obtain clearances
- Submit clearance lists by due date determined by chaplain
  - Trained volunteers list
  - Materials list (items you need to bring in the facility for the event)

## COORDINATING THE EVENT

- Confirm participation forms are at the facility and who will have them on the event day
- Confirm Gift Guides are also available
- Determine number of tables and volunteers needed
- Schedule meal/break time for volunteers with facility, if needed
- Confirm what materials you may bring in with you to support the event
- Purchase approved writing materials (pens/pencils)
- Designate volunteer greeters who will direct prisoners to either English- or Spanish-speaking tables
- Designate volunteers who will be solely responsible for receiving completed forms, reviewing them for completion during the event, and flagging possible fraudulent/duplicate forms
- Assign other responsibilities as needed

## BEFORE IPSU EVENT

- Confirm volunteer participation
  - Contact volunteers at least one week before the event
  - Remind volunteers of place, time, and date
  - Review security process and dress code
  - Make sure materials are delivered to the chaplain
  - Confirm the chaplain will have the materials available at the event
  - Review calendar and share with chaplain

## HOSTING THE SIGN-UP EVENT

- Ensure all volunteers are accounted for at all times
- Pray together
- Introduce volunteer team to chaplain, warden, security team, etc.
- Show volunteers location of bathrooms
- Set up tables at sign-up location





- Have volunteers distribute pre-approved materials at tables
- Show greeters where to stand
- Direct the team responsible for reviewing completed forms to their designated table
- Ensure prisoners leave completed forms at the review table prior to leaving the event
- Assign tasks to volunteers
- Oversee all activities
- Answer any questions from volunteers or chaplain

## POST-EVENT ACTIVITIES

- Gather all leftover forms and Gift Guides, and place in boxes for chaplain to distribute to prisoners unable to attend the event, if appropriate
- Place trash in proper receptacles
- Do not accept anything from a prisoner, as you cannot leave with any items you didn't bring in (e.g. an address/contact information for someone on the outside)
- Do not leave behind anything that was not previously approved
- Thank the facility staff and dismiss from event location per security instruction
- Thank your volunteers and address any concerns/questions
- Share your stories at [angel\\_tree@pfm.org](mailto:angel_tree@pfm.org)
- Submit completed participation forms to the processing center address on the form
- Submit event reports to appropriate Prison Fellowship staff contact

## CONTACT CHAPLAIN AFTER THE EVENT

- Confirm if there are any late forms to submit
- Thank the chaplain again for supporting Angel Tree



PRISON  
FELLOWSHIP

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# HELPING PARENTS REGISTER THEIR CHILDREN

## SIGNATURE BOX

Read and familiarize yourself with the content in the signature box. Be prepared to read it and explain it for a parent who may have a hard time with it. Make sure they put their signature on the form. Unsigned forms cannot be processed!



## PARTICIPATION FORM

I hereby arm that I am the parent of the child/children identified on this application form (my children) and that these children are not older than 18. I also arm that I have the full legal right and authority to provide the information and to grant the authorization granted on this form, and that I am not subject to any court order, federal or state law or regulation, other legal requirement, or any administrative rule: (1) preventing my contact with any child listed on this form; or (2) prohibiting my contact with any person who currently has legal responsibility for and/or custody of any child listed on this form. By disclosing the information on this form, I hereby authorize Prison Fellowship to use this information in

connection with its Angel Tree® ministry and programs and to disclose any such information (in whatever way[s] and format Prison Fellowship chooses) to any others, such as churches, other ministries, and individual volunteers, who may be participating in or assisting any Angel Tree programs. Please sign in this box to provide approval and agreement that you meet requirements to participate in Angel Tree.

X

Signature required

Today's date – MM/DD/YYYY

## PARENT MESSAGE

Encourage the prisoner parent to send a Christmas greeting or message of love to his or her child. Explain that this message will be written on the tag attached to the gift given on behalf of him or her by a volunteer. Encourage the parent to keep their message brief, loving, and encouraging, but to not make promises they cannot keep.

## MESSAGE

What message would you like written on the gift tag that will be on the presents to your child/ren from you?

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## PRISONER INFORMATION

Complete all information about the prisoner.

### Your Information

Your prisoner ID number \_\_\_\_\_ Your date of birth – MM/DD/YYYY \_\_\_\_\_

Your first name \_\_\_\_\_ Your last name \_\_\_\_\_

Your expected date of release (MM/DD/YYYY) \_\_\_\_\_ Ethnic background (optional)  
☐ African American/Black ☐ Asian American ☐ Caucasian/White  
☐ Hispanic/Latino ☐ Other

### Prison Information

Name of prison \_\_\_\_\_ Prison inside address (unit, section, block, etc.) where you get your mail \_\_\_\_\_

## CHILDREN'S INFORMATION

Information about the prisoner's children is very important. Note that only three children can be listed on a single form. If the prisoner parent has more than three children, an additional form will need to be completed. Separate forms are required for each caregiver when children are split between households.

- Boy or Girl box must be marked.
- Provide each child's date of birth. If date of birth is not available, indicate age in years (sometimes the prisoners may not know the exact date of birth).

**Children's Information** If you have more than 3 children at one address, complete an additional form. If your children live at different addresses, complete one form for each address.

1	_____	_____	<input type="checkbox"/> Boy <input type="checkbox"/> Girl	_____	_____
	Child's first name	Child's last name		Date of birth – MM/DD/YYYY	Age (year)
	How are you related to this child? <input type="checkbox"/> Father <input type="checkbox"/> Stepfather <input type="checkbox"/> Mother <input type="checkbox"/> Stepmother Ethnic Background (Optional): _____				
2	_____	_____	<input type="checkbox"/> Boy <input type="checkbox"/> Girl	_____	_____
	Child's first name	Child's last name		Date of birth – MM/DD/YYYY	Age (year)
	How are you related to this child? <input type="checkbox"/> Father <input type="checkbox"/> Stepfather <input type="checkbox"/> Mother <input type="checkbox"/> Stepmother Ethnic Background (Optional): _____				
3	_____	_____	<input type="checkbox"/> Boy <input type="checkbox"/> Girl	_____	_____
	Child's first name	Child's last name		Date of birth – MM/DD/YYYY	Age (year)
	How are you related to this child? <input type="checkbox"/> Father <input type="checkbox"/> Stepfather <input type="checkbox"/> Mother <input type="checkbox"/> Stepmother Ethnic Background (Optional): _____				
Fill in your gift choice for child 1 here: <input type="checkbox"/>		Fill in your gift choice for child 2 here: <input type="checkbox"/>		Fill in your gift choice for child 3 here: <input type="checkbox"/>	
Toy Code		Toy Code		Toy Code	
_____			_____		
Street address where your children live			Apartment or lot number		
_____	_____	_____	_____	_____	_____
City	State	Zip Code	County		



## GIFT CHOICE

The Gift Guide depicts several gift categories suggested for various ages and genders. Parents are guided through the process of entering the code for the type of gift they would like to recommend that volunteers purchase and present on their behalf. All gift suggestions will be checked with the caregiver to make sure they are desirable and appropriate, and the volunteer who purchases the gift will make the final decision about the specific gift the child receives. Prisoner-parents are not ordering from a catalog. (Note: Some facilities do not use the Gift Guide. In this instance, leave gift codes blank, and the church will contact the caregiver for gift suggestions.)

## CAREGIVER'S INFORMATION & ADDITIONAL CONTACT

Write only one address per form. If the prisoner-parent has multiple children living with different caregivers, additional forms must be completed. Next, fill in the caregiver's address including:

- Apartment number
- City
- State **NO INTERNATIONAL DELIVERIES!**
- ZIP Code
- County, if known (not mandatory)

Write **only one** address per form.

If the prisoner-parent has multiple children living with different caregivers, additional forms must be completed. The prisoner will also need to include information about the caregiver of his or her children, such as their primary spoken language and their relationship to the children. We want to make sure that contact with the caregiver is made, even if it is made through a second person, so please complete the final section labeled "Additional Information."





**Caregiver's Information** This is information about the person who lives with the children and has legal responsibility for them.

First name \_\_\_\_\_ Last name \_\_\_\_\_

Primary phone number – area code first \_\_\_\_\_ Secondary phone number – area code first \_\_\_\_\_

Email address \_\_\_\_\_

Ethnic background (optional): ☐ African American/Black ☐ Asian American ☐ Caucasian/White ☐ Hispanic/Latino ☐ Other \_\_\_\_\_

What language is spoken in the home?  
☐ English ☐ Spanish ☐ Other \_\_\_\_\_  
☐ Bilingual (English and Spanish)

How is the caregiver related to the children?  
☐ Parent/Step-parent ☐ Foster Parent ☐ Grandparent  
☐ Other Family/Friend ☐ Social Worker ☐ Aunt/Uncle

**Additional Information** Who else can we contact to reach the children? Write the name of someone who can help us reach them.

First name \_\_\_\_\_ Last name \_\_\_\_\_ Home phone – area code first \_\_\_\_\_

How is this person related to the children?  
☐ Parent/Step-parent ☐ Foster Parent ☐ Grandparent  
☐ Other Family/Friend ☐ Social Worker ☐ Aunt/Uncle

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## REVIEW THE FORM

- Ensure you have the correct year form.
- Confirm that nothing is left blank on the form.
- Confirm that the form is signed.
- Confirm that the writing is legible.

## REFLECT ON YOUR EXPERIENCE

Share your story! Invite others to participate in similar events in the future.

## QUESTIONS?

For more information and detailed training, please contact Angel Tree at **1-800-55-ANGEL (2-6435)**.

IT STARTS WITH  
A GIFT!



# IN-PRISON SIGN-UP COORDINATOR POSITION DESCRIPTION

## JOB RESPONSIBILITIES

- Confirm volunteer participation prior to event
  - Contact volunteers at least one week prior to event to confirm participation
  - Remind volunteers of place, time, and date of the event
  - Review security procedures, “dos and donts” and dress code
- Oversee the IPSU event
- Assign duties during the IPSU event:
  - Set-up of tables
  - Distribution of materials
  - Designation of greeters who will direct prisoners to the proper tables (English or Spanish)
  - Review of participation forms (confirm that all information is included and pull out duplicate or possibly fraudulent participation forms)
  - Counting of participation forms to provide a total to the chaplain and your Angel Tree specialist
- Mail completed participation forms to processing center within 24 hours, using a tracked method of delivery
- Contact the chaplain after the event
  - Confirm any additional participation forms received after the event
  - Pick up additional participation forms, then review, count, and mail them to the processing center prior to deadline
- Complete the enclosed program event report and submit to your Angel Tree specialist via mail or fax







## IN-PRISON SIGN-UP VOLUNTEER POSITION DESCRIPTION

### DUTIES

Assist prisoners by:

- Explaining the Prisoner Participation Form
- Completing the Prisoner Participation Form as needed (if a prisoner's handwriting is illegible, he/she cannot write, etc.)
- Answering general Angel Tree Christmas questions
- Explaining the Gift Guide (may assist prisoners in choosing appropriate gift types for each child listed on form)
- Reviewing completed Prisoner Participation Form (ensure the prisoner's signature is included and that all information is correct and complete)
- If time permits, praying with the prisoners for their family needs



# IN-PRISON SIGN-UP INVITATION LETTER TO CHAPLAIN

Date

Chaplain Name

Address

City, State ZIP

Dear Chaplain/Program Coordinator,

It might seem like a while until Christmas, but it is time for us to start making plans for this year's **Angel Tree® Christmas campaign!** Thanks to the commitment of partners like you, we assigned more than [number] children in your state last year.

To streamline the sign-up/participation forms process, we would like to do something different this year—have an **Angel Tree sign-up event** at your correctional facility. We believe this will decrease your workload, since you will not have to distribute and collect the participation forms on your own. Instead, we will send in a team of trained volunteers who will hand out the participation forms, work directly with the prisoners to make sure they fill in all the necessary information, help them select types of gifts they would like their children to receive, and collect all the completed applications and return them to our processing center. This process will also allow prisoners to have speak directly to Angel Tree volunteers about any concerns and ask for prayer.

We will need your help in reserving a room (or perhaps an area in the yard), where prisoners can come in during a designated time. Ideally, we will need tables set up where prisoners and volunteers can sit to fill out applications. Our volunteers will help with set-up and will provide the materials needed (participation forms, pencils, gift guides, etc.). We will also provide posters that you can display to let the prisoners know when and where the sign-up will take place.

The best time to have an Angel Tree sign-up event is between July 1 and August 21. We recommend allowing at least four to six hours, although this may vary depending on the number of prisoners anticipated.

Please fill out the enclosed Facility Sign-Up Form, indicating the number of prisoners you estimate will want to sign up for Angel Tree. Also, please list a couple of choices for dates and times you would like to have us come. When we receive this back from you, we will contact you to finalize plans.

If you have any questions, please don't hesitate to contact us at **1-800-55-ANGEL (2-6435)**.

We look forward to serving your facility for Angel Tree this year.

Sincerely,

Angel Tree





# FACILITY SIGN-UP FORM

## ANGEL TREE® 2017

Please fill out the following information and return this form to your Angel Tree specialist by **June 30**. Choose dates between July 1 and August 21 that are acceptable to you. We will try to accommodate your first choice.

Name of facility: \_\_\_\_\_

Chaplain/Contact: \_\_\_\_\_

Number of prisoners in the prison: \_\_\_\_\_

Number of prisoners expected to participate: \_\_\_\_\_

Event Dates: First Choice: \_\_\_\_\_ Second Choice: \_\_\_\_\_

Event Times (we recommended at least four to six hours):

First Choice: \_\_\_\_\_ to \_\_\_\_\_

Second Choice: \_\_\_\_\_ to \_\_\_\_\_

**Be sure to return this completed form by June 30.**

Fax to 1-877-281-4129 or email [angeltree@pfm.org](mailto:angeltree@pfm.org)



# MEETING WITH CHAPLAIN CHECKLIST

	Review contents of the Chaplain Program Kit
	Offer to watch the video together
	Be prepared to explain the entire Angel Tree process from IPSU event through Christmas deliveries and ministry beyond.
	Clearly communicate the benefits of participating in Angel Tree for the chaplain and his or her prison population
	Review the printed resources within the Chaplain Program Kit, such as: <ul style="list-style-type: none"> <li>• Angel Tree guide</li> <li>• Prisoner Participation Forms</li> <li>• Address update forms</li> <li>• Posters</li> <li>• Parenting brochures</li> <li>• Spiritual handouts</li> </ul>
	Agree on how many resources to order
	Have the chaplain fill out the Facility Sign-Up Form <ul style="list-style-type: none"> <li>• Indicate the first and second choice of date and time for the IPSU event</li> <li>• IPSU coordinator makes copies to send to chaplain and Angel Tree specialist</li> </ul>
	Complete the Chaplain Confirmation Letter <ul style="list-style-type: none"> <li>• The letter confirms the date and time of the event</li> <li>• IPSU coordinator makes copies to send to chaplain and Angel Tree specialist</li> </ul>
	Estimate the number of desired volunteers based on space, time, and number of prisoners to be served (share with the Angel Tree specialist)
	Explain your volunteer training program <ul style="list-style-type: none"> <li>• Be prepared to show your Angel Tree IPSU overview and volunteer handouts</li> </ul>
	Review volunteer requirements
	Obtain security clearance documentation and instructions from chaplain (share with Angel Tree specialist)
	Clarify the security clearance process and facility restrictions (share with Angel Tree specialist)
	Ask the chaplain how long it will take to clear volunteers after the paperwork is submitted and establish a deadline for this information (share with Angel Tree specialist)
	Be sure to get the name and contact information (address, phone number, and email address) for the person who will be processing the security clearance forms (share with Angel Tree specialist)
	Plan the physical space for the event and estimate the number of tables that will need to be staffed with volunteers
	Discuss the demographics of the prisoners to be sure you recruit volunteers who will be able to communicate effectively in Spanish
	Ask the chaplain what the prisoners wear, so you can advise your volunteers about a suitable dress code for the event
	Remember to send a thank-you note to participating chaplains





# CHAPLAIN CONFIRMATION LETTER

Date

Chaplain

Address

City, State ZIP

Dear Chaplain/Program Coordinator,

Thank you so much for choosing to have an **Angel Tree® sign-up event** at your prison. This will be an effective way to help the parents at your facility fill out the Angel Tree participation forms completely and correctly, helping to ensure that their children are served at Christmastime.

This letter is to confirm that we can accommodate your [first/second] choice to hold the sign-up event on [day/date] from [starting time] until [ending time]. We will plan for the participation of approximately [number] prisoners, as you indicated on the Facility Sign-Up Form.

We will depend on you to reserve an appropriate room or area in the prison yard to hold the sign-up event. We will contact you shortly to discuss the location and set-up and to finalize plans.

Thank you again for partnering with Angel Tree. Because of you, many prisoners will have a special way to say “I love you” to their children this Christmas.

Sincerely,

Angel Tree

# IN-PRISON SIGN-UP CHECKLIST CALENDAR

DATE	ACTIVITY
<b>MEETING WITH CHAPLAIN</b>	
	Review training program
	Ensure IPSU coordinator is cleared for in-prison ministry
	Review contents of Chaplain Program Kit
	Review contents of IPSU Coordinator Handbook and Resources
	Deadline for volunteer applications, materials list, and clearance forms to be submitted for approval

<b>ACTIVITIES AFTER MEETING WITH CHAPLAIN</b>	
	Call Angel Tree to register your event 1-800-55-ANGEL (2-6435)
	Advise the Angel Tree specialist if you wish to have them post the event on the Prison Fellowship website
	Order any resources requested by the chaplain
	Inform Angel Tree specialist of: <ul style="list-style-type: none"> <li>• Requested dates and times of the event</li> <li>• Estimated number of volunteers needed for the event</li> <li>• Security clearance requirements</li> <li>• Deadline for having all paperwork filled out by volunteers and ready for evaluation</li> <li>• Details of facility clearance and materials list requirements</li> <li>• Name, address, phone number, and email address for the person who must receive the clearance paperwork for processing</li> </ul>
	Make copies of Chaplain Confirmation Letter; send to chaplain and to the Angel Tree specialist
	Make copies of Facility Sign-Up Form; send to chaplain and to the Angel Tree specialist
	Deadline for security paperwork to be submitted
	Deadline for security paperwork to be approved; time requirement will come from your meeting with the chaplain
	In larger facilities, spread your sign-up events over several days/weekends and increase your volunteer participation
	Deadline for approval of final date for the event and number of volunteers participating; estimated date(s) for the event, which will usually be sometime between mid-June and mid-August
	Dates for chaplain to begin displaying posters within the facility; should be prior to the event
	Date(s) for chaplain to distribute reminder cards to the prisoner parent population

<b>RECRUITING AND CLEARANCE OF VOLUNTEERS</b>	
	Promote the sign-up events during weekly Bible studies, church service, or Sunday school
	Inform all volunteers of: <ul style="list-style-type: none"> <li>• Security requirements</li> <li>• Approximate dates and times of the event</li> <li>• Required training</li> </ul>
	Distribute Volunteer Commitment Letters
	Deadline to receive clearance approval back for all volunteers
	Finalize dates and times for training
	Finalize dates and times for sign-up event
	Deadline to receive all Volunteer Commitment Letters





DATE	ACTIVITY
<b>TRAINING VOLUNTEERS</b>	
	Recruit a participating Angel Tree church to host a required orientation for those participating in IPSU events
	Deadline for ordering materials for the IPSU event through the national office <b>1-800-55-ANGEL (2-6435)</b>
	Deadline for requesting additional sign-up kits for the IPSU event through the national office
	Contact all volunteers one week before event
	Remind them of place, time, and date of event
	Review the dress code and security process
	Ensure all materials are delivered to the prison chaplain
<b>IPSU EVENT</b>	
	Start Angel Tree video to play in background (if permitted)
	Set up tables
	Distribute materials. Use only the current year forms; do not use forms from previous years, copies of the form, forms without preprinted IDs, forms with whiteout/crossed-out information
	Assign greeters to direct parents to either the English or Spanish tables
<b>POST-EVENT ACTIVITIES</b>	
	Check with chaplain to see if there are any late Prisoner Participation Forms
	Review all participation forms for complete and legible information
	No later than within one week following the event, fill out and forward the Program Event Report to the Angel Tree specialist
	Send a thank-you note to the chaplain for sponsoring the event
	Forward the participation forms to Angel Tree specialist or processing center no later than the deadline but as soon as possible after the event
	Follow up with Angel Tree specialist during the Angel Tree season to answer questions about: <ul style="list-style-type: none"> <li>• number of children being assigned to Angel Tree partner churches and organizations</li> <li>• families that could not be contacted</li> </ul>
	Measure effectiveness of the event: <ul style="list-style-type: none"> <li>• Enhanced relationships between Angel Tree and chaplain</li> <li>• Submission of more accurate information</li> <li>• Encouragement provided to parents in prison</li> <li>• Fewer fraudulent forms submitted</li> <li>• Deadline is met for submission of Prisoner Participation Forms</li> </ul>





# SIGN UP

your children for

## ANGEL TREE®

Christmas this year!

DATE:

TIME:

PLACE:

### DON'T FORGET...

- Caregiver's phone number
- Children's addresses
- Children's birthdays
- Alternate contact in case your family moves

Angel Tree®, a program of Prison Fellowship®, provides a special opportunity for you to connect with your family at Christmas. When you sign up your child for Angel Tree, local volunteers will purchase and deliver a gift to your child on your behalf, reminding them that they are valued, loved, and remembered.







# ¡INSCRIBA

a sus hijos para

# ANGEL TREE®

en Navidad este año!

FECHA:

HORA:

LUGAR:

## NO OLVIDE...

- Número de teléfono del cuidador
- Direcciones para niños
- Cumpleaños de los niños
- Contacto alternativo en caso de que su familia se mude

Angel Tree®, un programa de Prison Fellowship®, ofrece una oportunidad especial para que usted pueda conectarse con su familia en Navidad. Cuando usted inscriba a su hijo(a) a Angel Tree®, voluntarios locales comprarán un regalo y se lo entregarán en su nombre, recordándole que es valorado, amado, y recordado.



# VOLUNTEER COMMITMENT LETTER

Date

Dear Volunteer,

We are pleased to inform you that you have been approved by corrections officials to participate in the **Angel Tree® In-Prison Sign-Up event** scheduled for [date] at the [facility name]. In preparation for this event, we will be conducting a **mandatory orientation and training session** on [date and time] at [training session location]. Your attendance at this session is critical.

You will receive training on how to:

- help incarcerated parents complete their Angel Tree participation forms and make gift suggestions for their children
- review forms for completeness and accuracy
- have effective and encouraging interactions with incarcerated parents

There will be the opportunity during the session to ask questions in preparation for your in-prison ministry experience.

During the orientation, you will also be provided with detailed information and materials about the facility, the process, and your responsibilities during the event. In addition, you will be able to meet the team members who will be working alongside you to make this a positive experience for the parents who are excited about the opportunity to give their children a gift at Christmastime.

Again, we are looking forward to seeing you on [training date]. If you have questions or are unable to participate, please contact us at 1-800-55-ANGEL (2-6435).

Yours in Christ,

Angel Tree







# ANGEL TREE® IN-PRISON SIGN-UP EVENT ROSTER

Date: \_\_\_\_\_ Facility: \_\_\_\_\_

Coordinator Information:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

VOLUNTEER LAST NAME	VOLUNTEER FIRST NAME	MAILING ADDRESS	EMAIL ADDRESS	PHONE NUMBER	COMMENTS

# UNDERSTANDING SAFETY AND SECURITY

The security clearance process varies among correctional facilities, but all prison officials have one over-riding concern: the safety and security of everyone—including, staff, prisoners, and visitors—within the facility. As you prepare for your visit, please familiarize yourself with these guidelines; following them will ensure your safety and protect the ministry's relationship with prison administrators.

## DO:

- Leave your valuables locked in your car in the parking lot.
- Wear proper attire; please leave excessive jewelry at home.
- Be careful about physical contact; handshakes are acceptable.
- Be aware of con games.
- Be trustworthy when someone shares personal or confidential information with you.
- Be prepared to handle sexual advances and tactfully redirect the conversation to the reason you have come.
- Be a good listener.
- Find ways to encourage and give hope.
- Wear comfortable shoes and apply sunscreen before entering the facility; you might need to stand or walk outside for long periods.
- Stay with your group at all times.
- Be kind, respectful, and courteous to everyone, including correctional officers.
- Be yourself. Be natural.
- Carefully follow all posted rules and verbal instructions from prison administration and correctional officers.

## DON'T:

- Give out your personal address or telephone number.
- Share personal information related to professions (e.g. family or friends that are attorneys, peace officers, doctors, etc.).
- Make promises you can't keep.
- Ask why a person is or has been in prison.
- Take anything in or out of prison without approval. (e.g. contact information for someone on the outside)
- Push people into making a decision for Christ.
- Criticize staff, an institution, other races, countries, or religions.
- Enter into any business transactions.
- Forget to bring in a valid valid, government-issued photo ID.
- Run on prison grounds.
- Bring in the following prohibited items: money, cameras, cell phones, recording devices, large sets of keys, unauthorized medications or snacks (if required, maintenance medications or foods must be cleared in advance).



# IN-PRISON SIGN-UP DRESS CODE

The general idea is to look as different from the prisoners as possible. The officers in the towers or on the yard should be able to easily distinguish visitors from prisoners. Prisoners wear a combination of clothing. They wear khaki green and khaki tan shirts and pants, dark brown jackets (when applicable), and sometimes light gray sweats. You should not wear any of these colors. Please double check with your IPSU coordinator about the specific prison in which you will be serving.

## UNAUTHORIZED ATTIRE

The following are considered unauthorized attire for an IPSU event.

Jeans (any color, type, or brand)

Tennis shoes

T-shirts

Sweatshirts/sweatpants (neat leisure clothes are O.K.)

Hooded jackets

Underwire bras (which can set off metal detectors)

Hair pieces/toupees/wigs

Sandals/slippers

Midriff blouses

See-through blouses/dresses/sweaters/shirts

Skin-tight slacks/leggings

Sleeveless blouses/dresses/sweaters/shirts

Low-cut front/back or side cutouts on blouses/dresses/sweaters

Decorative head/sweat bands

Skirts or dresses more than one inch above the knee in length

Khaki (prisoner-type) pants/shirts

Green (prisoner-type) pants

Shirts that match those of women prisoners (at the women's camp)





## PROGRAM EVENT REPORT

Submitted by: \_\_\_\_\_

Date: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

### I. ANGEL TREE IN-PRISON SIGN-UP

Event Date(s): \_\_\_\_\_ Institution: \_\_\_\_\_

	TOTAL
# of Prisoners	
# of Volunteers	
# of Churches Involved	
# of Prison Participation Forms	
# of Prisoners	

### II. MINISTRY RESULTS

Salvations: \_\_\_\_\_ Re-Dedications: \_\_\_\_\_

**Complete and return to your Angel Tree specialist (via mail or fax 1-877-281-4129)**

Feedback:

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IT STARTS WITH  
A GIFT!







PRISON  
FELLOWSHIP

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ATPIPS