



## VOLUNTEER GUIDELINES

We are an all-volunteer, grassroots nonprofit whose purpose is to encourage reading, the pursuit of knowledge, and self-determination among incarcerated people. By sending free reading materials to those behind bars, PLP aims to foster learning and critical thinking and help prepare people to lead successful lives after incarceration. We believe that all people have a right to read.

Members of our volunteer community are expected to adhere to the following guidelines:

1. Show up for all sessions that you sign up for.
2. Make cancellations only if unavoidable. Use the Calendly app, and cancel as far in advance as possible.
3. Arrive punctually and stay for the entire session.
4. Pay keen attention to detail, for example on address labels, invoices and prison-specific restrictions.
5. Write legibly.
6. Diligently align your book choices to the patron's request. (If you are unsure, ask the coordinators. They are there to help.)
7. Keep up with our current COVID protocols.
8. Listen to coordinators and accept feedback openly and constructively.
9. Contribute to a culture of mutual respect and positive engagement.

PLP reserves the right to disenroll volunteers at any time and for any reason, at our sole discretion.

Thank you for your interest in volunteering with us. We appreciate the many dedicated volunteers who help accomplish our mission.