		Special	Event/Activity Applica	ation			
Date	e received	:Review	ed by:	\(\frac{1}{2}\)			
This	s is a: □N	New Event □ Previous/Ex	kisting	EST. 1868			
Des	ignated:	☐ Special Event/Activity	☐ Religious Service/Event	FDC Use Only			
		☐ Program w/ Curriculun	n □ Program w/ Handouts Onl	У			
		: □ Approved □ Denie		olied Science, Research, and Policy			
		enial:   Incomplete   Incomplet	6 week advance notice not provid	led □ Regional Director/Warden			
Con	nments:						
			ype all information. This form is erronLY. All sections MUST be co  (* indicates required.)				
uo	Org	anization:	Webs	site:			
zati	Add	ress:	Phor	ne:			
Organization			Fax:				
ŏ							
t	Event	t Leader:		Title:			
Contact	Office	e Phone:	Email:				
ŭ	Cell P	hone:	Governing Authority/O	rganization:			
	*Pro <sub>l</sub>	posed Date(s):	*Proposed Even	t Location at the Facility:   Chapel  Yard			
	Event	t Length: 🗆 1-2hrs 🗆 3-7	4hrs □ All Day □ Other:	Preferred Time:   AM  PM			
_	*Pref	ferred Start/End Time:	Start:	End:			
atio	How	Long to Set-Up?	Break Down?				
Event Information	List all equipment necessary to your event: ( <u>ALL</u> equipment MUST be approved <u>prior</u> to the event; equipment not listed below <u>will not</u> be permitted within the prison.) Attach additional list of equipment if needed. *Required						
ш							

EPARTMENT OF CO.

	Target Audience:   Male  Female Facility Type:  Institution  Community Corrections  Both Event Capacity:  Is there selection criteria for participants?  Yes  No						
ont.	*If so, what? Event Description: (Attach separate page if necessary)						
Event Information Cont.							
Event Info							
	*If your event/activity uses curriculum, workbooks, handouts (including brochures, worksheets, etc,) list them below. <b>All materials must be reviewed and approved <u>prior</u> to the event</b> . The Regional Director or his designee have the right to refuse/limit printed material in accordance with Department policy.						
Materials							
Ma							
	Please list goals, objectives, and intended benefits to participants:						
mes							
Outcomes							

Requested Location	on/Venue Pre	ference: <b>(* i</b>	Required)						
□ Chapel	□ Classroo	m	□ Computer L	.ab □ Le	ecture Hall				
□ Visiting Park	□ Yard/Ou	□ Yard/Outdoor Setting							
Venue Needs: (Se	Venue Needs: (Select all that may apply)								
<ul> <li>□ Power Source</li> <li>□ Dry Erase Board</li> <li>□ Podium</li> <li>□ Projector</li> <li>□ Head Table</li> <li>□ Other</li> </ul>									
Identify requested institution(s)/office(s) for your event, including the proposed date, time, and location. All information must be complete in order to process the application. Attach a separate sheet of paper if necessary. (View the list of facilities and offices on the <a href="Department website">Department website</a> .)  Institution Name  Region  *Proposed  Proposed Event									
institution	vame	Region	*Proposed	*Proposed	Proposed Event				

		1	1	
Institution Name	Region	*Proposed Date(s)	*Proposed Time(s)	Proposed Event Location at the Facility: Chapel or Yard

NOTE: Each Volunteer must have a <u>current</u> FDC Volunteer Application on file with the Department. FCIC/NCIC background checks will be conducted on each Volunteer. Please <u>print</u> each Volunteer name below. Attach a list if necessary. **Do not submit Volunteer Applications to Central Office**. Follow instructions on FDC's <u>Volunteer website</u>.

Last Name	First Name	Has PIN?	Last Name	First Name	Has PIN?
		Y N			Y N
		YN			Y N
		Y N			Y N
		Y N			Y N
		Y N			Y N
		YN			Y N
		Y N			Y N
		YN			Y N
		YN			Y N
		Y N			Y N

As Program Leader, I understand: (initial all)
It is my responsibility as Event Leader to ensure all of my Volunteer team members are aware of these rules.
I or members of my organization are <b>not to contact</b> the Warden or any institutional staff member about my event until given the proper written authority from the FDC Volunteer Services office.
Access to DC facilities - prisons, reception centers, work camps, road prisons, and probation offices - requires prior approval of the Regional Director and/or his designee.
Only representatives who have a current NCIC/FCIC background check (completed within the last year from the date of the event) will be permitted into the institution. Any additions to your event/program staff will need to be submitted to the Assistant Warden of Programs (AWP) within seven (14) business days of the event. For security purposes, <a href="mailto:no.">no</a> exceptions will be made.
Event representatives visiting a prison for an event must be professionally dressed or risk admittance inside the facility. Inappropriate attire may include miniskirts, see-through blouses, bra-less attire, tank tops, swimsuits, shorts, open toed shoes and undershirts. (33-601.724 Visitor Attire)
A valid, government issued photo identification of each representative will be required before entering any Florida prison facility. (33-601.723)
On the day of the event, all representatives need to report to the control room 30 to 45 minutes prior so the representatives, equipment and program/event materials can be inspected and granted access. Only prior approved items will be permitted. Once processed at the main office, representatives will be permitted into the room/building where the event is being held.
Within the facility, special event representatives shall be under the direct supervision of the Warden or his/her designee.
No photos or video can be taken without the <u>prior</u> written approval from FDC Central Office and the Warden. According to Department rule <u>33-602.231</u> , the use of any cameras or recording devices inside an institution or on state property. No part of the institution may be filmed or photographed. Failure to comply constitutes a serious threat to security and possible cancellation of your event/activity or suspension/revocation of volunteer/visitor status.
Absolutely no food or drinks are permitted to be taken inside any FDC institution. No exceptions.
<b>No</b> literature, materials, workbooks, handouts or curriculum will be provided to inmates without the <u>prior approval</u> of appropriate Department staff. (503.004)
<b>No</b> images or video of FDC staff, inmates, offenders or volunteers may be used in publications, websites or other materials without the prior <u>written</u> consent from the FDC. All non-news programs produced at any FDC facility must have prior written approval. For definition purposes, non-news related productions include features, commercials, public information, religious and entertainment television/Internet programs and movies.
No gifts or compensation of any kind may be provided to an inmate or offender, their family member(s), or any FDC staff member, FDC staff person's family member, or FDC associate without prior written permission from FDC Central

Office.

I understand our event will be required to adhere to all Florida Department of Corrections rules and regulations, including but not limited to those pertaining to security, searches, offender relations, contraband, and professional conduct. I understand each administrative head has final discretion to approve or deny my volunteer event at the facility level.

I understand proselytizing is forbidden in all Florida Department of Corrections facilities/centers/complex or private facility.

I release the Florida Department of Corrections and its representative from any liability which may result from this event.

I agree that I have read and understand the above policies and procedures and agree to follow them.

ragice that mave read and understand the above policies and procedures and agree to joilow them.									
Signature:			Date:						
For FCS Use Only									
Date Forwarded to FDC	Date:								
Applied Science, Policy,	and Research App	roval (if required)	Approval Date:						
Comments:	Comments:								
		T	T		T				
				Approved or					
Regional Director,	Approved or	Duran and Fraillian	Warden	Denied?	O44				
Region #	Denied?	Proposed Facility	and/or AWP	(Reason for Denial)	Other				

## Return application and any required materials to:

**Volunteer Services** 

Division of Development: Improvement and Readiness
Florida Department of Corrections
501 South Calhoun Street
Tallahassee, Florida 32399
Special.Events@FDC.MyFlorida.com

850 717.3156 Phone