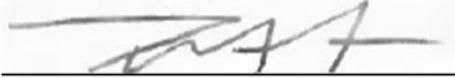


POLICY TITLE: FUNDRAISING FOR GRADUATE DEGREE EDUCATION BY A THIRD PARTY FOR APPROVED ADULT RESIDENTS		PAGE 1 OF 6
POLICY NUMBER: 24.5.1		
CHAPTER 24: ADMINISTRATION OF PROGRAMS AND SERVICES		
	STATE of MAINE DEPARTMENT of CORRECTIONS Approved by Commissioner: 	PROFESSIONAL STANDARDS: See Section VIII
EFFECTIVE DATE: March 10, 2021	LATEST REVISION:	CHECK ONLY IF APA []

I. AUTHORITY

The Commissioner of Corrections adopts this policy pursuant to the authority contained in 34-A M.R.S.A. Section 1403.

II. APPLICABILITY

Adult Facilities

III. POLICY

The Department provides secondary education opportunities for its adult residents through its partnership with educational institutions. For residents who are pursuing a graduate degree education and do not have funding through traditional means, approved residents may use a third party to raise funds on a social media platform to support the resident's graduate degree education.

IV. DEFINITIONS

1. Facility education committee – a committee consisting of staff who provide support in enrollment in and completion of educational programs (Education Program Coordinator, teachers, Unit Manager, etc.). The chair of the committee shall be the Education Program Coordinator, or if the facility does not have a Coordinator, the facility Chief Administrative Officer shall designate a teacher as chair.
2. Graduate Degree – an advanced degree beyond a Bachelor's Degree and includes master's and doctoral degrees.
3. Social media - a wide array of Internet-based tools and platforms that allow for the sharing of information, such as social networking services, e.g., Facebook, GoFundMe.

4. Third party – in the context of this policy, a person other than Department staff, volunteer, or student intern, or an adult resident, i.e., a person from the community.

V. CONTENTS

- Procedure A: General
- Procedure B: Eligibility Requirements
- Procedure C: Approval Process
- Procedure D: Post Approval

VI. ATTACHMENTS

None

VII. PROCEDURES

Procedure A: General

1. In addition to an adult resident using his or her funds and pursuing financial aid, grants, scholarships, and private loans, the Department may allow a resident to use a third party to raise funds on a social media platform to pay for the resident’s graduate degree education tuition, books and supplies, and other related fees as set forth below.
2. Department staff shall not be involved in nor provide any assistance in the resident’s fundraising efforts or establish, manage, or maintain the social media platform site.
3. Department resources shall not be used in the fundraising efforts.
4. The resident shall:
 - a. not establish, manage, maintain, or access the social media platform fundraising site; and
 - b. use a third party to establish, manage, and maintain the social media platform for the purpose of raising funds to pay for the resident’s graduate degree education tuition, books and supplies, and other related fees.
5. Funds raised cannot be held in the resident’s account but must be maintained by the third party.
6. The resident shall sign the Authorization for Disclosure of Information by the Department of Corrections (Attachment A to Department Policy (AF) 11.2, Confidentiality of Adult Resident Information) if determined necessary by the facility education committee and/or the Department’s Director of Victim Services.

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7. A resident who violates this policy is subject to termination of approval, disciplinary or other administrative action, and/or criminal prosecution.
8. A third party who violates this policy or misappropriates funds is subject to administrative action and/or criminal prosecution.
9. The fundraising site shall not contain any endorsements from the Department or its staff or any Department logos.
10. The Commissioner, or designee, and/or facility Chief Administrative Officer, or designee, reserves the right to rescind any and all approvals for any resident to use a third party to raise funds on a social media platform to pay for the resident's graduate degree education.
11. Any inquiries from the public concerning this policy or the fundraising shall be referred to the Department's Director of Education.

Procedure B: Eligibility Requirements

1. An adult resident may be approved to use a third party to raise funds using a social media platform to pay for graduate degree education expenses based upon, but not limited to, the following:
 - a. the resident is eligible to enroll in graduate degree education in accordance with Department policies and facility practices, including, but not limited to:
 - 1) the individualized case plan includes advanced education as set forth in Department Policy (AF) 23.4, Assessment and Case Management;
 - 2) the resident is approved for computer use and/or access to the internet for education purposes as set out in Department Policy (AF) 24.10, Prisoner Use of Computers and/or Access to the Internet; and
 - 3) has been accepted into a graduate degree program.
 - b. a third party agrees to:
 - 1) establish, manage, and maintain the social media platform for the approved fundraising purposes; and
 - 2) pay the college or university directly using the funds that are raised.
 - c. the resident is required:
 - 1) to self-fund the graduate degree education to the extent the resident has the funds to do so;
 - 2) to use funds from:
 - a) his or her general (trust) account, including the personal escrow savings account, but may leave up to \$25.00 in the account; and

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- b) other sources, such as an outside bank account or investments;
and
- 3) to have applied for available grants and/or scholarships and those are not adequate to pay for the graduate degree education.
- d. funds from the phone account are not required to be used.

Procedure C: Approval Process

1. If the above conditions are met, the adult resident is eligible to submit a proposal to a member of the facility education committee with the following information:
 - a. college/university name and graduate degree he or she wishes to enroll in;
 - b. a projected enrollment start date and a timeline for completion of the degree;
 - c. resources needed (including projected time, facility staff, technology, etc.);
 - d. total funding goal;
 - e. projected itemized cost per semester basis;
 - f. amount of funds in his or her general (trust) account, including personal escrow savings account;
 - g. any current outside sources of funds, e.g., outside bank accounts, investments, grants or scholarships received, etc. that will be used toward the graduate degree education;
 - h. reason(s) why funds are needed to be raised from external sources;
 - i. social media platform to be used; and
 - j. the contact information of the third party who will establish, manage, and maintain the social media platform for fundraising.
2. Crime(s), victim(s), or related information shall not be referenced in the proposal or on the fundraising site.
3. The facility’s education committee shall determine whether the fundraising proposal is complete and whether or not additional information is needed. If not complete, it shall be returned to the resident to submit a completed and accurate proposal.
4. If the resident meets all eligibility requirements, the chair of the facility education committee shall notify and forward the proposal:
 - a. to the Department’s Director of Victim Services, or designee, to provide information on victim impact and/or restitution issues, if any, within fourteen (14) days to the facility Chief Administrative Officer, or designee, and the Department’s Director of Education, or designee; and

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- b. to the facility Special Investigations & Intelligence (SII) Commander, or designee, to provide any substantiated information of issues or concerns regarding criminal activity, violation of the facility's rules, or a risk to safety, security, or orderly management of the facility, if any, within fourteen (14) days to the facility Chief Administrative Officer, or designee, and the Department's Director of Education, or designee.
5. The facility Chief Administrative Officer, or designee, and the Department's Director of Education, or designee, shall discuss the above information provided and make a recommendation within ten (10) days whether or not the proposal should continue to be reviewed by the facility education committee.
6. If the decision of the facility Chief Administrative Officer, or designee, and the Director of Education, or designee, is to approve the proposal for further review by the facility education committee, the Chief Administrative Officer, or designee, shall return the proposal to the committee.
7. Once the proposal is received, the committee shall review the proposal and make a recommendation whether or not to approve the proposal to the facility Chief Administrative Officer, or designee, within ten (10) days and include, if applicable, allowable funding amounts to be raised and the purposes for which the funds may be used, based upon, but not limited to, the following:
 - a. whether the resident is qualified and appropriate for pursuing fundraising for a graduate degree education;
 - b. whether the education staff has the capacity to support the resident during his or her enrollment in the graduate degree program, e.g., staff time, technology, etc.; and
 - c. whether any conditions from the court restrict the resident's access to the internet.
8. The facility Chief Administrative Officer, or designee, shall make a recommendation within ten (10) days whether or not to approve the proposal, and may request any additional information before making a decision, and shall forward the proposal and the recommendation to the Deputy Commissioner, or designee, and the Department's Director of Education, or designee.
9. The Deputy Commissioner, or designee, shall make the final decision as to whether or not to approve the proposal in consultation with the Department's Director of Education, or designee.
10. The facility Chief Administrative Officer, or designee, shall ensure the decision is entered into CORIS and forward the notification of the fundraising proposal decision to the:
 - a. Department's Director of Victim Services;
 - b. Department's Director of Education;

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- c. Chair of the facility education committee;
 - d. facility SII Commander; and
 - e. resident.
11. Specific information from SII and victim services shall not be disclosed to the resident under any circumstances.
 12. Approval for a resident to use a third party to raise funds on a social media platform to support the resident's graduate degree education may be denied or rescinded if there is reasonable suspicion that the use may facilitate criminal activity or violation of the facility's rules or create a risk to safety, security, or orderly management of the facility; the impact on the victim would be excessive; the resident no longer participates in the graduate degree education program; or it is determined to be an excessive demand on staff resources.

Procedure D: Post Approval

1. The funds raised shall only be used to pay for the adult resident's:
 - a. graduate degree education; and
 - b. only for the approved purposes specified in the proposal.
2. Funds raised shall not be paid to the resident or used to buy non-approved items for the resident.
3. The third party shall be required to:
 - a. abide by this policy;
 - b. to pay the college or university directly;
 - c. turn off incoming donations once the fundraising goal is met; and
 - d. shut down the site if for any reason the resident ceases his or her participation in the graduate degree education program.
4. In addition to the above, the third party may be required to produce documents showing costs incurred and payments made to the college or university.
5. The third party shall return any remaining funds raised if the resident ceases his or her participation in the graduate degree education program to the sources who donated the funds.

VIII. PROFESSIONAL STANDARDS

None

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