



POLICY STATEMENT
Commonwealth of Pennsylvania • Department of Corrections

Policy Subject: Inmate Organization Picnics/Banquets and Inmate Fundraisers		Policy Number: DC-ADM 822
Date of Issue: December 9, 2024	Authority: Signature on File Dr. Laurel R. Harry	Effective Date: December 23, 2024

I. AUTHORITY

The Authority of the Secretary of Corrections to direct the operation of the Department of Corrections is established by Sections 201, 206, 506, and 901-B of the Administrative Code of 1929, 71 P.S. §§61, 66, 186, and 310-1, Act of April 9, 1929, P.L. 177, No. 175, as amended.

II. APPLICABILITY

This policy is applicable to all facilities operated under the jurisdiction of, or conducting business with the Department of Corrections.

III. POLICY

It is the policy of the Department to permit picnics/banquets and/or fundraisers for inmate organizations.

IV. PROCEDURES

All applicable procedures are contained in the procedures manual that accompanies this policy document.

V. SUSPENSION DURING AN EMERGENCY

In an emergency or extended disruption of normal facility operation, the Secretary/designee may suspend any provision or section of this policy for a specific period.

VI. RIGHTS UNDER THIS POLICY

This policy does not create rights in any person nor should it be interpreted or applied in such a manner as to abridge the rights of any individual. This policy should be interpreted to have sufficient flexibility to be consistent with law and to permit the accomplishment of the purpose(s) of the policies of the Department of Corrections.

VII. RELEASE OF INFORMATION AND DISSEMINATION OF POLICY

A. Release of Information

1. Policy *Statement*

This Policy *Statement* is public information and may be released upon request.

2. Procedures *Manuals, Appendixes, and Attachments* (if applicable)

The related procedures manuals, appendixes and attachments (elements) for this policy are public information and are releasable upon request unless designated by the Department as confidential. Confidential elements are not public information and shall not be released in entirety or in part, without the prior approval of the Secretary/designee. Policies which are designated as confidential shall be marked for identification and recognition. Procedures manuals or other elements which are not further restricted, may be released to any Department employee on an as needed basis.

B. Distribution of Policy

1. *Public and* General Distribution

Department policies which are not designated as confidential, shall be made available to the public through the Department's public web site.

2. Distribution to Staff *and Other Government Agencies*

All Department policies and related elements, which are not further restricted, shall be available to all Department members. It is the responsibility of those individuals within the Department, receiving policies through general distribution, to ensure that each employee expected or required to perform the necessary procedures/duties has access to the policy and procedures.

Distribution of confidential policies or elements to other government agencies is subject to the approval of the Secretary/designee.

VIII. SUPERSEDED POLICY AND CROSS REFERENCE

A. Superseded Policy

1. Department Policy

DC-ADM 822, Inmate Organization Picnics/Banquets and Inmate Fundraisers, issued July 27, 2010, by former Secretary Jeffrey A. Beard, Ph.D.

2. Facility Policy and Procedures

This document supersedes all facility policy and procedures on this subject.

B. Cross Reference(s)

1. Administrative Manuals

- a. DC-ADM 311, Fiscal Administration
- b. DC-ADM 801, Inmate Discipline
- c. DC-ADM 812, Inmate Visiting Privileges
- d. DC-ADM 813, Guest Speakers
- e. DC-ADM 815, Personal Property, Basic/State Issued Items and Commissary/Outside Purchases
- f. DC-ADM 819, Religious Activities
- g. 6.3.1, Facility Security
- h. 6.5.1, Administration of Security Level 5 Housing Units
- i. 7.8.1, Inmate Recreational and Therapeutic Activities

2. ACA Standards

- a. Administration of Correctional Agencies: None
- b. Adult Correctional Institutions: 5-ACI-7C-05, 5-ACI-7C-06
- c. Adult Community Residential Services: None
- d. Correctional Training Academies: None



PROCEDURES MANUAL
Commonwealth of Pennsylvania • Department of Corrections

Policy Subject:

Inmate Organization Picnics/Banquets and Inmate Fundraisers

Policy Number:

DC-ADM 822

Date of Issue:

December 9, 2024

Authority:

**Signature on File
Dr. Laurel R. Harry**

Effective Date:

December 23, 2024

Release of Information

Policy Statement: This Policy Statement is public information and may be released upon request.

Procedures Manuals, Appendixes, and Attachments (if applicable): *The related procedures manuals, appendixes and attachments (elements) for this policy are public information and are releasable upon request unless designated by the Department as confidential. Confidential elements are not public information and shall not be released in entirety or in part, without the prior approval of the Secretary/designee. Policies which are designated as confidential shall be marked for identification and recognition. Procedures manuals or other elements which are not further restricted, may be released to any Department employee on an as needed basis.*

**DC-ADM 822, Inmate Organization Picnics/Banquets and Inmate
Fundraisers Procedures Manual
Table of Contents**

Section 1 – Inmate Organization Picnics/Banquets

A. General Guidelines.....	1-1
B. Request for an Organization Picnic/Banquet.....	1-1
C. Inmate/Visitor Eligibility	1-2
D. Security	1-2
E. Menu/Cost.....	1-3

Inmate Organization Picnic/Banquet, Inmate Fundraiser Request Form..... Attachment 1-A

Section 2 – Inmate Fundraisers

A. Requests	1
B. Guidelines	1

Inmate Organization/Inmate Group, Recommended Fundraiser List.....Attachment 2-A

Section 1 – Inmate Organization Picnics/Banquets¹

A. General Guidelines

1. A facility is not required to permit inmate organization picnics/banquets.
2. Permission for a guest speaker **shall** be requested in accordance with Department policy **DC-ADM 813, “Guest Speakers.”**
3. Inmate organization picnics/banquets are limited to a maximum of three hours in duration. This limit includes the time for processing all visitors into and out of the facility.
4. Dancing is not permitted during any event. Physical contact is only permissible as outlined in Department policy **DC-ADM 812, “Inmate Visiting Privileges.”**
5. No food items may be taken into the housing units. All food **shall** be consumed at the site of the picnic/banquet.

B. Request for an Organization Picnic/Banquet

1. Each inmate organization may request permission for one picnic/banquet per year. An inmate who belongs to more than one organization may attend only one annual picnic/banquet. The inmate may choose which picnic/banquet to attend.
2. A request for an inmate organization picnic/banquet **shall** be submitted to the appropriate department head at least three months prior to the event. The request is submitted using an **Inmate Organization Picnic/Banquet, Inmate Fundraiser Request Form (Attachment 1-A)**.
3. The request **shall** include a rationale for the event as well as specific information regarding menu items, entertainment, outside guests, and an estimate of the total number of persons expected to attend.
4. The department head reviews the request to determine whether it is within the guidelines established by this section and forwards the proposal to the Corrections Classification and Program Manager (CCPM). The **Immediate Supervisor/Department Head**, CCPM, Food Service Manager, Security Captain, **the Business Manager, the Deputy Superintendent for Centralized Services (DSCS), the Deputy Superintendent for Internal Security (DSIS) if applicable**, and the Deputy Superintendent for Facilities Management (DSFM) shall review the proposal and make a recommendation for approval/disapproval. The request is then forwarded to the Facility Manager who makes the final decision.

¹ 5-ACI-7C-05

C. Inmate/Visitor Eligibility

1. Inmate Eligibility

- a. Only general population inmates permanently assigned to the facility with a Custody Level 2 or 3 are permitted to attend an inmate organization picnic/banquet.
- b. In order to attend the picnic/banquet, the inmate **shall** be a member in good standing of the sponsoring organization for a period of six months. An inmate participant must be free of Class I misconducts (refer to Department policy **DC-ADM 801, “Inmate Discipline”**) for a period of six months. An inmate placed on non-contact visits in accordance with Department policy **DC-ADM 812** is not eligible to participate in organization picnics/banquets.

2. Visitor Eligibility/Procedures

- a. ***At the facility’s discretion, guests may be approved to attend.***
- b. A maximum of three guests per inmate are permitted to attend the picnic/banquet. Each guest must be on the inmate’s approved visitors list, in accordance with Department policy **DC-ADM 812**.
- c. The list of guest participants **shall** be submitted to the Intelligence Captain two months prior to the scheduled event by the department head supervising the event. Only those individuals who are on the inmate’s approved visiting list and cleared by Security are permitted to attend the event. In accordance with Department policy **DC-ADM 812**, the victim of an inmate who is convicted of a sexual offense involving a minor is not permitted to attend any event.
- d. Visitors must provide proper identification and they shall be searched/**scanned** in accordance with Department policy **DC-ADM 812**.
- e. Visitors participating in the organization picnic/banquet are not permitted to visit on the day of the event. The event shall count as an individual visit for the inmate whose outside guest(s) attend.
- f. All guests shall be identified with a visitor’s badge in accordance with Department policy **6.3.1, “Facility Security,” Section 38 – Identification Cards**, a hospital type bracelet and/or a water resistant, non-transferable hand stamp.

D. Security²

1. Each event **shall** be supervised by sufficient security staff as determined by the Facility Manager. A Commissioned Officer shall be present at each event.

² 5-ACI-7C-06

DC-ADM 822, Inmate Organization Picnics/Banquets and Inmate Fundraisers Procedures Manual
Section 1 – Inmate Organization Picnics/Banquets

2. The Shift Commander shall ensure that the area where the event is held is thoroughly searched before and after an event. Each inmate shall be strip searched prior to leaving the inmate organization picnic/banquet when outside guests are present.
3. The Facility Manager/designee shall ensure that an appropriate location inside the perimeter is identified for organization picnics/banquets. Visitors **shall** have limited access to the facility and no access to the rest of the inmate population. The designated picnic/banquet area should be safe, with easy access to protective cover in the event of inclement weather. If an indoor protected site is not available, a tent may be rented. The cost of the tent rental is paid for by the inmate organization in accordance with **Subsection E.5. below**. If a facility is unable to accommodate the picnic/banquet using these procedures, the Regional Deputy Secretary shall be contacted for approval of alternative procedures.
4. An inmate participant **shall** wear facility clothing at the event regardless of the time of day. The only jewelry permitted at the event is a wedding band and/or authorized religious medallion. A religious medallion must be worn underneath the inmate's clothing.
5. Visitors are subject to search in accordance with Department policy **DC-ADM 812**.

E. Menu/Cost

1. **Banquet meals shall be consistent with the mainline rotational weekly meal selections. Suggestions by the inmate organizations shall be taken into consideration; however, the Food Service Supervisor shall make the final decision and provide the mainline “best meal” for the banquet.** The Food Service Manager shall supervise service of the food to ensure that safe and sanitary practices are followed.
2. **Each** inmate **participant** is required to pay for the cost of **their** guest's meal. The inmate's account shall be assessed the normal charge for each guest's meal. The Food Service Manager shall determine the charge per guest and the inmate's account shall be assessed. An inmate attending an organization picnic/banquet is required to submit a **DC-138A, Cash Slip** two months prior to the event to ensure that necessary funds are available.
3. If an inmate cannot attend due to a misconduct or placement in Administrative Custody (**AC**), there shall be no reimbursement of funds.
4. Reimbursement **for guest's meals** shall be made for inmates placed on medical lay-in, transfer, scheduled court appearance, or release. If an inmate has paid for a guest and the guest is later denied entrance by the facility security office, in accordance with **Subsection C.2.c. above**, the inmate's account shall be credited the cost of the meal.
5. Inmate organization funds **shall not** be used to pay for the cost associated with the event. Costs are divided proportionately among the inmates participating in the event. Repayment for overtime costs and all other outstanding costs are obtained through the

**DC-ADM 822, Inmate Organization Picnics/Banquets and Inmate
Fundraisers Procedures Manual
Section 1 – Inmate Organization Picnics/Banquets**

Inmate General Welfare Fund (IGWF) in accordance with Department policy **3.1.1**,
“Fiscal Administration.”

Inmate Organization Picnic/Banquet Inmate Fundraiser Request Form

Type of Event:

Picnic/Banquet

Inmate Fundraiser

Name of the inmate organization: _____

Event title: _____ Request submitted by: _____

Date submitted: _____ Date and time of the event: _____

Staff member(s) supervising the event: _____

Location of the event: _____

Is a gate clearance needed? Yes No (gate clearance(s) must be attached to this form)

Number of inmates who will attend: _____

Equipment, materials, and supplies needed and who will provide them: _____

Has This Event Occurred Before? Yes, if so when? _____ No

Comments: _____

Further description of the event and other information that will be helpful to administrative staff in reviewing this request.
(Additional pages may be attached.) See Attachments: Yes No

Beneficiary of excess funds: _____

Address of the Beneficiary: _____

NOTE: Excess proceeds raised by the inmate organization are required to be remitted to the indicated beneficiary organization within 45 days after the event.

Staff initials/approval:

Immediate Supervisor/Department Head:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Corrections Classification and Program Manager (CCPM):	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Food Service Manager (FSM):	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Security Captain:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Deputy Superintendent for Centralized Services (DSCS):	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Deputy Superintendent for Facilities Management (DSFM):	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Deputy Superintendent for Internal Security (DSIS) approval (if applicable):	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Business Manager:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Facility Manager:	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Facility Manager/Designee Signature

Date

DC-ADM 822, Inmate Organization Picnics/Banquets and Inmate Fundraisers Procedures Manual
Section 1 – Inmate Organization Picnics/Banquets

Issued: 12/9/2024
Effective: 12/23/2024

Attachment 1-A
Page 1 of 2

Section 2 – Inmate Fundraisers

A. Requests

1. A facility is not required to permit inmate organization/*inmate group* fundraisers.
2. A request is initiated via an **Inmate Organization Picnic/Banquet and Inmate Fundraiser Request Form** (refer to **Attachment 1-A in Section 1 of this procedures manual**).
3. The request **shall** be submitted as part of the organization's yearly Plan of Action as required by Department policy **7.8.1, "Inmate Recreation and Therapeutic Activities."** In general, income collected from the inmate population **shall** be dispersed in such a manner as to benefit the inmate population and/or facility approved charitable organization(s).

B. Guidelines

1. Examples of an inmate organization/*inmate group* fundraiser that may be permitted include: photo projects, sale of clothing items, Run-A-Thons, Lift-A-Thons, etc. (**See Inmate Organization/Inmate Program Group Recommended Fundraiser List [Attachment 2-A] for a more comprehensive list.**)
2. The sale of **pre-made** hoagies, hot dogs, fried chicken, pizza, stromboli, Chinese food, or other **perishable items**/foods are prohibited.

Note: Prohibited sales are not limited to the above listed items.

3. **Fundraising projects through the inmate organization/inmate groups shall operate through ticket sales (for items sold in the commissary), cash slips (for items not sold through the commissary) and/or Money Access Account (MACc) system.**
 - a. **Profits that are generated shall go into organizational shops.**
 - b. **Facilities with multiple inmate organizations/inmate groups shall have separate organizational shops for each respective organization.**
 - c. **Inmate organizations/inmate groups shall order inventory items through the Agency Purchase Request (APR) system with assistance from the staff coordinator.**
 - d. **Inmate organizations/inmate groups are responsible for a monthly inventory audit.**

- e. ***Inmate organizations/inmate groups purchasing items for fundraising may only purchase the quantity of items necessary to fulfill the sales. No excess or additional products may be purchased.***
4. ***Organizational shops operate as a subsidiary to the Inmate General Welfare Fund (IGWF).***
 - a. ***Inmate organizations/inmate groups are separate entities and independent of IGWF.***
 - b. ***The facility Business Manager/designee coordinates the startup of the organizational shop(s).***
 - c. ***Inmate organizations/inmate groups shall not keep a separate checking account.***
 - d. ***The Business Manager/designee shall monitor/manage inmate organization/inmate program group monies.***
5. ***The state sales tax shall be handled by institutional accounting staff in accordance with Department policy 3.1.1, "Fiscal Administration."***
6. ***Once fundraisers are complete, IGWF shall distribute the profits generated from sales back into the inmate organization/inmate program organizational shop or facility approved charitable organizations.***
7. ***Inmates purchasing fundraising items via an inmate organization/inmate group are eligible for, but not guaranteed, refunds for issues that were beyond their control (e.g., transfer to another facility, authorized temporary absence [ATA], or any other verifiable reason) that occur after the purchase, but prior to delivery of the items to the inmate. A refund may be accomplished through direct refund to the inmate's account. Fundraising items may be placed in the inmate's property or held until the inmate can reasonably receive the items, if applicable.***
8. ***When an inmate transfers to another facility after the sale of an inmate organization/inmate group fundraiser, the fundraising item(s) shall be handled in accordance with Department policy DC-ADM 815, "Personal Property, State Issued Items, and Commissary/Outside Purchases Procedures Manual."***
9. ***If an inmate is found guilty of a misconduct and confined to the Restricted Housing Unit (RHU) during the delivery period of purchased items, non-perishable items shall be handled in accordance with Department policy 6.5.1, "Administration of Security Level 5 Housing Units," while perishable items shall not be authorized a refund and shall be disposed of in accordance with established procedures outlined in Department policy DC-ADM 815.***

10. ***Profits shall be dispersed in such a manner as to benefit the inmate population and/or facility approved charitable organization(s).***

11. Since the Department is limiting the items that may be sold for inmate fundraisers, the facility may elect to sell items available through the commissary in accordance with **DC-ADM 815**.

Inmate Organization/Inmate Group Recommended Fundraiser List

- ❖ Baked Goods
- ❖ Beef Jerky
- ❖ Boston Baked Beans
- ❖ Candy (Chocolate Covered Pretzels and Cashews, Peanut Chews, Swedish Fish, Jujy Fish, Tootsie Pops, Mike and Ike, Gummy Worms, Gummy Bears, Starburst, Nestles Crunch Mini's, York Mints, etc.)
- ❖ Candy Bars (Nabisco Nutter Butter, Oreo Double Stuff, Fiber 1 Chewy Oats)
- ❖ Cereal (Malt-O-Meal Apple Zings)
- ❖ Chicken of the Sea Pink Salmon
- ❖ Chips
- ❖ Combos
- ❖ Condiments (Ketchup, Mustard, Dill Relish, Sweet Relish, Mayonnaise)
- ❖ Cookies
- ❖ Cup O Soups (Styrofoam Bowl)
- ❖ Doughnuts
- ❖ Folgers Coffee (Taster's Choice 100% Freeze Dried Coffee-Jar)
- ❖ Fruit Pies
- ❖ Gatorade
- ❖ Glazed Honey Buns
- ❖ Goya Adobo Seasonings
- ❖ Hostess
- ❖ Hot Fries
- ❖ Ice Cream (Novelties, Pints, Sandwiches, Nutty Buddies)
- ❖ Ice Pops (Fudge Pops, Freeze Pops)
- ❖ Ice Tea
- ❖ Inmate Photos
- ❖ Jack Link 5oz Turkey Sausage (Jumbo Beef Sausage)
- ❖ Jelly/Jam (in bottle)
- ❖ Kraft (Horseradish Sauce, Easy Mac N Cheese, Grated Parmesan Cheese)
- ❖ Krispy Kreme
- ❖ Lemonade
- ❖ Little Debbie (Lemon Pies, Star Crunch, Nutty Bars wafer bars, Glazed Mini Donuts, Caramel Cookie Bars, Streusel Cakes [Cream Cheese] Chewy Granola Bars-Peanut Butter Chip, Chewy Granola Bars-Fudged Dipped Choc Chip, Banana Nut Granola Cereal, Fruit & Nut Granola Cereal, Fudge Brownies, Frosted Mini Donuts, Blueberry Muffins, Apple Pie, Chewy Gold Almond Bar)
- ❖ Milk (Chocolate, Vanilla, Strawberry)
- ❖ Muffins
- ❖ Water Ice
- ❖ Photos
- ❖ Pies (Apple, Bean, Blueberry, Cherry, Pumpkin)
- ❖ Pizza Sauce and Pasta Sauce
- ❖ Plastic Bowls
- ❖ Popcorn

- ❖ Pouch Foods (Clams and Seafood)
- ❖ Pretzels
- ❖ Protein Bars (Nature Valley Greek Yogurt Protein Bar)
- ❖ Quaker Oat/Honey Granola Cereal
- ❖ Raisin Walnut Sticky Buns
- ❖ Raisinets (concession size)
- ❖ Soda (plastic bottles only)
- ❖ Tasty Cake (Iced Fudge Bar, Chocolate Chip Bar, Strawberry Fruit and Yogurt Bar, Butterscotch Krimpet, Jelly Krimpet, Butterscotch Cupcake, Peanut Butter Kandykake, Coffee Kake Jr, Chocolate Juniors)
- ❖ Tea
- ❖ Water (plastic bottles only)

NOTE: This is not an all-inclusive list, simply recommendations for items that are sold at fundraisers by Inmate Organizations/Inmate Groups.

The facility shall obtain clearance for fundraising items through the local Security Office and disapprove any items that are deemed a security concern.

Fundraiser items shall not be those items listed on the Commissary Denial List.

If items chosen are offered on the approved Commissary List, they shall be of a different brand name.

**DC-ADM 822, Inmate Organization Picnics/Banquets and Inmate
Fundraisers Procedures Manual
Glossary of Terms**

Department – The Pennsylvania Department of Corrections.

Inmate Organization – An inmate group permitted by the facility that has been established under the guidelines outlined by Department policy 7.8.1, “**Inmate Recreational and Therapeutic Activities.**”

Money Access Account (MACc): *Electronic transaction management system enables purchases by inmates within the confines of the facility using a pin pad device and software system called netZcore.*

Organizational Shop – *A subsidiary of the Inmate General Welfare Fund (IGWF), where inmate organization’s monies are held.*