



PENNSYLVANIA  
**PRISON SOCIETY**

—SINCE 1787—

**MONITOR AND ADVOCATE APPLICATION**

**Return completed form to: Administrative & Customer Service Associate  
The Pennsylvania Prison Society  
230 S. Broad Street, Suite 605  
Philadelphia, PA 19102**

Or email it to:

[customerservice@prisonsociety.org](mailto:customerservice@prisonsociety.org)

Date: \_\_\_\_\_  
(Month/Day/Year)

Preferred pronouns: \_\_\_\_\_

Name \_\_\_\_\_  
(First/ Middle/ Last)

Street Address \_\_\_\_\_ Apt. \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

County \_\_\_\_\_

Telephone Number Primary ( ) \_\_\_\_\_

Alternate 1 ( ) \_\_\_\_\_

Alternate 2 ( ) \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Date of Birth \_\_\_\_\_  
(Month/Day/Year)

Driver's License Number \_\_\_\_\_ State \_\_\_\_\_

-OR-

State Non-Driver's Photo ID Number \_\_\_\_\_

I became aware of The Pennsylvania Prison Society through: \_\_\_\_\_

I am a member or have enclosed my dues and membership application

**PREVIOUS PRISON EXPERIENCE:**

*(volunteer, staff, incarceration, friend or relative of incarcerated person, other)*

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**References:**

*(Preferably a present Pennsylvania Prison Society member and/or someone associated with you in community activity)*

1. \_\_\_\_\_ Daytime Telephone: ( ) \_\_\_\_\_

Evening Telephone: ( ) \_\_\_\_\_

2. \_\_\_\_\_ Home Telephone ( ) \_\_\_\_\_

Work Telephone: ( ) \_\_\_\_\_

**Why do you wish to become a Prison Visitor?**

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**Do you know anyone who is presently incarcerated in Pennsylvania?**

No \_\_\_ Yes \_\_\_ Relationship \_\_\_\_\_ Institution \_\_\_\_\_

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**Have you ever been convicted of a felony?**

No \_\_\_ Yes \_\_\_ Offense \_\_\_\_\_ Date of Conviction(s) \_\_\_\_\_

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(Month/Day/Year)

**Preferred Prison(s) to Visit:**

<b>County Jails</b>	<b>State Prisons</b>
1.	1.
2.	2.
3.	3.
4.	4.

**Time(s) available for visiting:** list days and morning, afternoon, evening options  
*Please note, most visits occur 900am-500pm due to regulations*

# THE PENNSYLVANIA PRISON SOCIETY

## OFFICIAL VISITOR AGREEMENT

*In order to work effectively in a prison setting, volunteers must understand and adhere to both institutional and Pennsylvania Prison Society rules and policies. Prison Society Monitor and Advocates must know that it is critical to establish and maintain professional credibility with incarcerated persons, families, institutional staff, and the general public. Please review the following list of Monitor and Advocate responsibilities and determine if: (1) You fully understand their meaning, and (2) you are willing to abide by them in your role as a monitor and advocate. If you have any questions, contact your Chapter Convener or the Director of Volunteer Services.*

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As a Pennsylvania Prison Society Monitor and Advocate, I agree to abide by the following guidelines:

1. When planning to visit a state or county prison on behalf of The Pennsylvania Prison Society first notify the local Chapter Convener and/or Director of Volunteer Services.
2. Record and maintain accurate records of prison visits and submit a report to your Convener or the Prison Society's Philadelphia Office.
3. All written information pertaining to Pennsylvania Prison Society business is confidential. Any request for information shall be referred to the Director of Volunteer Services.
4. Follow specific visiting rules of each institution that you visit. Do not bring into or take out of the institutions any articles for or from an incarcerated person without authorization from the warden/superintendent.
5. When visiting prisons, present proper identification. Use your Official Visitor's card for Pennsylvania Prison Society business only; cards are not to be used for personal business, or work with any other organization.
6. Do not visit any prison as a Pennsylvania Prison Society representative in which one of your relatives is currently incarcerated.
7. Pennsylvania Prison Society Monitor and Advocates should not give their home address or telephone number to any incarcerated person. Incarcerated people can contact you through a local chapter post office box or the Pennsylvania Prison Society office.
8. Use established visiting procedures (outlined in the volunteer handbook) when addressing complaints from people in prison and/or their loved ones.
9. Do not speak to or contact anyone from the media (TV, radio, print, internet) on behalf of The Pennsylvania Prison Society without prior written authorization from the Prison Society staff. See the board resolution that follows.
10. All new Monitor and Advocates are placed on a four (4) month probationary period with permanent visitor status granted upon approval of the Director of Volunteer Services and Chapter Convener.

**RESOLUTION OF THE PENNSYLVANIA PRISON SOCIETY  
BOARD OF DIRECTORS**

**POLICY ON CONTACTS WITH THE MEDIA**

*It is the policy of The Pennsylvania Prison Society that volunteers, including Board members and other official visitors, shall not make statements to the media regarding corrections issues on behalf of The Pennsylvania Prison Society without first receiving clearance from the Pennsylvania Prison Society Executive Director.*

*Any person who violates this policy; or makes a statement which substantiates a reckless disregard for the truth; or which divulges confidential information in violation of any prisoner's right to privacy may have his/her Official Visitor's card withdrawn by the Executive Director; in consultation with members of the Board of Directors, or be subject to other appropriate actions.*

**ADOPTED NOVEMBER 17, 1988**

\_\_\_\_\_  
Monitor and Advocate's Name                      Signature                      Date

\_\_\_\_\_  
Director of Volunteer Services                      Date