

MEMORANDUM

TO: Guests for Kairos Weekend Closing Service at Fluvanna Correctional Center for Women

FROM: FCCW Advisory Council Prison Liaison

RE: Attendance Guidelines and Requirements

The Kairos Community would first like to thank you for considering attending a Closing Ceremony for a Kairos retreat weekend. We cannot tell you how much your support of the ladies on the inside means. For most, it will be the first time they realize that there are people on the outside who truly love and care for them.

Please read the requirements below as you prepare for your visit to Fluvanna:

All guests who plan to attend the Closing service are required to read the PREA (Prison Rape Elimination Act) Brochure, which can be found on the Kairos of VA website at http://www.kairosva.org/PREA_Brochure_page_1.pdf and http://www.kairosva.org/PREA_Brochure_page_2.pdf. After reading this information, all guests are required to sign the PREA Acknowledgement form, which can be found at http://www.kairosva.org/PREA_Acknowledgement.pdf.

I need to receive the following **two pieces of documentation** from every Closing service guest **no later than September 18, 2019**:

- A photocopy of your driver's license, front and back.
- Your signed PREA Acknowledgement form (as explained above)

These documents may be mailed to me, but please allow enough time for me to receive them before the deadline. You may also sign the forms, scan them, and return them to me electronically by email. My mailing address and email address are provided below.

Dress Code Requirements:

The dress code is "Business Casual": NO denim in any color; no shirts or T-shirts with logos, writing, or graphics; no shorts or short skirts; no flip-flops (sandals and other open-toed shoes are permitted); no light blue shirts. Do not wear any earrings that dangle; only stud earrings are permitted.

If you have artificial joints, or any implanted metal plates, screws, etc., which may set off the facility's metal detector, or if you need the use of a cane, walker or walking sticks, or any other type of medical device, you must provide a letter from your physician to document this need. **Bring this documentation with you to the Closing.**

Bring only your driver's license, car key, and medical documentation if applicable into the prison facility. Leave purses, cell phones, and all other belongings locked inside your vehicle.

Please plan to arrive **no later than 12:00 pm**. The Closing service begins at 1:00 pm.

Please contact me if you have any questions or concerns.

Sincerely,

Maryalice Gaskell, FCCW Prison Liaison

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