**Inside Volunteer Personal Preparation Checklist**

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|  **Your Commitments** | **Status** |
| 1. Continue to attend church regularly and strive in all you do to engage in a faithful Christian walk.
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| 1. Prepare yourself spiritually. Pray every day for the participants and stewards, the chaplain and staff, our volunteer team, the details of the weekend and for yourself that God would use you to glorify His Kingdom.
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| 1. Watch the training videos that will be sent in your confirmation email.
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| 1. Attend the team preparation meetings (minimum of one)
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| 1. Attend ALL THREE DAYS of the Jubilee Weekend
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| 1. Attend the 4th Day Event at the Unit (usually the following Saturday)
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| 1. Practice your assigned Talks, Homilies or Prayers - be ready to rehearse them at a team meeting.
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| 1. Help raise money to pay for the weekend\*
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| 1. Help gather Agape, including prayer chains, video support clips, letters from friends or family, posters, placemats.
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| 1. Write a hand-written letter/note for each participant.
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| 1. Arrive at the unit front gate on time each day of the weekend.
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| 1. Complete any State required training / certification
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| 1. Attend at least 1-2 of the monthly reunions in the next six months
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| 1. Read and agree to the TRAINING: OPERATING IN PRISON below.
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| 1. Invite friends and family to register for and attend the Commencement Ceremony.
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| 1. Create your personal account and complete your profile on the Jubilee website.
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| 1. Be an encourager to your fellow volunteers, the prison staff, the inmate stewards, and the participants
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\*There is no fee or minimum fundraising requirement to participate on a Jubilee team.  The cost of a Jubilee weekend is typically between $5,000 - $6,000.  We ask each volunteer to do their best and to prayerfully seek donations to financially support Jubilee. If each volunteer raises $250 - $300 the weekend costs are completely covered.

### Training: Operating in Prison

* 1. We are guests of the Warden and the Chaplain
	2. We are building and enhancing the Jubilee reputation
	3. We are ministering to everyone we encounter including C.O.’s and staff
	4. We are representing the Christian Faith and everyone is watching us
	5. Dress Appropriately
		1. Dress modestly (not form fitting and not revealing) clothing.
		2. Dress COMFORTABLY it will get warm/cold and we will be moving around.
		3. No shorts, T-shirts, sleeveless shirts, or revealing blouses.
		4. Men need to wear a collared shirt.
		5. For women, no dresses/skirts shorter than 3 inches above middle of the knee while standing, no form fitting/yoga pants, and no Capri pants shorter than 3 inches below the knee while standing.
		6. No jewelry items worn on the facial areas such as earrings/studs in nose, tongue, lips, or eyebrow. Leave expensive items at home
		7. No logos, emblems, insignias, symbols, statements, or gang “colors”
		8. No open-toe shoes for men; No flip flops or any sandal with top portion consisting only of a strap that divides the toes
		9. White shirt and white pants may not be worn together
	6. Maintain space and let the inmates lead interaction

Cardinal things to NEVER do:

* Never criticize the institution, the warden, the staff
* Never criticize or disparage another team member
* Never ask about an inmate’s criminal record or past
* Never criticize anyone’s faith or anyone’s understanding of their faith

Volunteers may not:

* Mail any items of correspondence for inmates
* Take anything from an inmate
* Carry/pass messages from inmate to inmate
* Carry/pass messages to/from the inmate’s family
* Carry/pass messages to/from their victims or their victim’s family
* Make or accept personal calls for or from an inmate’s family member(s)
* Perform any activity involving the actual receipt or handling of money
* Accept any personal gifts from inmates or give personal gifts to inmates
* Give an inmate anything without prior approval
* Place money in an inmate’s Trust Fund Account or purchase items for inmates through the electronic services or other means
* Visit an inmate in regular unit visitation
* Have released inmates visit in their home

Note: The volunteer **must** notify staff if the inmate has made such a request