



San Francisco Public Library

June 18, 2019

Dear [First name OR Mr/Ms Last name],

Thank you for writing to SFPL's Jail and Reentry Services. You requested information on:

- Beginner's information on starting a small business
- An image of the group City Girls
- Groups in the Bay Area that support Prisoner Reentry
- Who is Aleister Crowley?
- Can people in California prisons have marijuana?

I am sending you information and a couple articles on how to start a small business, a few images of the group City Girls, information on different groups in the Bay Area that support Prisoner Reentry, information on Aleister Crowley, and an article with information on whether California prisons allows people to have marijuana. I accessed the information on a variety of websites including resources such as Forbes, Entrepreneur, Prisoner Reentry organization websites, Encyclopedia Britannica, U.S. Small Business Administration, and Courthouse News, etc. I chose these websites as they are reliable sources of information. I included citations to each of the articles/information I provided, for your reference. Please note that in future reference by mail letters we can send any information on the Root & Rebound's Toolkit Table of Contents (included in letter, pg. 13) or any resources from the Prisoner Reentry Network list (see Prisoner Reentry Network list on pg.14) at you request.

Please don't hesitate to write with additional reference requests.

Sincerely,

San Francisco Public Library

• Beginner's Information on Starting a Small Business

A good resource to use when starting a small business is the **U.S. Small Business Administration**. The U.S. Small Business Administration (SBA) is a United States government agency that provides support to entrepreneurs and small businesses. The mission of the Small Business Administration is "to maintain and strengthen the nation's economy by enabling the establishment and viability of small businesses and by assisting in the economic recovery of communities after disasters". The agency's activities are summarized as the "3 Cs" of capital, contracts and counseling.

Contact Info:

US Small Business Administration
409 3rd St, SW
Washington DC 20416

Phone: 800-827-5722
Email: answerdesk@sba.gov

Retrieved from: <https://www.sba.gov/>
https://en.wikipedia.org/wiki/Small_Business_Administration

How To Start A Small Business For Less Than \$1,000

forbes.com/sites/allbusiness/2015/09/08/how-to-start-a-small-business-for-less-than-1000

September 7, 2015

The United States has always been the land of opportunity; anyone has the right and “theoretical” opportunity to start a business and be successful. The risks of starting your own business can be high, but the rewards can be well worth it.

The fact is; however, more businesses fail each year than start. In 2014, there were 514,332 new businesses started in the United States; unfortunately, there were 548,159 closures and over 55,000 bankruptcies.

There are many reasons why a business fails. They include poor product concept, lack of a reasoned business plan, undercapitalization, insufficient marketing efforts, and changing market economics.

So, with statistics like these, how do you become a business success and not a business failure? The answer is to have a viable strategic and tactical plan, seek help, and be smart about how you set up your business and how much you spend to do that.

Five Steps for Starting a Business for Under \$1,000

1. Strategic Plan. All of us have heard of a “back-of-the-napkin” story about how a small idea turned into a successful business—and these stories do happen. However, it is typically the basic concept that happens on the back of a napkin, not the actual plan to bring that concept to the market. The first step is to develop a well-thought-out business plan that addresses key success factors such as:

- **Name of firm.** This should be descriptive of your service or product; such names generate more web visits than ones using fictitious or personal names.
- **Owner or owner-to-be.** Are you going to be the sole owner or will you have investors or/and partners?
- **Information on the business.** Information about the type, nature, and products of your business.
- **Market analysis.** Consider customers, competition, and barriers to entry and success.

- **Market strategy.** How will you generate sales, promote your product, and what media will you use to promote your product or services?
- **Management.** Can you manage the business and also serve your customers?
- **Financial.** Can you make money?

Recently published an excellent business plan guide; also consider reviewing startup information provided by the IRS. Help from experienced mentors is free through organizations such as SCORE, an organization of volunteer business mentors who provide specific advice and resources to newly created and growing businesses on a no-cost basis. There are many other organizations, such as your local chamber of commerce, that can also provide mentoring and guidance.

Cost: \$0

2. Web Identity. Nearly everyone is online today. Customers access and search the Internet for services and sellers through searches. Suppliers and banks look at your website for credibility and presence.

But your web identity is more than just a website. It starts with an email address with your business name (for example, yourname@legalconsultants.com) and a domain name (www.legalconsultants.com).

A few years ago, creating a website was expensive and required outside technical consultants. Now it is quick and easy to do it yourself. Consider companies such as GoDaddy.com to choose a domain name, email address, web hosting, and website design. GoDaddy will even do your online billing.

Cost: \$300 per year

3. Office Space. Even if 52% of all small businesses are home-based, that does not mean you need to look like you work from your home. Customers looking at an office address can usually tell the difference between a professional address and a home address. Also, if you're meeting with clients, you'll project a more professional image if you meet in an office setting versus a home office. For this reason, consider signing up with a fractional executive office service.

A very economical service is Regus, with office locations worldwide; office space is readily available for startup entrepreneurs on a just-in-time basis. Regus offers several membership levels: Blue, Gold, Platinum, and Platinum Plus. For example, a Regus Blue membership card is free, while a Regus Gold membership card costs \$59 per month (with the first month free). With a Gold card you get shared space, Internet connection, and telephone access at Regus locations worldwide, 8 hours a day, 5 days a week.

If you're a frequent flyer, don't forget to check out your airline as many airlines provide Regus cards free to their elite members.

An added bonus of using executive office space is that you will be working beside other entrepreneurs. Hanging out at Starbucks between meetings will be a thing of the past.

Cost: Free (Regus Blue card); \$0 from an airline, or \$649 per year (Regus Gold card).

4. Business Cards: Believe me, you will need them. A paper carryover from the past, they are still widely used and critical to a new business. There are many online business card services, but companies such Office Depot and Staples offer quality cards for as low as \$10.

Cost: \$20 for 300 cards

5. Social Media: Depending on your type of business, you will want a social media presence. , with more than 380 million members, is regarded as the business site for connecting with other businesspeople and offers excellent posting features for articles and blogs. is more of a social friends site than a business-focused site, but it's also an excellent tool

for “getting your word out” to your friends and customers. Both LinkedIn and Facebook allow you to set up a commercial page for your new business.

Cost: Free

TOTAL COST: \$969 dollars

To be a successful entrepreneur, you need to provide a service or product that customers want to buy, and that you can provide at a profit. And, of course, it’s not all about the money—it also takes hard work and long hours. But with a bit of planning and a little bit of money, you can beat the odds and start and grow a successful small business.

The Complete, 12-Step Guide to Starting a Business

<https://www.entrepreneur.com/article/297899>

February 10, 2019

1. Evaluate yourself.

Let's start with the most basic question: Why do you want to start a business? Use this question to guide what kind of business you want to start. If you want extra money, maybe you should start a side hustle. If you want more freedom, maybe it's time to leave your 9-to-5 job and start something new.

Once you have the reason, start asking yourself even more questions to help you figure out the type of business you should start, and if you have what it takes.

- What skills do you have?
- Where does your passion lie?
- Where is your area of expertise?
- How much can you afford to spend, knowing that most businesses fail?
- How much capital do you need?
- What sort of lifestyle do you want to live?
- Are you even ready to be an entrepreneur?

Be brutally honest with your answers. This will create a foundation for everything you do moving forward, so it's better to know the truth now than later.

2. Think of a business idea.

Do you already have a killer business idea? If so, congratulations! You can proceed to the next section. If not, there are a ton of ways to start brainstorming for a good idea. An article on *Entrepreneur*, “8 Ways to Come Up With a Business Idea,” helps people break down potential business ideas. Here are a few pointers from the article:

- **Ask yourself what's next.** What technology or advancement is coming soon, and how will that change the business landscape as we know it? Can you get ahead of the curve?
- **Fix something that bugs you.** People would rather have less of a bad thing than more of a good thing. If your business can fix a problem for your customers, they'll thank you for it.
- **Apply your skills to an entirely new field.** Many businesses and industries do things one way because that's the way they've always been done. In those cases, a fresh set of eyes from a new perspective can make all the difference.
- **Use the better, cheaper, faster approach.** Do you have a business idea that isn't completely new? If so, think about the current offerings and focus on how you can create something better, cheaper or faster.

Also, go out and meet people and ask them questions, seek advice from other entrepreneurs, research ideas online or use whatever method makes the most sense to you.

And, if you've exhausted all your options and you're still stuck, here are 55 great business options you can start.

3. Do market research.

Is anyone else already doing what you want to start doing? If not, is there a good reason why?

Start researching your potential rivals or partners within the market by using this guide. It breaks down the objectives you need to complete with your research and the methods you can use to do just that. For example, you can conduct interviews by telephone or face to face. You can also offer surveys or questionnaires that ask questions like "What factors do you consider when purchasing this product or service?" and "What areas would you suggest for improvement?"

Just as importantly, it explains three of the most common mistakes people make when starting their market research, which are:

1. Using only secondary research.
2. Using only online resources.
3. Surveying only the people you know.

4. Get feedback.

Let people interact with your product or service and see what their take is on it. A fresh set of eyes can help point out a problem you might have missed. Plus, these people will become your first brand advocates, especially if you listen to their input and they like the product.

One of the easiest ways to utilize feedback is to focus on "The Lean Startup" approach (read more about it here), but it involves three basic pillars: prototyping, experimenting and pivoting. By pushing out a product, getting feedback and then adapting before you push out the next product, you can constantly improve and make sure you stay relevant.

Just realize that some of that advice, solicited or not, will be good. Some of it won't be. That's why you should have a plan on how to receive feedback.

Here are six steps for handling feedback:

1. **Stop!** Your brain will probably be in an excited state when receiving feedback, and it might start racing to bad conclusions. Slow down and take the time to consider carefully what you've just heard.
2. **Start by saying 'thank you.'** People who give you negative feedback won't expect you to thank them for it, but doing so will probably make them respect you and encourage them to continue be honest in the future.
3. **Look for the grain of truth.** If someone doesn't like one idea, it doesn't mean they hate everything you've just said. Remember that these people are trying to help, and they might just be pointing out a smaller problem or solution that you should look into further.
4. **Seek out the patterns.** If you keep hearing the same comments, then it's time to start sitting up and taking notice.
5. **Listen with curiosity.** Be willing to enter a conversation where the customer is in control.
6. **Ask questions.** Figure out why someone liked or didn't like something. How could you make it better? What would be a better solution?

Also, one way to help you get through negative feedback is to create a "wall of love," where you can post all of the positive messages you've received. Not only will this wall of love inspire you, but you can use these messages later when you begin selling your product or service. Positive reviews online and word-of-mouth testimonials can help make a big difference.

5. Make it official.

Get all of the legal aspects out of the way early. That way, you don't have to worry about someone taking your big idea, screwing you over in a partnership or suing you for something you never saw coming. A quick checklist of things to shore up might include:

While some things you can do on your own, it's best to consult with a lawyer when starting out, so you can make sure you've covered everything that you need.

Here are some questions you can ask when looking for a small-business lawyer.

6. Write your business plan.

A business plan is a written description of how your business will evolve from when it starts to the finish product.

As angel investor and tech-company founder Tim Berry wrote on *Entrepreneur*, "You can probably cover everything you need to convey in 20 to 30 pages of text plus another 10 pages of appendices for monthly projections, management resumes and other details. If you've got a plan that's more than 40 pages long, you're probably not summarizing very well."

Here's what we suggest should be in your business plan:

1. **Title page.** Start with name the name of your business, which is harder than it sounds. This article can help you avoid common mistakes when picking.
2. **Executive summary.** This is a high-level summary of what the plan includes, often touching on the company description, the problem the business is solving, the solution and why now. (Here's what you should include in the summary and how you can make it appeal to investors.)
3. **Business description.** What kind of business do you want to start? What does your industry look like? What will it look like in the future?
4. **Market strategies.** What is your target market, and how can you best sell to that market?
5. **Competitive analysis.** What are the strengths and weakness of your competitors? How will you beat them?
6. **Design and development plan.** What is your product or service and how will it develop? Then, create a budget for that product or service.
7. **Operations and management plan.** How does the business function on a daily basis?
8. **Finance factors.** Where is the money coming from? When? How? What sort of projections should you create and what should you take into consideration?

For each question, you can spend between one to three pages. Keep in mind, the business plan is a living, breathing document and as time goes on and your business matures, you will be updating it.

7. Finance your business.

There are a ton of different ways to get the resources you need to start your business. Angel investor Martin Zwilling, whose business Startup Professionals provides services and products for startups and small businesses, recommends 10 of the most reliable ways to fund your business. Take a look and consider your own resources, circumstances and life state to figure out which one works best for you.

1. **Fund your startup yourself.** Bootstrapping your business might take longer, but the good part is that you control your own destiny (and equity).
2. **Pitch your needs to friends and family.** It can be hard to separate business from personal relationships, but if you're considering asking for a loan, here's a resource you can use to make it as straightforward as possible.

3. **Request a small-business grant.** Start by checking out our guide to small-business grants. Then, head over to Grants.gov, which is a searchable, online directory of more than 1,000 federal grant programs. It might be a long process, but it doesn't cost you any equity.
4. **Start a crowdfunding campaign online.** Sometimes power is in numbers, and a bunch of small investments can add up to something major. If you think your business might be a fit for something like Kickstarter or Indiegogo, you should read up on 10 of the best-crowdfunded businesses ever or check out the most popular crowdfunding websites.
5. **Apply to local angel investor groups.** Online platforms such as Gust and AngelList and local networking can help you find potential investors who relate to your industry and passion.
6. **Solicit venture capital investors.** VCs typically look for big opportunities from proven teams that need a million dollars or more, so you should have some traction before approaching them.
7. **Join a startup incubator or accelerator.** These companies are designed to help new or startup businesses get to the next level. Most provide free resources, including office facilities and consulting, along with networking opportunities and pitch events. Some, also provide seed funding as well.
8. **Negotiate an advance from a strategic partner or customer.** If someone wants your product or service bad enough to pay for it, there's a chance they'll want it bad enough to fund it, too. Variations on this theme include early licensing or white-labeling agreements.
9. **Trade equity or services for startup help.** For example, you could support a computer system for office tenants in exchange for free office space. You might not get paid for this, but you won't have to pay for an office, either, and a penny saved is a penny earned.
10. **Seek a bank loan or line of credit.** Here are 10 questions you should ask before applying for a bank loan, including whether you will qualify. If you do meet the requirements, a good place to start for loan opportunities is the Small Business Administration.

8. Develop your product or service.

After all the work you've put into starting your business, it's going to feel awesome to actually see your idea come to life. But keep in mind, it takes a village to create a product. If you want to make an app and you're not an engineer, you will need to reach out to a technical person. Or if you need to mass-produce an item, you will have to team up with a manufacturer.

Here is a seven-step checklist -- including finding a manufacturer and pricing strategies -- you can use for your own product development. A major point the article highlights is that when you're actually crafting the product, you should focus on two things: simplicity and quality. Your best option isn't necessarily to make the cheapest product, even if it lowers manufacturing cost. Also, you need to make sure the product can grab someone's attention quickly.

When you are ready to do product development and outsource some of the tasks make sure you:

1. **Retain control of your product and learn constantly.** If you leave the development up to someone else or another firm without supervising, you might not get the thing you envisioned.
2. **Implement checks and balances to reduce your risk.** If you only hire one freelance engineer, there's a chance that no one will be able to check their work. If you go the freelance route, use multiple engineers so you don't have to just take someone at their word.
3. **Hire specialists, not generalists.** Get people who are awesome at the exact thing you want, not a jack-of-all-trades type.
4. **Don't put all your eggs in one basket.** Make sure you don't lose all of your progress if one freelancer leaves or if a contract falls through.
5. **Manage product development to save money.** Rates can vary for engineers depending on their specialties, so make sure you're not paying an overqualified engineer when you could get the same end result for a much lower price.

To help you have peace of mind, start learning as much as you can about the production, so you can improve the process and your hiring decisions as time goes along.

This process will be very different for service-focused entrepreneurs, but no less important. You have several skills that people are willing to pay you for right now, but those skills can be hard to quantify. How can you establish yourself and your abilities? You might consider creating a portfolio of your work -- create a website to show your artwork if you're an artist, writing if you're a writer or design if you're a designer.

Also, make sure you have the necessary certificates or educational requirements, so that when someone inquires about your service, you're ready to jump at a good opportunity.

9. Start building your team.

To scale your business, you are going to need to hand off responsibilities to other people. You need a team.

Whether you need a partner, employee or freelancer, these three tips can help you find a good fit:

1. **State your goals clearly.** Make sure everyone understands the vision and their role within that mission at the very start.
2. **Follow hiring protocols.** When starting the hiring process you need to take a lot of things into consideration, from screening people to asking the right questions and having the proper forms. Here is a more in-depth guide to help you.
3. **Establish a strong company culture.** What makes a great culture? What are some of the building blocks? You can see our list of 10 examples of companies with great cultures, but keep in mind that you don't need to have Google's crazy office space to instill a positive atmosphere. That's because a great culture is more about respecting and empowering employees through multiple channels, including training and mentorship, than it is about decor or ping-pong tables. In fact, office perks can turn out to be more like traps than real benefits.

10. Find a location.

This could mean an office or a store. Your priorities will differ depending on need, but here are 10 basic things to consider:

1. **Style of operation.** Make sure your location is consistent with your particular style and image.
2. **Demographics.** Start by considering who your customers are. How important is their proximity to your location? If you're a retail store that relies on the local community, this is vital. For other business models, it might not be.
3. **Foot traffic.** If you need people to come into your store, make sure that store is easy to find. Remember: even the best retail areas have dead spots.
4. **Accessibility and parking.** Is your building accessible? Don't give customers a reason to go somewhere else because they don't know where to park.
5. **Competition.** Sometimes having competitors nearby is a good thing. Other times, it's not. You've done the market research, so you know which is best for your business.
6. **Proximity to other businesses and services.** This is more than just about foot traffic. Look at how nearby businesses can enrich the quality of your business as a workplace, too.
7. **Image and history of the site.** What does this address state about your business? Have other businesses failed there? Does the location reflect the image you want to project?
8. **Ordinances.** Depending on your business, these could help or hinder you. For example, if you're starting a daycare center, ordinances that state no one can build a liquor store nearby might add a level of safety for you. Just make sure you're not the one trying to build the liquor store.
9. **The building's infrastructure.** Especially if you're looking at an older building or if you're starting an online business, make sure the space can support your high-tech needs. If you're getting serious about a building, you might want to hire an engineer to check out the state of the place to get an objective evaluation.
10. **Rent, utilities and other costs.** Rent is the biggest facilities expense, but check out the utilities, as well, and whether they're included in the lease or not. You don't want to start out with one price and find out it's going to be more later.

Once you know what to look for and it's time to start searching for a place that fits all of your qualifications, these four tips can help.

1. **Think on your own timeframe.** Landlords are starting to offer shorter-term office rentals. Don't get stuck in a long-term lease if it doesn't make sense for your business.
2. **Play the whole field.** There are all sorts of places to use -- co-working spaces, office business centers, sublets and more. Keep your options open.
3. **Click around town.** You might be able to find the perfect place by using online resources.
4. **Do the deal on your terms.** Again, you have options. Don't get roped into something that makes you uncomfortable.

After you have a location, you can focus on the aesthetic. You can check out a few design ideas here.

11. Start getting some sales.

No matter your product or industry, your business's future is going to depend on revenue and sales. Steve Jobs knew this - it's why, when he was starting Apple, he spent day after day calling investors from his garage.

There are a ton of different sales strategies and techniques you can employ, but here are four tenets to live by:

1. **Listen.** "When you listen to your clients/customers, you find out what they want and need, and how to make that happen," says investor and entrepreneur John Rampton.
2. **Ask for a commitment, but don't be pushy about it.** You can't be too shy to ask for a next step or to close a sale, but you also can't make customers feel as though you're forcing them into a sale.
3. **Don't be afraid of hearing "no."** As former door-to-door salesman (and now co-founder of software business Pipedrive) Timo Rein said, "Most people are too polite. They let you make your pitch even if they have no interest in buying. And that's a problem of its own. Time is your most important resource."
4. **Make it a priority.** As entrepreneurial wizard Gary Vaynerchuk said, "Actually creating revenue, and running a profitable business, is a good strategy for business. Where are we that people think users or visits or time on site is the proxy to a successful business?"

But how do you actually make those sales? Start by identifying targets who want your product or service. Find early adopters of your business, grow your customer base or put out ads to find people who fit your business. Then, figure out the right sales funnel or strategy that can convert these leads into revenue.

12. Grow your business.

There are a million different ways to grow. You could acquire another business, start targeting a new market, expand your offerings and more. But, no growth plan will matter if you don't have the two key attributes that all growing companies have in common.

First, they have a plan to market themselves. They use social media effectively through organic, influencer or paid campaigns. They have an email list and know how to use it. They understand exactly who they need to target -- either online or off -- with their marketing campaigns.

Then, once they have a new customer, they understand how to retain them. You've probably heard many people state that the easiest customer to sell to is the one you already have. Your existing customers have already signed up for your email list, added their credit card information to your website and tested what you have to offer. In doing so, they're starting a relationship with you and your brand. Help them feel as good about that relationship as possible.

Start by utilizing these strategies, which include investing in your customer service and getting personal, but realize your work will never be done. You'll constantly be competing for these customers in the marketplace, and you can never

simply rest on your laurels. Keep researching the market, hiring good people and making a superior product and you'll be on your way to building the empire you always dreamed about.

- **An Image of the Group City Girls** (https://www.billboard.com/files/styles/article_main_image/public/media/city-girls-bb18-beat-2018-u-billboard-1548.jpg)



• Groups in the Bay Area that support Prisoner Reentry

Prisoner Reentry Resources (<https://www.prisonerreentrynetwork.org/organization>)

Prisoner Reentry Network is dedicated to promoting successful transitions from incarceration to the community and is a 501(c)(3) non-profit located in Preservation Park in beautiful Oakland, California.

Values

Immediacy

PRN responds to the most immediate challenges facing people leaving prison. The first forty-eight hours following release are critical and preparing for this time prior to release is key to a successful transition from incarceration to the community.

Efficiency

PRN provides low-cost solutions to critical problems, and all of PRN's expenditures are weighed against the benefit of simply paying a formerly incarcerated person's rent.

Authenticity

No one knows about reentry like someone who has left prison. PRN provides information about the concerns voiced by incarcerated and formerly incarcerated people.

Contact Info:

Mailing Address

PO Box 71552
Oakland, California 94612

Office

1201 Martin Luther King Jr. Way #200
Oakland, California 94612

Email

info@prisonerreentrynetwork.org

Root and Rebound Reentry Advocates (<http://www.rootandrebound.org/guides-toolkits>)

Mission Statement

At Root & Rebound, we work to transfer power and information from the policy and legal communities to the people most impacted by our criminal justice system, so that the law serves, rather than harms, low-income communities and communities of color in the U.S.

Through public education, direct advocacy, and policy reform, we equip people with records, as well as the families, government agencies, and nonprofit organizations who support them, with the tools to meet their goals of employment, housing, education, family reunification and financial wellness.

What We Do

Educate

Along with our first-of-its kind "Roadmap to Reentry" legal guide (online and in print), and our growing library of self-help resources, Root & Rebound conducts workshops across California to empower communities most impacted by

incarceration with the legal tools and knowledge to navigate the effects of justice system involvement. We also lead legal trainings for impacted people and families, community service providers, advocates, educators and fair chance employers.

Advocate

Root & Rebound embeds legal advocates into communities most impacted by incarceration to meet people where they're at and seeks to make reentry lawyers accessible to all in California. Call our Reentry Legal Hotline any Friday at 510-279-4662 (open to anyone with a reentry-related question, including currently incarcerated people), and find our calendar of mobile legal clinics at our website.

Reform

Root & Rebound advocates for policy reform to reduce the devastating impacts of the criminal justice system on people's lives and families. By partnering with our clients and tracking entrenched barriers that system-impacted communities face, we create space for grassroots-driven reform to law and policy. If you or someone you know is experiencing a restriction of rights or freedoms, discrimination or other barriers because of a record, please tell us about it here so we can include your voice in our advocacy efforts!

CA Toolkits

Root & Rebound also creates additional toolkits and resources to support people in reentry and preparing for release, along with their loved ones, advocates, and other critical stakeholders (employers, landlords, etc.) who are important allies in the movement for criminal justice reform. Our new Reentry Planning Toolkit comes in three versions, for people in reentry, for family members & loved ones, and a version for service providers!

Contact Info:

1730 Franklin Street
Suite 300
Oakland, CA 94612

Phone: (510) 279-4662

Email: info@rootandrebound.org

We can also provide information from specific sections of the Toolkit. See Table of Contents below.

table of contents

HERE IS A SUMMARY OF THE INFORMATION COVERED IN EACH SECTION OF THE TOOLKIT.

Glossary of Terms (p. 7)

Part 1—Introduction to Reentry Planning: Starting Over Strong (p. 9)

Part 1 covers what “reentry” is, key terms, reentry planning tips and resources to help you start over strong, information about seeking support and services while incarcerated, and tips about rebuilding relationships with family and loved ones in the early days out.

Part 2—Getting Official ID & Useful Items Set Up for the Early Days Out (p. 16)

Part 2 covers how to get identification documents (ID) and other important resources for the early days out.

Part 3—Voting Rights (p. 23)

Part 3 covers voting rights in California based on your incarceration or supervision status.

Part 4—Creating a Housing Plan (p. 26)

Part 4 covers various housing options post-release, what you need to know if you will be staying with family, how to create a plan for finding both short- and long-term housing, and challenging illegal denials to housing.

Part 5—Creating an Employment Plan (p. 37)

Part 5 covers what you need to know to rejoin the workforce and how you can create a plan for finding a job.

Part 6—Continuing Education in Reentry (p. 45)

Part 6 covers a basic summary of various educational pathways and levels, and important information for going back to school.

Part 7—Adjusting to Life on Community Supervision: Parole, Probation & Federal Supervision (p. 50)

Part 7 covers what community supervision is, how it will impact your daily life, and what it can mean for family.

Part 8—Managing Court-Ordered Fines & Fees (p. 57)

Part 8 covers best practices for you to take control of and/or reduce court-ordered fines and fees related to a past criminal case.

Part 9—Record-Cleaning (p. 60)

Part 9 covers general information about RAP sheets and potential options for cleaning up your record with the support of a “clean slate” legal clinic and reentry lawyers.

Part 10—Setting Up Public Benefits & Health Care (p. 67)

Part 10 covers what public benefits might be available to you and other key information about health care in reentry.

Part 11—Family Law Issues & Child Reunification (p. 74)

Part 11 covers key know-your-rights information for staying connected with family members while incarcerated and for parents navigating the court system to reunify with their children.

Part 12—Reentry Resources for Immigrants (p. 80)

Part 12 covers key information for noncitizens with arrest and conviction records who need legal support.

APPENDICES:

- **Appendix A:** List of Legal Aid Referrals Across California (p. 86)
- **Appendix B:** List of Reentry Organizations Across California (p. 89)
- **Appendix C:** Immigration Support Referrals (p. 91)
- **Appendix D:** Transitional Housing Providers that Accept Applications from Currently Incarcerated People (p. 92)
- **Appendix E:** Sample Reentry Plan (p. 94) - Please find a sample **Reentry Plan** for you to fill out based on your answers throughout the Toolkit.

Prisoner Reentry Network

(<https://static1.squarespace.com/static/5898e9e3d2b8576c9bcdcf01/t/5a1d9eab24a694106d00faaf/1511890619069/Prisoner+Reentry+Network+Resource+List.pdf>)

Identification: When individuals leave prison, they may have only prison-issued identification. While this serves as state-issued identification and will get access to a bus or train, it won't get you a social security card or driver's license. This document outlines the steps required for obtaining legal identification in preparation for release, a process that can be begin any time following arrest. All necessary application forms are included: [Click here to download this guide.](#)

Directions Home: PRN produces guides for getting from CA's prisons to its major cities using public transportation.

Post-Release Cell Phones: After you leave prison, you can get a low-cost cell phone subsidized by the federal government.

Banking: When individuals leave prison, they are provided \$200 and little else. This guide is intended to teach people to open a bank account, establish a line of credit, and use these essential economic tools.

Resources for Transgender Prisoners: PRN contacted advocacy organizations and developed a list of Resources for Transgender People.

Social Security Offices: PRN has compiled the addresses of all known social security offices in California.

Resume: A resume is essential for getting a job. Even now, when most job applications are online, it is useful for a job seeker to have their work and educational history compiled into one document. This guide will help people assemble a resume to provide to prospective employers.

Writing Cover Letters: A cover letter is an individual's first contact with prospective employers. Even now, when most job applications are online, cover letters are important networking tools. This guide will help people write a cover letter to provide to prospective employers.

CDCR Community Resource Directory: A list of reentry resource providers in each county, and their addresses. The most comprehensive list of resources available in each of California's counties. Available online here, through a prisoner's Correctional Counselor, or upon request to PRN.

Getting Out and Staying Out: The best guide for individuals anticipating release from prison, Getting Out and Staying Out was initially created by the San Francisco Reentry Council and much of its information is specific to San Francisco County. However, PRN distributes this easy-to-use guide to individuals anticipating release to any California county because Getting Out and Staying Out provides such great general information on identification, public benefits, probation and parole, and the array of issues facing an individual anticipating release from prison. Available online here, the guide will be distributed free to prisoners who request a copy by writing to this address:

Reentry Council of the City & County of San Francisco Adult Probation Department

880 Bryant Street

Room 200

San Francisco, CA 94103

Life Support Alliance – California Lifer Newsletter: Life Support Alliance (LSA) is an advocacy group that monitors all aspects of the Board of Parole Hearings (BPH). They observe parole hearings, correspond with prisoners, report their findings, and serve as a repository of information to advocacy organizations and government officials interested in our prisons. They also produce the California Lifer Newsletter (CLN), which is the best legal and political information available for prisoners, particularly lifers. To subscribe to CLN send \$30 (for prisoners) or \$99 (for free people) to:

California Lifer Newsletter

PO Box 277

Rancho Cordova, CA 95741

LSA also provides information in writing, and takes calls from prisoners: 916.402.3750

Bridges to Freedom: For individuals anticipating a hearing before the Parole Board, Bridges to Freedom guides an individual through every step of the parole hearing process. Developed single-handedly by PRN Advisory Board Member James DeBacco, an individual currently incarcerated in Ironwood State Prison, this guide is an intellectual tour de force, and represents the staggering talent that is trapped behind prison walls. Available at Bridges to Freedom's website, or you can have a copy sent directly to someone inside through this link.

Prison Law Office: Prison Law Office has developed guides on immigration, habeus corpus, prison conditions, and a number of other issues. Most notably, they have a parolee rights manual in both English and Spanish. Their website is here, or you can write them at:

Prison Law Office General Delivery

San Quentin, CA 94964

Legal Services for Prisoners with Children: LSPC has developed information for incarcerated individuals, including information specific to incarcerated parents, pregnancy, and a host of other issues. Write them at:

Legal Services for Prisoners with Children

1540 Market St

Suite 490

San Francisco, CA 94102

Prison Activist Resource Center – Prisoner Resource Directory: Up-to-date listing of resource providers on a wide variety of topics. Available online here, or by writing P.A.R.C. at this address:

Prison Activist Resource Center

PO Box 70447

Oakland, CA, 94612

Guidebook for Incarcerated California Veterans: This is another comprehensive guide on reentry resources, and not all resources in this guide are available only to veterans. Pages 50-100 detail reentry resources for each county. Available online here, or through written request to PRN.

Root and Rebound’s Roadmap to Reentry: An exhaustive resource detailing legal information affecting individuals who have left prison. Available online here, or distributed free to prisoners who request a copy at this address:

Root & Rebound

1730 Franklin Street

Suite 300

Oakland, CA 94612

Update: R&R’s guide is available again in April 2016, and will only be available free to individuals within four years from release.

Printable County-Specific Reentry Resources: Reentry happens on the community level, and each community understands its own needs and resources. These guides provide reentry-related information specific to certain counties, and can be quickly printed and distributed:

Alameda County – Partial Listing of Reentry Resources: List of reentry-related resources in Alameda County, 2015 resource available here.

Contra Costa County – Reentry Resource Guide: Two-page list of reentry-related resources available in Contra Costa county – 2013 edition available here.

Los Angeles – Reentry LA: Exhaustive guide to reentry-related resources available in Los Angeles – 2010 edition available here.

San Francisco County: Getting Out and Staying Out, discussed above, is available here.

Solano County – Reentry Toolkit: Exhaustive guide of reentry-related resources available in Solano County – 2010 edition available here.

Reentry Housing Guides: Transitional housing is the most important part of reentry, and California has a gaping shortage that leaves many prisoners without a place to live. Life Support Alliance List: List of transitional housing options compiled by PRN partner group Life Support Alliance, available here. LA Transitional Housing: List of transitional housing options in Los Angeles, available here. ReentryHousing.org: Online resource – there is no internet access in prison – listing housing resources in the Bay Area. Available here.

Criminal Record Information: In California it is difficult to remove a felony from your criminal record. However, having a copy of your criminal record may be valuable both inside and out.

Reading and Understanding RAP Sheets: This guide explains how to understand your RAP sheet, and correct errors, available here.

Sacramento County Public Law Library: Cleaning Up Your Criminal Record: Guide to clearing up your criminal record, with corresponding forms, available here.

Clearing Your Adult Criminal Record in California: This step-by-step guide explains how to clean up your RAP sheet, available, here.

Social Security Information: Brief overview by the Social Security Agency entitled, “What Prisoners Need to Know,” available here.

Education Information: John Jay College’s guide to continuing your education after incarceration.

Computer Information: There is no internet in prison, and people incarcerated for long terms will come out to our wired world. These guides to internet basics and how to set up and use Gmail will help individuals reconnect when outside.

Immigration Information: Many prisoners will face deportation when they are released, and will be taken to a detention center, and then to their country of origin. The Immigrant Legal Resource Center’s Toolkit and the Prison Law Office’s

guide, in both English and Spanish, will provide information on immigration.

Parole Violation Flowchart: A diagram outlining the parole violation process, which has changed since Realignment in 2011. Developed by the Administrative Office of the Courts, this chart demonstrates the process, actors, and relevant criminal code, available here.

Matlock Parole Prospectus: Michael Matlock, an individual who participated in our Lifer Interview series, brought this packet to his parole board hearing. The parole board begins evaluating someone's reentry plans at the psychological risk assessment six months prior to the hearing, so prepare yourself early. Mr. Matlock's reentry did not go exactly according to plan, but he's still free and doing well.

Tattoo Removal: When someone is released, they may want to shed their prior affiliations and identities. Tattoo removal, explained here, is a wonderful way to do just that.

Miscellaneous:

Yoga Stretches: Even under 24-hour lock-down, an individual must exercise. Yoga is a wonderful way to exercise in prison, and organizations like the Prison Yoga Project are not available in every prison. These diagrams are incredibly popular when PRN goes inside: Sun Salutations 1, Sun Salutations 2.

Star Charts: When an individual leaves a level four facility, they are permitted to see the stars for the first time since being incarcerated.

Note: We can send any of the resources in this list to you through Reference by Mail. If you would like to receive any of these resources please request any specific materials you think may be useful to you in your next reference by mail letter.

• Who is Aleister Crowley?



Aleister Crowley, original name **Edward Alexander Crowley**, (born October 12, 1875, Royal Leamington Spa, England—died December 1, 1947, Hastings), British occultist, writer, and mountaineer, who was a practitioner of “magick” (as he spelled it) and called himself the Beast 666. He was denounced in his own time for his decadent lifestyle and had few followers, but he became a cult figure after his death.

Crowley's father was an heir to a brewing fortune who became an evangelist for the Plymouth Brethren, a Nonconformist religious denomination. The younger Crowley, however, formed an aversion to Christianity early in life. As a student at Trinity College, University of Cambridge, he began to use the name Aleister and gained a reputation for skill at chess. In 1898 he left the university without taking a degree. His own inheritance left him free to travel widely and to arrange for the publication of his writings. His first book of poetry appeared in 1898, and numerous books followed.

As a mountaineer, Crowley honed his skills on cliffs in Great Britain before taking part in pioneering attempts to climb Earth's second- and third-highest mountains, K2 and Kanchenjunga. The K2 expedition of 1902 reached an elevation of 18,600 feet (5,670 metres), while the Kanchenjunga expedition three years later was marred by tragedy when four of Crowley's fellow climbers were killed in an avalanche. It was said that Crowley, who had advised them against taking the fatal route, ignored cries for help from the survivors of the accident.

Like many other religious skeptics of the 19th century, Crowley became interested in occultism. In 1898 he joined the Hermetic Order of the Golden Dawn, an organization derived from the Rosicrucians. One of Crowley's rivals within the London Golden Dawn group was the poet William Butler Yeats. On a visit to Egypt in 1904, Crowley reported mystical experiences and wrote *The Book of the Law*, a prose poem which he claimed had been dictated to him by a discarnate being called Aiwass. In it he formulated his most famous teaching: “Do what thou wilt shall be the whole of the law.” The sentiment was not new—the French author François Rabelais had expressed it more than 300 years earlier

in *Gargantua and Pantagruel*—but Crowley made it the basis of a new religion he called Thelema, *thelēma* being the Greek word for “will.” *The Book of the Law* was accepted as scripture by the Ordo Templi Orientis, a mystical group of German origin. In about 1907 Crowley founded his own order, A∴A∴, using initials that stood for the Latin words for “silver star.” Starting in 1909 he disseminated his teachings in the periodical *The Equinox*. His assistant in the early years of this endeavour was J.F.C. Fuller, later a well-known military strategist and historian.

During World War I Crowley resided in the United States, where he contributed to the pro-German newspaper *The Fatherland*. After the war he moved to Cefalù, on the Italian island of Sicily, where he converted a house into a sanctuary he called the Abbey of Thelema. During this time he wrote *The Diary of a Drug Fiend* (1922), which was published as a novel but was said to have been based on personal experience. The death of a young follower in Sicily, allegedly after participating in sacrilegious rituals, led to denunciations of Crowley in the British popular press as the “wickedest man in the world” and to his expulsion from Italy in 1923. Having exhausted his inheritance on travel and extravagances, Crowley moved back to England in the early 1930s. His last notable achievement was the publication of *The Book of Thoth* (1944), in which he interpreted a new tarot card deck, called the Thoth, that he had designed in collaboration with the artist Frieda Harris.

Crowley died in poverty and obscurity in an English rooming house in 1947, but after his death he became a figure of fascination in popular culture. The Beatles put his picture on the *Sgt. Pepper’s Lonely Hearts Club Band* album cover. Led Zeppelin guitarist Jimmy Page purchased a house previously owned by Crowley near Loch Ness in Scotland.

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• Can people in California prisons have marijuana?

California Appeals Court Rules Cannabis Possession in Prison Legal

[courthousenews.com/california-appeals-court-rules-cannabis-possession-in-prison-legal](https://www.courthousenews.com/california-appeals-court-rules-cannabis-possession-in-prison-legal)

Nathan Solis

June 11, 2019

(CN) – A California appellate court on Tuesday overturned five men’s convictions for possessing cannabis while in prison.

In 2016, voters in the Golden State approved Proposition 64, which made possession of less than an ounce of cannabis legal – even in prison, according to the appeals court.

Smoking or ingesting cannabis in prison is still a felony, but the court found that possession is not under the plain language of the state’s law, although it is still prohibited by prison regulations.

The five plaintiff prison inmates were denied relief from their convictions by the Sacramento State Court and appealed to the California Court of Appeals for the Third Appellate District.

The California Attorney General’s Office tried to muddle the meaning of the statute by playing with syntax, Presiding Justice Vance W. Raye said in his 20-page [ruling](#).

“In order to combat the plain meaning of Proposition 64, the Attorney General deploys a little-known canon of statutory construction in an effort to muddle the meaning of the statute,” Raye said.

The prosecution’s dissection of the penal code attempts to prove that if there is one type of prohibition on the possession of cannabis, there should be a complete ban on possession in the prison system.

“The argument flies in the face of the plain language of the statute and common sense,” Raye said, and he refuted the prosecution’s claims that a plain reading of the statute would lead to “absurd results,” which would allow the court to override the law.

“A result is not absurd because the outcome may be unwise,” Raye said.

The judge determined that none of the prosecution’s policy arguments could “undermine the will of the electorate.”

“We cannot ignore binding precedent and the plain language of a statute based on the intensity of the Attorney General’s passion to criminalize an act the electorate has decided no longer merits treatment as a felony,” Raye said.

Associate Justices Ronald B. Robie and M. Kathleen Butz concurred with the ruling.

The ruling remands the inmates’ cases for the trial court to grant their petitions for relief from their convictions. The five appellants are Goldy Raybon, Anthony Cooper, Dwain Davis, Scott Haynes and James.