

WS F&CB MENTOR MESSAGE #48

December 2017

NEW Rules Pertaining to Loaning of Materials to Mentees.

The Warden has established a policy with respect to loaning books to mentees. Also, mentors have tried to bring in new books with high monetary value without first getting approval from the Chaplain. The Chaplain has instituted a new set of guidelines:

1. No books, not even Operation Timothy or similar workbooks may be brought in and given to the prisoner without a proper donation form to the attention of the Chaplain.
2. You may bring individual type-written pages or copied pages used in the course of mentoring, but as long as they are not longer than a few pages. Some men have tried to skirt the regulations by bringing 20-page documents or larger. Twenty stapled pages is the limit without prior approval.
3. All books, Operation Timothy, are to be donated to the Chaplain's Library for the use of a mentee, and then (if not a workbook that has been written in) for the subsequent use of all prisoners. Otherwise, nothing is to be given. Here is the new process:
 - a. Permission must be received from the Chaplain's office like we always do, through Group Leaders, Scott Dale, or myself. When you want to give a book, this must be done first. Please do not go directly to the Chaplain with your request. It should be done only through those of us who have open access to him.
 - b. Once approved, the book will be donated using an official WS F&CB donation form, marked that it is a donation for the Chaplain's Library. Take the book to the Security Bunker and leave it with a donation form. A donation form is included with this Mentor Message. Alternatively, your Group Leader can help with this.
 - c. Also, when you have donated the book, advise your Group Leader. He will send the Chaplain a note that this book is making its way through Security to him. Alternatively, your Group Leader can just write it up in his post-meeting report that he would like Scott or me to send a note to the Chaplain. This note will say that a book was donated for the use of your mentee. The Chaplain has a log in process to match the donated book with your mentee. He will see the mentee receives it.
 - d. Please note a change in our process. On the form, it should **NOT** be marked that it is for your mentee. If it has a mentee's name, it will be returned. We must advise the Chaplain separately.
 - e. If it is not a workbook, the prisoner will return the book to the Chaplain's religious library after use.
 - f. Note also, that rules are now modified so that donations may be left after normal business hours in the Security Bunker with the donation form, noting the Chaplain as recipient. Mentors are not allowed to carry in donated books. They must be left in the bunker.

Oh, magnify the Lord with me, and let us exalt His name together. (Psalm 34:3)