

Briefing Paper



ROTARY WOMEN’S PRISON PROGRAM: A VISION

(A long term Vocational Service project of Gig Harbor Rotary in cooperation with the Washington Corrections Center for Women (WCCW), the Gig Harbor Rotary Foundation, other Washington State Rotary Clubs and Friends of Rotary--- including the IF Project, Seattle Police Foundation, Seattle University and Others)

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1.0 INTRODUCTION

The **Rotary Women’s Prison Program** is a Vocational Service project of the Gig Harbor Rotary Club, in cooperation with many other organizations, including the Washington Corrections Center for Women (WCCW—known by some as the Purdy Women’s Prison), the Gig Harbor Rotary Foundation, other Washington State Rotary Clubs and Friends of Rotary including the IF Project, Seattle Police Foundation, Seattle University, Goodwill Industries, county transition coalitions and others. Stated simply, the long term vision and purpose of the program is to meet WCCW incarcerated offenders where they are and assist them with successful reentry back into society.

The program vision includes five (5) components and potentially a sixth (6), implemented as part of a strategic, long term vision over the next few years, as follows:

1. **The Reentry Employment Training Program (RET)**, a 6-week course that is team-taught by both Rotarians and offenders, with emphasis on developing the skills needed for successful reentry, including successfully entering the community, obtaining employment or continuing their education in a university, community college or technical training program. Offenders who are team teaching are carefully selected.
2. **The Pen Pal Program**, where offenders are assigned a pen pal and a dialog is initiated between them on a wide range of topics intended to support and help guide the offender through the reentry process.
3. **The Mentor Program**, where mentors come alongside offenders the moment they are released and serve as a source of support and guidance through the reentry process. A special training program in offender mentoring is offered to participants.
4. **The Jobs Bank Program**, where volunteers statewide post jobs, apprenticeship and internship opportunities they become aware of on the Gig Harbor Rotary Women’s Prison website to assist offenders seeking employment.
5. **The scholarship Program**, where scholarships are awarded to offenders seeking to continue their education in a university, community college or technical school setting.
6. **The Halfway House Program**, where homeless offenders are assisted to find stable, temporary housing and support until they can get back on their feet.

All of the above programs, without exception, are open to Rotarians, Rotary spouses/significant others, Friends of Rotary and members of the community. Volunteers need not be Rotarians to participate—all are welcome. All programs will be developed and expanded over time, driven by the availability of volunteers throughout the State of Washington.

Detailed program descriptions for each of the above programs may be found in the sections to follow.

2.0 RENTRY EMPLOYMENT TRAINING (RET)

OVERVIEW

Recidivism is a significant problem in America's prisons, both male and female—and at a tremendous cost both in terms of personal lives lost, families impacted and economic costs to maintain the US prison system—now characterized as one of the highest rates of incarceration in the world. Being employed is an important predictor of a former offender's ability to stay crime free. **Offenders without livable wage jobs are three times more likely to return to prison or jail.** The cost of female prison recidivism is staggering. The estimated annual cost of incarceration for one female inmate at the WCCW is estimated at \$44,895(2013). In those instances where a female inmate has minor children, the annual state assistance costs can easily approach \$9,000, not to mention issues related to public safety, health (mental and physical), employment, housing, education, juvenile justice issues and community issues. The positive impact of a livable wage job on a woman offender following release is immeasurable--especially if she has children. If efforts to assist just 25 women were successful, the economic impact alone could approach \$1.35 million, not to mention the impact on families and children torn apart by incarceration.

Given the stigma associated with hiring an ex-offender by some employers, finding a job after release is not easy—especially for ex women offenders. Accordingly, the initiation of a training program in the local women's prison for selected inmates on "Reentry Employment Training" is an appropriate point of intervention. The RET program is a joint effort by the **WCCW** and the **Rotary Clubs of Gig Harbor** (morning, mid-day, and North clubs) and potentially other Rotary clubs, organizations and volunteers.

SPONSORING ORGANIZATIONS

The sponsoring organizations are the **WCCW** and the **Rotary Clubs** of Gig Harbor and potentially other clubs and organizations. It is envisioned these organizations will work in partnership to implement the program.

- **Gig Harbor Rotary Clubs:** The Rotary clubs of Gig Harbor have a long history of service, dating back into the 1970's when the first club was founded—Gig Harbor morning club—currently with some 125 members. Since then the Gig Harbor Noonday club (around 40 members) and the Gig Harbor North club (around 25 members) were also founded. One of the avenues of service in Rotary is that of **Vocational Service**—tasked with initiating programs targeted at promoting vocations in the community.

TARGET POPULATION

The target population is offenders from the Purdy Correctional Facility in Gig Harbor (about 900-950 inmates), typical age range from early 20's to 70's. Offenders are screened and selected for participation based on predetermined criteria, including at least the following:

- History of enrollment in and completion of other voluntary programs offered in the past (versus mandatory);
- Staff counselor evaluation;
- Expected release within 12 months;
- Successful completion and submittal of application form.

TRAINING LOGISTICS, FORMAT AND SCHEDULE

The following training logistics, format and schedule are included

- Utilizes an existing classroom in the prison; maximum class size 30;
- 6 weeks duration; weekly sessions, 6:30-8:30PM; repeated 5 times per year or more;
- Re-audit by former graduates if not yet released;
- Uses existing curriculums available (WA State Employment Security Dept., Goodwill Industries) and other sources;
- Regular weekly homework assignments (reading, draft resume's, self assessment to include honest look at issues, skills, attitudes, aptitude, etc); may be required to work in teams;
- Mandatory attendance;
- Past graduates, business owners, college counselors, and others featured as guest speakers;
- Graduation certificate, certificates of attendance, letters of recommendation by Rotarian instructors (may be several).

CONCEPT PROMOTION, MARKETING AND SELECTION

The following is the approach to promotion, marketing and selection:

- Use of flyer and a fact paper posted in the prisons units and requirement to complete an application;
- Application is completed and reviewed by WCCW staff who make the final selection;
- Once accepted, attendance is mandatory for all sessions. Lack of attendance may result in the offender being dropped from the class;
- Call-out and offender notification prepared by WCCW staff.

COSTS

All costs are borne by Gig Harbor Rotary and other Rotary clubs as a part of the Vocational Service Budget. The primary cost is training materials, estimated at \$20.00/student or approximately \$600.00 for a class of 30. All classes are taught by Rotarians/Friends of Rotary/community volunteers from the 3 clubs and the community at large, on a team teaching basis with selected offenders from the WCCW Village.

PROGRAM CONTENT

The schedule and curriculum for the 6-week course is as seen below, presented in a total of 15 sessions over the 6 week period. The final day is devoted to mock interviews and conviction speeches.

KEY EXPECTATIONS OF REENTRY EMPLOYMENT TRAINING STUDENTS

The bar is set high for Reentry Employment Training students in the form of expectations of them as graduates, in terms of their conduct and performance during the class and outside of class, and the scope of accomplishments we expect of them. These are embodied in 3 key documents, as follows:

1. Expectations of students are defined and communicated to them during the very first class, as outlined in **ATTACHMENT A**;
2. All students sign and commit to a Class Code of Conduct Contract (**ATTACHMENT B**);
3. Course accomplishments are significant and are spelled out (**ATTACHMENT C**).

The course schedule and content of each session are seen below.

Week 1: Preparing for Employment	Projects / Assignments / Quizzes
<p><u>SESSION 1: Tuesday, 6:30-7:20PM, 7:30-8:30PM</u></p> <ul style="list-style-type: none"> • Introductions/Overview/Schedule/Checksheet/Expectations/Contract • This Guide/Myths/Getting Started/Things to do on the Inside • Why you are better off working/benefits of a job/How to keep a Job • Your daily, weekly calendar; • Regular journaling (write about the first 6 questions, p2) • Accountability partners <p><u>SESSION 2: Thursday, 6:30-7:20PM, 7:30-8:30PM</u></p> <ul style="list-style-type: none"> • Review previous session homework • Personal Values/Needs Versus Wants/ • How to use SMART goals to create a Reentry Plan • Creating a Positive Paper Trail/ Self Request for Records form • Monthly budget for your life after release (initial) • Journal questions (next 7) 	<ul style="list-style-type: none"> • Things to do while you are inside • Begin your daily and weekly calendar • Journaling(first 6 questions) • Identify accountability partner • Values, needs, wants assessment • Begin re-entry plan using SMART • Begin positive paper trail • Self Request for Records form • Journaling (next 7 questions) • Read Session #3 pages 16-32 • Prepare monthly budget
Week 2: Self Management and Career Exploration(Part 1)	Projects / Assignments / Quizzes
<p><u>SESSION 3: Tuesday, 6:30-7:20PM, 7:30-8:30PM</u></p> <ul style="list-style-type: none"> • Review previous session • Adapting to change—case study; • Strategies to handle stress (job search, on the job); Hot buttons, controlling reactions, cooling off, breaking the cycle • Journal questions (per list) <p><u>SESSION 4: Thursday, 6:30-7:20PM, 7:30-8:30PM</u></p> <ul style="list-style-type: none"> • Review previous session • The difference between a job and a career • Career interest assessment • Assessment of different personal skills (hard/soft, transferable, etc.) • Journal questions (per list) 	<ul style="list-style-type: none"> • Reentry Planning • Daily Journal and calendar • Positive paper trail • Homework related to self management and stress (hot buttons, adapting to change) • Interest assessment • Skills inventory(hard/soft, trans) • Journaling
Week 3: Self Management and Career Exploration(Part 2)	Projects / Assignments / Quizzes
<p><u>SESSION 5: Tuesday, 6:30-7:20PM, 7:30-8:30PM</u></p> <ul style="list-style-type: none"> • Guest speakers Ari & Dawn: Post-Prison Education Program • Review previous session • Reconnect with friends and family; Managing relationships; • Reconnecting with the community; • Self presentation in the community • Journal questions, per list <p><u>SESSION 6: Thursday, 6:30-7:20PM, 7:30-8:30PM</u></p> <ul style="list-style-type: none"> • Review previous session • Criminal background employment limitations; “Offender friendly” jobs • Benefits/drawbacks of self employment for ex-offenders • A commitment to lifelong learning; Post Prison Education videos • Rotary Pen Pal Program • Journal questions (per list) 	<ul style="list-style-type: none"> • Reentry Plan • Daily Journal and calendar • Positive paper trail • Homework related to managing relationships, reconnecting with the community; • Complete “Take Time to Reflect” • Completion of application for assistance to Post-Prison Education Program (optional); • Rotary Pen Pal Program signup (optional)

Week 4: Searching for Jobs and applying for jobs (Part 1)	Projects / Assignments / Quizzes
<p><u>SESSION 7: Tuesday, 6:30-7:20PM, 7:30-8:30PM</u></p> <ul style="list-style-type: none"> Review previous session homework Methods of job search; Strategies for networking; Journaling <p><u>SESSION 8: Thursday, 6:30-7:20PM, 7:30-8:30PM</u></p> <ul style="list-style-type: none"> Review previous session homework Describing issues related to criminal background in a resume Purpose, content, format for resume, cover letter Thank you letters and cards, follow up calls; Student survey Journaling(per list) 	<ul style="list-style-type: none"> Reentry Plan; Daily Journal Positive paper trail 60 second commercial Inventory of those who can help Daily Journal Prepare draft resume(Session 8), cover letter, conviction speech Complete student survey
Week 5: Searching for Jobs and applying for jobs (Part 2)	Projects / Assignments / Quizzes
<p><u>SESSION 9: Tuesday, 6:30-7:20PM, 7:30-8:30PM</u></p> <ul style="list-style-type: none"> Review previous session; collect student surveys First typed draft of resumes, letters, conviction speeches are due People & organizations to network with in the community Steps to navigate the hiring process as an ex-offender Government & community programs available Village & Transitioning Offenders Program (TOP) resources <p><u>SESSION 10: Thursday, 6:30-7:20PM, 7:30-8:30PM</u></p> <ul style="list-style-type: none"> Review previous session, including resume and cover letter Draft resume, cover letter, conviction speech are returned Documents and information needed to apply for a job How employers use background checks; questions re background Complete a job application(Master Application Worksheet) 	<ul style="list-style-type: none"> Submit first draft of resume, cover letter, conviction speech Reentry plan; Journaling Turn in completed survey Draft resumes, cover letters and conviction speeches returned with comments; Prepare second draft of these documents; Finish Master Job Application Worksheet (Session 10)
Week 6: Interviewing, conviction speech, Graduation	Projects / Assignments / Quizzes
<p><u>SESSION 11: Tuesday, 6:30-7:20PM, 7:30-8:30PM</u></p> <ul style="list-style-type: none"> Review previous session(submit resume, letter, speech) Preparation for an interview; first impressions; body language; Dressing appropriately for an interview (model 3-4 outfits) Common interview questions/work history/practice interviews <p><u>SESSION 12: Thursday, 6:30-7:20PM, 7:30-8:30PM</u></p> <ul style="list-style-type: none"> Review previous session; resume, letter, speech are returned; Practice conviction speech and interview questions; <p><u>SESSIONS 13: Saturday, 8:30-9:20AM, 9:30-10:50AM</u></p> <ul style="list-style-type: none"> Mock job interview before the class, with critique; <p><u>BROWNBAG LUNCH: Saturday, 11:00-11:30AM</u></p> <p><u>SESSION 14: Saturday, 11:30-12:20PM, 12:30-1:20PM</u></p> <ul style="list-style-type: none"> Mock job interviews before the class, with critique; <p><u>SESSION 15: Saturday, 1:30-2:30PM</u></p> <ul style="list-style-type: none"> Course summary, evaluation, mentoring, graduation certificates 	<ul style="list-style-type: none"> Participate in modeling appropriate dress(Session 11) Submit 2nd draft of resume, letter and conviction speech (Session 11) Draft resume, letter, speech returned with changes(Session 12); Submit all final typed documents (Session 13); Complete course evaluation.

3.0 PEN PAL PROGRAM (currently under review as of 3/20/2014)

The 3 Gig Harbor Rotary Clubs initiated a Re-entry Employment Training (RET) program in 2013 intended to better prepare WCCW offenders to successfully locate employment, further their education or otherwise successfully adjust to life on the outside after release. In order to further strengthen the RET program and more fully prepare offenders for life on the outside and in the job market after release, a Pen Pal Program was established pursuant to the following guidelines:

1. Offenders who have successfully completed the Rotary Re-Entry Employment Training (RET) Program and who are within 12 months of release are eligible to participate;
2. Offenders desiring to participate will communicate this to Kevin Mauss, WCCW, who will notify the Rotary-WCCW RET Pen Pal Coordinator via E-mail or at the address below; the names of offenders who sign-up for Pen Pals during the RET class will be given to both Kevin and Rotary;
3. Rotarians wishing to participate in the program will also communicate their interest to the Rotary-WCCW RET Pen Pal Coordinator who will maintain a list of interested Rotarians;
4. The Rotary-WCCW RET Pen Pal Coordinator will direct all **initial** Pen Pal letters from Offenders to the Vocational Service Pen Pal Committee who will review & assign the letter to a Rotarian; either Offenders or Rotarians may initiate communication once an Offender has notified Kevin Mauss of their interest, this has been communicated to Rotary & a Rotarian has been assigned;
5. Offenders and Rotarians may communicate with each other pursuant to WCCW Mail Policy 450.100, broadly summarized as follows:
 - The topics of communication will focus on reentry issues (employment, housing, job search, education, relationships, resources available, etc.-- a list of possible topics is attached);
 - Personal contact information will not be exchanged (phone numbers, addresses, etc.); Rotarians will use first name only;
 - The envelope to/from offenders sent to/from Rotarians will have the following address:
ROTARIAN: Rotarian's name(or **Rotary RET Pen Pal Coordinator** if this is a first time request and a Rotarian has not yet been assigned), P.O. Box 342, Gig Harbor WA 98335;
OFFENDER: Offenders name, DOC #____, c/o Washington Corrections Center for Women (WCCW), 9601 Bujacich Road, Gig Harbor, WA 98332;
BOTH TO & FROM sections of the envelope must be completed using these addresses;
 - Do not include anything in the envelope other than a letter;
 - All incoming and outgoing mail may be read by WCCW staff;
 - It is the offender's responsibility to provide postage on all letters to the Rotarian;
6. The duration and frequency of the Pen Pal communication is subject to mutual agreement between the Rotarian and Offender and may continue after release if the parties so choose;
7. These guidelines may be modified as needed to meet the needs of the parties and the WCCW.

POTENTIAL PEN PAL TOPICS AND GOALS FOR THE ROTARY-WCCW RET PEN PAL PROGRAM

WCCCW offenders have indicated the following are some of the topics on which they would like to communicate and their ideas as to what they hope to accomplish with this Pen Pal program:

- Help identifying jobs that are offender-friendly, especially if there are restrictions on the types of jobs they are eligible to apply for due to their conviction history;
- Testimonies, struggles and success stories encountered in looking for and securing jobs;
- The economic environment in general and its impact on the job market;
- Better paying jobs and jobs currently in high demand they are eligible for;
- Employment programs that are proactive and involved with employees;
- Information on the careers/jobs that Rotarians have selected for themselves (tell us about your job or career—why did you select this job or career? What do you like/dislike about your chosen profession, career or job?);
- Leads and ideas on searching for jobs that are available;
- The desire to simply talk to a trustworthy person who will give them good information;
- Testimonies, struggles of other offenders the Rotarian has hired or knows about;
- Information on resources available;
- Encouragement and help with staying accountable to another person;
- Help with building self confidence and self esteem;
- Suggestions on how to survive and thrive on the outside;
- Ideas on networking and informational resources for jobs;
- Leads on jobs the Rotarian may know about in the offenders chosen field;
- Rotarian experiences with rebuilding relationships and bridges with others;
- What did the Rotarian do that helped them succeed in life, in work?
- Advice on careers and interviewing;
- Suggestions on how to better ourselves in life;
- Recommended steps to take upon release to get reestablished and find a job;
- Current events impacting the job market;
- Many offenders believe that having the option to continue correspondence after completion of the RET class and after release with a trusted person is an amazing opportunity and are very grateful for this opportunity if it becomes available.

4.0 MENTOR PROGRAM (ROTARY-WCCW STATEWIDE MENTOR PROGRAM)

It is generally recognized by those in the field that mentor programs in support of former prison inmates can have a significant impact on inmate recidivism. 72% of those who return to prison do so within the **first year** following release, and 43% of those within the **first 3 months**. Getting them on the right track **immediately** is therefore crucial. Successful mentor programs have a number of characteristics in common, including at least the following:

- The mentor relationship between former offender and mentor is established while the offender is still in prison, and is activated immediately upon release from prison;
- In its simplest terms, the Mentor relationship is intended to provide an immediate bridge between prison life and life on the outside via a trusted Mentor who comes alongside;
- Mentors can offer support in a variety of areas, including assistance with transportation arrangements, assistance with housing, reconnection with family/friends, assistance with admission into institutions of higher learning (colleges, trade schools, etc.), assistance with finding employment and many other areas;
- The Mentor process involves periodic check-in and accountability between Mentor-Mentee;
- Mentor's receive specific training and information on how to be effective Mentors;
- The duration of the Mentor-Mentee relationship depends on the parties, and is flexible;
- Mentor's are themselves mature, well-adjusted, and compassionate-- yet able to set clear boundaries; they are able to guide and offer suggestions, alternatives and options;
- The Mentor relationship is part of an organized mentoring program with accountability, transparency and oversight.

The State of Washington is comprised of several Rotary Districts including 5020, 5030, 5050, 5060, 5080 and 5100. Each District contains a number of clubs, varying from around 50 to as many as 90. Most communities in Washington State of any size have a Rotary Club, with multiple Rotary Clubs found in virtually all of the larger cities.

WCCW offenders are released back to their county of origin—the county where their crimes were adjudicated and typically also their place of residence. As noted above, in virtually all counties within Washington State a network of Rotary Clubs exists, which facilitates the identification and assignment of Rotary Mentors to work with released offenders. The total offender population of the WCCW at any given time approximates 900-950, with some 40-45 typically released each month or some 500/year.

In 2013 the 3 Gig Harbor Rotary Clubs initiated a Re-entry Employment Training (RET) program intended to better prepare WCCW offenders to successfully locate employment, further their education and otherwise successfully adjust to life on the outside after release. The RET program proposes to offer some 4-6 courses each year, with an approximate graduation rate of 20-25 offenders per course or a potential number of from 100-120 graduates per year depending on the number of courses offered and number of offenders per course. It is anticipated a significant number of RET course graduates will want to participate in a post-release Mentor program if one is offered by Rotary.

Accordingly, in order to further strengthen the RET program and more fully prepare offenders for life on the outside and in the job market after release, formation of a Rotary-WCCW Statewide Mentor Program is believed to be a logical step in making a significant impact on reducing recidivism. In creating such a Mentor program, the following general parameters are offered for consideration:

1. Initially, only WCCW Offenders successfully completing the Rotary-WCCW Reentry Employment Training (RET) Program and within 12 months of release would be eligible to participate;
2. A Statewide pool of trained Rotary Mentors would be created, ideally with Mentors available in all or most cities and counties within the state; Mentor participation would be strictly voluntary; creation of the pool would likely require promotion of the Mentor concept at the various District Conferences held throughout the state, in cooperation with each District's governor and council; it is envisioned that once established the Mentor program could be coordinated out of a single statewide office; it is possible the concept will first be piloted with 2-3 Rotary clubs on a trial basis in order to refine the concept, protocols, policies, etc., with possible expansion to include clubs in Pierce County, followed with the addition of additional counties over time; development of a full statewide mentor program will take several years;
3. Offenders desiring to participate would communicate this to the WCCW, who would then notify the Rotary-WCCW Statewide Mentor Coordinator; Mentors located in the receiving community of the offender would be notified and the Mentor-Mentee relationship established;
4. Female offenders would be matched only with female Rotary Mentors, or Rotary couples consisting of husband/wife teams; female offenders would not be assigned to male Mentors—only to couples where both husband/wife are participants together in the Mentor relationship;
5. Clear guidelines and protocols would be established for the Mentor-Mentee relationship based on the experience of other similar mentor programs, in order to best serve and safeguard the needs of all parties; various other mentor programs exist hence good models already exist;
6. The duration and frequency of the Mentor relationship would be subject to mutual agreement between the Mentor and Mentee;
7. This Rotary mentoring program is also participating as part of a joint effort by The If Project, the Seattle Police Foundation and Seattle University in a 2-year pilot project to test the efficacy of post release mentoring. The project includes some 20-25 former offenders in a targeted and controlled mentoring project involving volunteer mentors from various organizations.

5.0 JOBS BANK PROGRAM

Rotarians and Friends of Rotary who have (or know of) a job opening, apprenticeship or internship opportunity in their company or know of one in their company or community are invited to go online to the Gig Harbor Rotary Women's Prison website and post this for offenders to see. Offenders who have completed the Rotary Reentry employment Training program are eligible to access the web site and job listings (web site is currently under development as of 3/2014).

It is hoped that eventually job, apprenticeship and internship opportunities from around the state in every county will be posted to the website.

A comprehensive and continuously updated listing of employers willing to hire offenders will also be compiled. The following are some of the big box stores known to be employers of former offenders:

OFFENDER-FRIENDLY EMPLOYERS AND ORGANIZATIONS

- **SURVEYS SHOW 92% OF ALL EMPLOYERS ARE OFFENDER-FRIENDLY**
- **VIRTUALLY ALL COLLEGE CAMPUSES AND TRADE SCHOOLS ARE OFFENDER FRIENDLY;**
- **BROWN AND HALEY**
- **CHENEY STADIUM**
- **COSTCO**
- **LONGSTON PLACE (MOVIE THEATERS)**
- **PIZZA HUT**
- **RED LOBSTER**
- **SAFEWAY**
- **SKIPPERS**
- **SUBWAY**
- **TACO BELL**
- **TARGET**
- **TOP FOODS**
- **WAL MART**
- **AND MANY, MANY OTHERS**

6.0 SCHOLARSHIP PROGRAM (ROTARY-WCCW SCHOLARSHIPS)

In 2013 the 3 Gig Harbor Rotary Clubs initiated the Re-entry Employment Training (RET) program to better prepare WCCW offenders to successfully locate employment, further their education and otherwise successfully adjust to life on the outside after release. The RET program will offer some 4-6 courses each year, with an approximate graduation rate of up to 20-25 offenders per course or a potential 100-120 graduates per year depending on the number of courses offered and number of offenders per course. It is anticipated a significant number of RET course graduates will want to continue their education upon release and very interested in a scholarship if one were offered by Gig Harbor Rotary.

It is generally recognized by those in the field that entrance into programs of higher learning--be these university campuses, community colleges, trade schools or other forms of continuing education--can have a significant impact on prison inmate recidivism. The majority of inmates are released with little more than a GED (about 75% GED and 25% college degree) and subject to minimum wage jobs unless somehow able to advance their education level. The discussion outline to follow presents a potential approach to encouraging continued education by WCCW inmates following release through the offering of academic scholarships. Potential parameters surrounding such an approach might include the following:

- Academic scholarships would be offered to WCCW offenders scheduled for release who have successfully completed the Rotary-WCCW Reentry Employment Training Program (RET); one of the major thrusts of the RET program is the encouragement of students to continue their education upon release; a scholarship program is consistent with this emphasis on education;
- To be eligible, offenders would be required to: 1) submit a FAFSA application, 2) apply to a college or technical school and 3) be actively pursuing continuing education upon release;
- Eligible offenders will complete a formal scholarship application, likely patterned after the present application utilized by the Gig Harbor Rotary Foundation (Scholarship America Program); applications would be reviewed by the Gig Harbor Rotary Vocational Service Subcommittee or Scholarship America and selections made accordingly;
- Scholarships may be applied to any of the following: community college, 4-year university, trade or technical school, or other professional advancement opportunity where a specific certification, license or degree is given upon completion; an effort to support education or careers resulting in **family living wage employment** will be given priority;
- The number, amounts and frequency of scholarships will be determined based on the funding available; some scholarships may eventually be renewable depending on circumstances and available funding; once awarded, Scholarship America would be utilized to administer and manage the scholarship;
- Scholarship funding will originate from several sources, including but not limited to: 1) special fundraiser/donated funds from the Vocational Service Committee of Gig Harbor Rotary, 2) the Gig Harbor Rotary Foundation's General Fund and/or Natusi Fund; 3) statewide solicitation of funds from other Rotary clubs, and 4) other sources. A **Women's Prison Scholarship Endowment Fund** has been created within the Gig Harbor Rotary Foundation, and is subject to the oversight of the Foundation Board of Directors. The Prison Endowment Fund was initially supported by the Foundation itself and other donors via seed grants for the first 2 years of the Endowment. Thereafter, it will be the goal of the Prison Endowment Fund to utilize the network of Statewide Rotary Clubs and other sources to self fund the Endowment in perpetuity in order

to provide scholarships on an ongoing basis. Other scholarship parameters and conditions will be added as identified.

7.0 HALFWAY HOUSE PROGRAM

Given that several of the 500+ offenders released every year to counties around the state are homeless, the matter of housing is significant. While many counties and most major cities in Washington offer shelters of varying types, it remains to be seen if these adequately meet the need for temporary, provisional housing—especially in those cases where an offender has children. Regardless, the question of adequate housing along with employment must be addressed. Several Rotary clubs in Washington State are now looking into the area of homelessness, including housing, and this may lead the way to a joint effort by several Rotary clubs to address the issue. Exactly what role Gig Harbor Rotary would and should play in the matter of homelessness related to WCCW offenders released on the street with no place to go remains to be seen and explored further.

ATTACHMENT A

OUR EXPECTATIONS OF REENTRY EMPLOYMENT TRAINING (RET) STUDENTS

Many students come into this class with very low self esteem, beaten down, discouraged, fearful, wondering if they will ever be able to adapt and make it on the outside. They are afraid of not finding a job, not finding housing, having to deal with the consequences of their crime, afraid they will lose hope and faith. They are afraid of their lack of money and moral support, being overwhelmed, being turned down for work because of their crime, afraid of putting their home back together, recapturing their space and their spouse or significant other. They are afraid they will not be able to stay clean, or afraid of being lonely and getting dumped back into the real world and not being able to transition. We know this is true because many others before you have told us so.

In spite of all the above, it is our hope and desire for each and every one of you that:

- You will **never return** to this place—once you leave you will be gone for good. Your only reason to look back will be to help another offender make it on the outside as you did.
- Your self esteem and self knowledge **will** increase and you **will** come to accept and believe at a deep level that **your crime does not define you**---and you will move on with the rest of your life.
- You **will** find a job and as you build your skills the types of jobs will get better and better.
- You **will** successfully adjust to life on the outside—but it may take you awhile.
- You **will** reconnect with your family, friends & loved ones—but it will be a very different path than the one you left when you came here---and will include only those people who can truly enrich your life—not those who will pull you back down again—so you will learn to choose very wisely and carefully.
- You **will** advance your education—and you **will** function in life at a different level than you are now with significantly increased skills and knowledge. Knowledge and information are powerful.
- You **will** graduate from this class with a new appreciation for who you are and your possibilities.
- When you leave you **will** choose a completely different path to follow for the rest of your life-- and you and those you love and surround yourself with **will** be blessed because of it.

It is the goal of this class to do our best to help you achieve the above-- as best we can. It is our expectation that you will work with and learn from us to make this a reality.

ATTACHMENT B

Rotary-WCCW Reentry Employment Training – Class Code of Conduct Contract

This contract sets the tone and reflects the potential culture of a workplace—not the WCCW. We require all students to agree to the following as a condition of participating in this course:

1. **Respect:** Show respect for yourself, facilitators and other students. This includes respecting and honoring the confidentiality of information shared during class time (what is said in class stays in class). Let's have fun learning from each other! We all have something to offer.
2. **Graduation requirements:** To graduate students must 1) attend classes, 2) do all the homework, 3) write in their journals and 4) select & check in regularly with their accountability partner.
3. **Attendance and timeliness:** Attending class is **mandatory**. Come to class on time. If not able to attend a class, inform your team facilitator in advance.
4. **Come to class prepared:** Read ahead and come to class prepared. The information from the class builds as you go. If you miss a class, it is your responsibility to make up missed assignments from the previous class—all homework is in your **Resident Manual**.
5. **Participate 100% in all exercises:** Complete all tasks yourself to the best of your ability. Helping fellow students is welcomed and asking for help is encouraged. Pay attention and stay present and focused in class. There is no final exam but doing all the homework is required.
6. **Dress appropriately as if in the workplace:** Wear clean clothing. Do not wear hats to or in class. Maintain positive body language and posture – no slouching; practice good hygiene; no sleeping or laying your head on the table. **Behave as if you were on the job.**
7. **Questions are welcomed and encouraged:** During class please be respectful of everyone by raising your hand. No cross talk—stay focused on the instructors and the task at hand.
8. **Use good manners:** All students are expected to use good manners toward other students and the instructors. Use appropriate language and bring a positive attitude to class. Work hard to develop good habits that would also be suitable in the workplace.
9. **Personal responsibility:** Each student is expected to be responsible for their own personal and school belongings. Students are required to **BRING ALL COMPLETED HOMEWORK, STUDENT MANUALS AND MATERIALS TO EACH CLASS.**
10. **Class conflicts:** Students agree not to schedule other classes or activities that conflict with this RET class. This RET class must be your top priority.

I agree to this CONTRACT as a condition of participating in the Re-entry Employment Training Course.

Student Signature

Printed Name

DOC #

Date

ATTACHMENT C

A SUMMARY OF WHAT YOU ACCOMPLISHED IN THIS RET COURSE

1. You are now better prepared to find a job; you know why employment is important; you know what it takes to keep a job once you find one; you learned the importance of journaling and you put together a positive paper trail for later use.
2. You now have a better idea of your values, and the difference between your needs and wants; you developed a re-entry plan and set several important goals for yourself.
3. You now have a much better idea of the changes you need to make in order to succeed in life and what you need to do to make these changes; you know your hot buttons and what makes you angry and how to deal better with this anger and the stressors in your life.
4. You have done some great work in preparing to reconnect with your family and the community—and how to better manage the important relationships in your life. You have a better idea now how to present yourself & interact with friends, family and community.
5. You have an understanding of the difference between job and career, you know your interests, skills and abilities, you have ideas re the jobs you would like to pursue, and in general you have a much better idea what you would like to do after release.
6. In looking at the job market, you now know about offender friendly occupations, jobs you cannot qualify for, background checks, and some of the issues re starting your own business.
7. Regarding job search, you learned how to search for a job (including online), the importance and methods of networking, ideas on discussing your criminal history and you developed a “60 second commercial” for use in introducing yourself to others.
8. You learned how to navigate the hiring process as an ex-offender (your conviction response and how to talk about your criminal history and you have a good ideas of the various resources available to you—particularly resources available in the county where you will be discharged.
9. You now have a personal resume and a good cover letter to go with it to send to potential employers. You know how to use thank you letters, Emails, cards and make follow up calls.
10. You now have a “master job application” to use in completing job applications, and you have practice completing applications. You know how to answer job application questions, especially those related to your criminal background. You know about pre-hire assessments.
11. Now you know how to dress for an interview, body language to use, how to prepare ahead of time for an interview, how to answer common interview questions, and how to answer questions related to your criminal background—and you have practiced your answers.
12. You have not only written out your conviction history speech but you have practiced it with other students—and they have given you good feedback re the speech.
13. You have now also practiced interviewing—in the roles of interviewer, applicant and evaluator—and have a much better understanding of the interview process.
14. You have an understanding of the mentoring program following release, you have a “follow up plan” that outlines what you need to do now that the course is over and you have identified someone(likely another student) to keep you accountable in completing your plan.
15. You have successfully completed this “Re-Entry Employment Training Course” and have a certificate of completion signed by your instructors to show for it. CONGRATULATIONS!