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SUMMARY of REVISION/REVIEW

Section I. CLUB ESTABLISHMENT updated. Specify process for determining Inmate Welfare contributions to clubs.

APPROVED:



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PURPOSE

To establish the uniform practice and procedures for the administration and accounting of inmate club activity.

GENERAL

This procedure is applicable to all adult facilities within the Nebraska Department of Correctional Services (NDCS). The Work Ethic Camp and Community Correctional Centers will not have clubs due to the program structure of these facilities.

PROCEDURE

I. CLUB ESTABLISHMENT

A club may be established when a group of inmates submit a request to the Warden specifying their purpose, governing body, if any, estimated number of organizing members and/or other requirements as outlined in a facility's operational procedures. Following approval of a new club, the Warden shall request that Accounting create a new Business Unit in the club trust fund and a new Transaction Code in the Correctional Information and Tracking system. No club will have multiple Business Units or Transaction Codes established. Bylaws for each club shall be on file.

A club may be established when a group of inmates submit a request to the Warden, which will include the following:

- What is the internal and external purpose of the club?
- Who will make up the governing body of the club, if any?
- What is the estimated number of organizing members?
- How the club will make a positive impact on the other members of the club?
- How the club will foster an attitude which benefits the community and how that is reflected within the club?
- How will the club give back to the community?
- What notable goals are set within the club? What are the group expectations of meeting these goals? How will the club hold itself accountable to the goals created?
- How will the club support cultural diversity and acceptance?
- How can members grow from participation? Will members be more responsible members of society after club involvement? What supporting evidence will be used to show this?
- How can club members be held accountable for meeting the club's goals and expectations?

Following approval of a new club, the Warden shall request that Accounting create a new business unit in the club trust fund and a new Transaction Code in the Correctional Information and Tracking system. No club will have multiple Business Units or Transaction Codes established. Bylaws for each club shall be on file.

Each facility with self-betterment clubs will seek to provide space, time and supervision for all inmate self-betterment clubs on an equal basis. Clubs which gain administrative approval for special projects or missions may be granted additional time to accomplish these accordingly. An administration's inability to meet the demands for these resources remains a legitimate reason for denial of these requests.

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II. CLUB DUES/PAYMENTS

Inmates paying club dues or making purchases from a club shall prepare an institutional check and obtain the necessary facility approval. The club sponsor shall submit all such institutional checks to Central Office Accounting for processing. Institutional check stubs for all deductions shall be returned to the institution Business Manager for distribution to the appropriate inmates. Club dues and donations are non-refundable. Club revenues from inmate dues or sales will be deducted from an inmate's institutional account and held in escrow by Central Office Accounting. Following the end of each month, a transaction will be prepared to transfer club revenues from the inmate trust fund to the appropriate club account by the 15th of the month.

III. CLUB MEMBERSHIP

Approved clubs with membership open to all inmates may receive a contribution from the facilities inmate welfare fund allocation. Refer to Administrative Regulation (AR) 113.03, *Inmate Welfare Fund*. The Deputy Director for Programs will determine the Inmate Welfare contribution to clubs in consultation with the facility Warden.

IV. CLUB PURCHASES

The purchase of supplies or services with club funds shall be in accordance with AR 113.06, *Purchasing Services*. The club sponsor shall complete a Materiel Request for Purchase (DCS-A-pur-263) noting the amount of the item requested a description of the goods or services to be purchased, an estimated price of the goods or services, and a suggested source. If the purchase is to be made via a Purchasing Card the above information should be provided to the Business Manager prior to the purchase. Justification for the request must be furnished along with an indication as to which club funds are to be utilized. Each such request must be signed by the club sponsor as the originator. The facility Business Manager must approve all purchases prior to placing the order. If a request is denied, the facility Business Manager will notify the club sponsor. The Business Manager may designate the approval authority to the club sponsor's supervisor.

It is recommended that each club order is originated separately to allow proper accounting of the transactions and documentation can be provided to the club for tracking their expenses.

Stamp clubs are limited to four orders per calendar year. Inmate members of the Stamp Club may only process four orders per calendar year and must be from a vendor publishing a catalog.

V. PURCHASE OF CLUB ITEMS

Only inmates who are club members may make purchases of items the club is selling for personal use. Items purchased must be within property guidelines. Inmates may purchase items the club is selling to mail or ship to immediate family members with the Wardens approval. See AR 113.02, *Inmate Accounting* for definition of immediate family.

VI. FUND RAISERS

Inmate clubs may not conduct fund raisers.

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VII. CLUB PUBLICATIONS

Subject to the approval of the Warden, inmates may be allowed to prepare newsletters and other club-related publications. Newsletters will only be produced on facility copiers as designated by the Warden. No club is authorized to sell subscriptions for such publications to the public, but inmates may privately reproduce and mail copies of club-related newsletters/publications to address of choice at their own expense.

VIII. VOLUNTEERS / SPEAKERS

Clubs may expend funds for certificates of appreciation with frames being purchased through CSI, as approved by the Warden or designee and in accordance with AR 113.01, *Fiscal Management*.

IX. CLUB SPONSOR RESPONSIBILITIES

The club sponsor is responsible for maintaining a log of all postage, copies and long distance telephone calls made by or on behalf of the clubs. Monthly, an Institution Requisition (DCS-A-whs-218) shall be forwarded to Central Office Accounting via the facility business office to transfer expenses to the appropriate funds. The club sponsor is responsible for assuring inmate purchases are within the inmate property guidelines.

X. DONATIONS

Cash donations to clubs shall be placed in the appropriate club Business Unit and accepted as long as they do not violate NDCS policy. Goods or supply donations may be accepted if the property is within the NDCS property guidelines and would not cause undue hardship on the facility to maintain. Such donations may be accepted by the Warden, if the value is under \$500. Donations with a value of \$500 up to and including \$10,000 require acceptance by the Director. Donations over \$10,000 or real property require acceptance by the Governor. All donations shall be documented on a Donation Authorization in accordance with AR 113.01, *Fiscal Management*.

XI. ACCOUNT STATUS

The facility Business Managers shall be responsible for generating a monthly General Ledger by Business Unit for each club. Additionally, a listing of the inmates making contributions for the month will be provided. Annually Accounting will place a fiscal year General Ledger by Business Unit for club activity on the Q drive with other NIS reports. Business Managers are responsible for calculating the cash balance on a monthly basis. Accounting will annually send cash balances for all clubs to the Business Manager following the close of the fiscal year. Business Managers should submit issues with balances to the Controller within 30 days.

XII. CLUB TRANSACTION

The Warden shall designate the club sponsor or other facility staff to maintain adequate records at the institution on club transactions.

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XIII. INACTIVE CLUBS

A club shall be deemed inactive when it does not have any members or activities for one year. The club sponsor or designee shall notify the Warden of such status. The Warden shall notify Accounting, in writing, and request any balances in the club account be transferred to the Inmate Welfare Fund.

XIV. SYMPOSIUMS, BANQUETS and OTHER ACTIVITIES

Self-betterment clubs will be allowed to hold an annual symposium and an annual banquet.

- If possible, all foods for the banquet or symposium will be prepared by the facility food service department using foods from the master menu
- Self-betterment clubs must request food from the regular five-week master menu to be served at the banquet or symposium. The master menu shall include a variety of ethnic foods. Such a request must be submitted according to facility requirements.
- Self-betterment clubs based on a specific culture may purchase approved food items if no food traditional to the specific culture is available from the facility food service department. The food must be purchased at club expense from an authorized vendor. This applies to banquets and symposiums. The food that can be purchased is limited in quantity to allow members/participants to have a sample (bite-size portion) for symbolic purposes. Sample food items may be allowed only if no special handling procedures are required (e.g. refrigerated storage or kitchen preparation).

For activities other than banquets or symposiums at which food is requested, self-betterment clubs may serve refreshments limited to snack items such as cake/cookies/pastries and beverages if pre-approved by the administration. These may be purchased from the canteen or prepared by the facility food service department at the option of the administration.

XV. CLUB GRANTS

All club grants must follow the procedures outlined in AR 101.02, *Grants Administration*.

REFERENCE

- I. ATTACHMENTS - None.
- II. AMERICAN CORRECTIONAL ASSOCIATION (ACA) STANDARDS - None noted.