

GENERAL DISTRIBUTION

**WEST VIRGINIA
DIVISION OF CORRECTIONS
& REHABILITATION**

NUMBER: 512.00

EFFECTIVE DATE: 20 September 2023

SUBJECT: ARTS AND CRAFTS PROGRAM

POLICY DIRECTIVE

PURPOSE:

To provide rules and guidelines for an inmate Arts and Crafts program as a leisure activity to reduce idleness, provide opportunities for skill acquisition, promote healthy activities, and foster positive group interactions.

REFERENCE:

WV Code §§25-7-12 (f) and (g).

RESPONSIBILITY:

Superintendents with Arts and Craft programs are responsible for establishing Operational Procedures to ensure compliance with this Policy Directive.

CANCELLATION:

Any previous written instruction on the subject including DOC Policy Directive 512.00, dated 01 April 2015.

APPLICABILITY:

All adult facilities within the Division of Corrections and Rehabilitation (DCR). This Policy is for general distribution and is to be made available for inmate review upon the effective date.

DEFINITIONS:

Cell: For the purposes of this Policy, includes any inmate housing area, whether it be a single- or multiple-occupancy cell, room, or dormitory.

Pornography: For the purpose of this Policy, this includes any item which depicts a person totally nude or with exposed breasts, genitalia, or buttocks; or depicts any explicit sexual activity; or any object or device which may be used as a means to stimulate sexual

organs or can be attached to or inserted into genitalia or the anus. Explicit sexual activity is defined as sexual intercourse, anal intercourse, fellatio, cunnilingus, bestiality, bondage/S&M, or material of an explicit nature involving minors.

Workstation: An area within the facility, other than a housing unit or dayroom area, designated by the Superintendent for Arts and Crafts.

POLICY:

- I. Superintendents shall ensure that a plan for an Arts and Crafts program is developed, implemented and maintained at Division of Corrections and Rehabilitation (DCR) facilities other than community corrections facilities, the designated Young Adult Offender facility (or facilities), jail units and any designated reception/intake units. Due to the transient nature of each of these populations, the Superintendent has discretion regarding Arts and Crafts. If Arts and Crafts programs are implemented with these populations, it will be conducted commensurate with the philosophy, practices, and guidelines set forth below.
 - A. The Director of Offender Services shall provide programmatic oversight and the Director of Operations shall provide fiscal oversight for all Arts and Crafts programs.
 - B. Superintendents have discretion regarding the types of Arts and Crafts that will be offered and what materials will be allowed; and to develop and maintain Arts and Crafts that are not outlined in this Policy Directive but shall ensure that any such program is conducted commensurate with the philosophy, practices, and guidelines set forth below.
 - C. Superintendents have discretion as to whether the tools, materials, and supplies are purchased by the facility or by the inmate. In either event, the tools, materials, and supplies are subject to a strict system of control and accountability, which shall be established in the facility-specific Operational Procedure. Facilities and equipment will be maintained in good condition.
 - D. Superintendents with Arts and Crafts programs will designate an appropriate staff member as the Arts and Crafts Coordinator to provide general supervision of the program.
- II. This Policy does not create a right for any inmate to participate; nor does it create a right for any inmate to be allowed to use any tool, material, or instrument in the creation of an item. Participation is a privilege and is not designated as a work assignment under the rules and regulations set forth in DCR Policy Directive 500.00.
- III. Effective the date of this policy, no facilities are authorized to have an outside bank account for their Arts and Crafts program. All such accounts will be closed through appropriate methods with remaining funds issued to the “arts and crafts account.”

- A. Also, effective the date of this policy, there will be no cash or check sales. Petty cash kept on hand will be deposited to the arts and crafts account.
 - B. All sales (other than approved inmate to inmate sales) will be electronic transactions with a credit/debit card through an account established by the State Treasurer's Office. No partial payments will be accepted. All payments will be for total amount.
 - C. At least once per month sale proceeds deposited to that account will be processed by the Division of Administrative Services (DAS) and credited to the applicable facility's trustee account for crediting to the selling inmate's trustee account.
 - D. Ten percent (10%) of the sales price of each Arts and Crafts item sold will be credited to the facility's arts and crafts account for the operational needs of the program, such as equipment or bulk items purchases.
 - E. Applicable sales taxes shall be charged on the full price of each item sold.
- IV. There are two (2) primary types of Arts and Crafts available for implementation at any facility for the inmate population, in accordance with their custody and housing status:
- A. In-cell Arts and Crafts are approved by the Superintendent/designee and implemented by the Arts and Crafts Coordinator and are subject to change due to security concerns and available space.
 - 1. Inmates are permitted to participate in only one (1) in-cell Arts and Crafts activity at any given time. A list of approved supplies will be provided to the inmate for the activity he/she selects. Written approval to participate in the activity will be issued by the Arts and Crafts Coordinator as well as the Chief of Security/Chief Correctional Officer for approved tools and materials that may be kept within a cell. The approval must be reissued on a yearly basis, and it is the inmate's responsibility to ensure that the approval is renewed prior to its expiration date.
 - 2. If an inmate wants to change from one in-cell activity to another, all unused supplies from the current activity must be returned to the Arts and Crafts Coordinator before authorization is granted to start a new activity.
 - 3. All supplies will be ordered through the Arts and Crafts Coordinator in accordance with the provisions of this Policy.
 - a. The supply list and approval to participate in in-cell Arts and Crafts must be maintained with the supplies at all times. All supplies must be kept together in one place readily available for inventory at all times.
 - b. Empty containers (e.g., glue bottles, tape dispensers, empty drawing pads, pens, pencil stubs, etc.) and any broken supplies must be turned in to the Arts and Crafts Coordinator before new supplies can be purchased.

- c. Superintendents may limit the number of supplies for in-cell projects, commensurate with the security needs of the facility. **Attachment #1** provides a list of allowable items.
 4. Items being crafted must be approved by the Arts and Crafts Coordinator before any supplies can be ordered or purchased. Inmates must specify what is being crafted.
 5. Inmates may work on only one (1) project at any given time unless they have written permission from the Superintendent or designee. Any inmate crafting more than one (1) project is subject to disciplinary action.
 6. Upon completion of the item being crafted, the item will be taken to the Arts and Crafts Coordinator to either be sold or mailed out of the facility. If an item that is not approved to remain on facility grounds is made and sold to another inmate through approved methods, it must either be mailed out by the purchasing inmate or picked up by an approved family member.
 7. Guidelines and procedures for medical/mental health unit in-cell Arts and Crafts will be developed and addressed in Operational Procedures at those facilities with residential medical and mental health units.
- B. Workstation Arts and Crafts are approved by the Superintendent/designee and implemented by the Arts and Crafts Coordinator and are subject to change due to security concerns and available space.
 1. Written applications to participate in workstation Arts and Crafts shall be submitted to the Arts and Crafts Coordinator for processing. Applications are valid for six (6) months from the date of receipt.
 - a. The Arts and Crafts Coordinator will send all eligible applications to the Superintendent/designee for approval/denial.
 - b. When space becomes available, the Arts and Crafts Coordinator will review the list of all applicants approved during the previous six (6) months who still meet the criteria and select from this list.
 2. Spaces in the workstation are not the personal property of the inmate occupying that space and will be assigned by the Arts and Crafts Coordinator. No inmate will sell, trade, or donate his workspace to another inmate.
 3. Inmates can only work at one (1) workstation at any given time.
 4. Specific items approved for purchase for in-cell Arts and Crafts may also be used in workstation Arts and Crafts, if specified in the facility's Operational Procedure.

Written approval will be issued by the Arts and Crafts Coordinator for approved tools and materials that an inmate may keep within his/her cell, must be reissued on a yearly basis by the Arts and Crafts Coordinator, and will permit designated inmates to transport materials from their housing unit to the workstation and back. It is the individual inmate's responsibility to ensure that the approval is renewed prior to its expiration date.

5. Any inmate deliberately misusing or causing the loss of any tool or piece of equipment will lose the privilege of participation and is subject to disciplinary action.
 6. Rules for operations and safety will be developed and posted within the Arts and Crafts workstation. All inmates participating will have the rules explained to them and will be required to sign a statement attesting to their understanding and agreement to abide by the posted rules. Non-compliance with operational and safety rules will be grounds for loss of Arts and Crafts privileges and/or disciplinary action.
- V. Any inmate placed in Segregation will lose the privilege of participation. All crafted items, supplies, and tools will be inventoried and secured, and the inmate will be given thirty (30) days to send the crafted items, supplies, and tools home by mail or personal pick-up by an approved family member. If the shipping out of the property cannot be accomplished within the set time period, they will then become property of the State or discarded. At the completion of the inmate's time in Segregation, he/she can once again participate with approval from Arts and Crafts Coordinator.
- VI. The production of any work from either in-cell or workstation Arts and Crafts that is deemed to be pornography, or is pornographic in nature, is strictly prohibited. Any inmate participating in either in-cell or workstation Arts and Crafts that creates any pornographic item will be subject to loss of Arts and Crafts privileges and appropriate disciplinary action will be taken.
- VII. The following procedures will be followed for the ordering of consumable materials and supplies for use in Arts and Crafts:
- A. Utilizing up-to-date catalogs maintained by the Arts and Crafts Coordinator, an order form will be completed, and a voucher prepared by the requesting inmate to cover all costs (including shipping and handling and applicable taxes) for the materials requested. Only the Arts and Crafts Coordinator has authorization to contact companies directly for catalogs and/or prices of merchandise they offer.
 1. A copy of the order form and voucher, if approved by the Arts and Crafts Coordinator, will be forwarded to the Superintendent or designee for final approval.
 2. If approved, the amount specified on the voucher will be deducted from the inmate's trustee account.

3. Order forms and vouchers will be returned to the Arts and Crafts Coordinator if it is found that the inmate's account has insufficient funds for the purchase. There will be no credit extended towards purchases.
- B. All ordered supplies will be mailed directly to the Arts and Crafts Coordinator and will be inspected for completeness and to ensure security violations do not exist.
 - C. Bulk supplies may be purchased by the facility using funds in the arts and crafts account. All such purchases will not be tax exempt nor purchased through the Inmate/Resident Benefit Fund. These bulk supplies will be stored on hand for sale to inmates and sales will be processed through the inmate voucher system with prorated shipping/handling fees and sales tax charged to the inmate.
 - D. Denim/blue jean material for the purpose of making any item may be purchased through outside vendors and sent to the facility through the Arts and Crafts Coordinator. Items to be made with such material must have prior approval from the Arts and Crafts Coordinator.
 - E. If an inmate arranges to make an item for a customer with specific, special items not available through the normal ordering process, those materials may be brought into the facility and supplied to the inmate only with permission of the Superintendent/designee. The Superintendent/designee may take whatever steps necessary to preserve the safety and security of the facility, while determining if the materials should be permitted into the facility.
- VIII. There are five (5) methods by which completed Arts and Crafts items may be sold or disposed of.
- A. Sold through pre-authorized outlets or by order via the Arts and Crafts Coordinator.
 1. The Arts and Crafts Coordinator will make every effort to ensure that orders for specific items to be made are equally dispersed amongst the appropriate craftspeople.
 2. The Arts and Crafts Coordinator will fill out an Invoice/Receipt for Items Sold (**Attachment #2**) with the applicable information. When the item(s) has been completed, the Arts and Crafts Coordinator will contact the customer and provide payment instructions. Once payment has been confirmed, the Arts and Crafts Coordinator will make arrangements to have the item(s) picked up and provide copies of the completed Invoice/Receipt to the buyer, fiscal staff, inmate seller and retain a copy for his/her records.
 - B. Gifts to relatives and friends (not for resale) may be sent through the US Postal Service or transferred to the recipient. All mailings and transfers must be approved by the Arts and Crafts Coordinator.

C. Sold to other inmates.

1. The buyer must be of a classification that would allow access to the Arts and Crafts area and all transactions will be conducted through the Arts and Crafts Coordinator.
2. All weight belts and wrist straps to be sold to other inmates will be approved through the Recreation Department and Arts and Crafts Coordinator before the order is placed.
3. No discounts or price increases will be made between inmates and all prices will be reviewed by the Arts and Crafts Coordinator prior to the sale being made.
4. The inmate seller will fill out an Invoice/Receipt for Items Sold (**Attachment #2**) and the buying inmate will complete a voucher in the presence of the Arts and Crafts Coordinator and present his Identification Card at that time verifying his/her identity. The voucher will be checked for accuracy and forwarded, along with the Invoice/Receipt, to the fiscal staff member responsible for trustee accounts. Vouchers must be for total amount. No partial payments will be accepted.
5. The item(s) to be purchased will be secured by the Arts and Crafts Coordinator until the voucher has been cleared.
6. If a buying inmate special orders an item from an Arts and Crafts inmate seller the following steps must take place:
 - a. The buying inmate will sign a voucher and fiscal staff will put the funds on hold until the item is made, and the sale is completed. No money will be exchanged until the buying inmate has the item purchased.
 - b. The buying inmate will pick up the item from the Arts and Crafts Coordinator or make proper arrangement to send out the item as required.
7. Fiscal staff responsible for trustee accounts will deduct funds from the buying inmate's account and disperse ninety percent (90%) into the selling inmate's trustee account while the remaining ten percent (10%) will be placed in the arts and crafts account and sales tax processed as appropriate.
8. All items sold to inmates through the Arts and Crafts Program will be recorded on a personal property inventory form if these items remain at the facility.
9. All items sold to and used by inmates at the facility will be subject to approval by the Superintendent or designee before the items are made. Further, the Superintendent will approve those items the buying inmate is allowed to keep, and which must be sent out of the facility.

- D. Sold to people other than inmates (e.g., staff).
1. The selling inmate will fill out an Invoice/Receipt for Items Sold (**Attachment #2**) and submit to the Arts and Crafts Coordinator for final approval. An Invoice/Receipt and instructions for payment will be provided to the buyer.
 2. Once payment has been confirmed, the Arts and Crafts Coordinator will indicate such on the Invoice/Receipt and provide copies to the buyer, fiscal staff, inmate seller and retain a copy for his/her records.
 3. The inmate seller will then provide the item(s) to the Arts and Crafts Coordinator for delivery to the buyer.
 4. The staff person or other buyer must pick up the item(s) from the Arts and Crafts Coordinator and not the inmate. As appropriate, the staff person's supervisor will be notified of the purchase.
- E. For all methods of selling Arts and Crafts items, if an issue arises in which an inmate lists an item for one price and the Arts and Crafts Coordinator feels the price is inappropriate, the following steps shall be taken:
1. The Arts and Crafts Coordinator will issue a memo to the inmate explaining why the asking price has been altered and shall state the new list price.
 2. At this time the inmate may either agree to the price revision, or he may retake possession of the item.
 3. In the event the inmate does retake possession of the item, it will then be subject to the rules and regulations regarding in-cell property limits and must satisfy any and all security concerns.
- IX. When an inmate is transferred, released, loses the privilege of participating in Arts and Crafts, or commits a rule violation that involved any Arts and Crafts item; all tools, equipment, and unused supplies will not be stored by the Arts and Crafts Coordinator and must be disposed of within thirty (30) days by one of the following acceptable methods:
- A. If allowed, the items may accompany the inmate to his/her destination.
 - B. Items may be mailed to a destination of the inmate's choice and at the inmate's expense.
 - C. Items may be picked up at the facility by an approved family member.
 - D. Items may be donated or sold to the Arts and Crafts Program with approval by the Superintendent or designee.
1. Departing inmates will not sell, nor donate any item to another inmate.

2. Items to be donated to the Arts and Crafts Program will be done so only after the inmate signs an agreement setting forth that all items are being donated and signed by the Arts and Crafts Coordinator acknowledging receipt of the items listed within the agreement. The agreement will list the inmate's name, OID#, date of donation, reason for donation, and a detailed listing of the items donated (quantity, manufacturer name, description, etc.).
 3. Once signed, the agreement will be uploaded to the offender's record in Offender Information System (OIS) Document Management, with copies to the inmate and the Arts and Crafts Coordinator.
- X. The DCR, the facility, and the Arts and Crafts Program are not responsible for lost, damaged, or destroyed items.

ATTACHMENTS:

- #1 Approved Supply and Material List (5 pages)
- #2 Receipt for Items Sold

APPROVED SIGNATURE: _____

William K. Marshall III

William Marshall III, Commissioner

Sept 20, 2023

Date

Suggested Supply/Material List

Drawing/Card Art & Charcoal/Pastel Chalk Drawing

1. Two (2) poster-board sheets (22" x 28")
2. One (1) drawing pad (18" x 24" or smaller)
3. Two (2) lead pencils and two (2) erasers
4. One (1) pack of colored pencils (no more than 24 in pack) (non-permanent)
5. One (1) pack colored felt-tip markers (no more than 12 in pack) (water-based & non-toxic only)
6. One (1) sketching easel (plastic tabletop-style only)
7. One (1) box crayons (no more than 64 in box)
8. One (1) 4 oz. bottle Elmer's white glue-all (in original bottle)
9. One (1) roll transparent tape (1/2" wide only)
10. One (1) each: plastic compass, plastic protractor, and plastic ruler (12", flexible)
11. One (1) pair scissors (blunt nose, 4" only, engraved by the Arts & Crafts Coordinator for identification)
12. One (1) roll cellophane wrap (5' roll) (clear only and cutter edge boxes are prohibited)
13. One (1) graphite pencil set (24 per set)
14. One (1) carbon pencil set (4 per set)
15. One (1) charcoal pencil set (4 per set)
16. One (1) pastel chalk set (24 per set)
17. One (1) pastel pencil set (24 per set)
18. One (1) paper blending stump set (12 per set)
19. One (1) paper blending tortillion set (12 per set)
20. Three (3) unused canvases
21. One (1) of either glue stick or bottle of tacky glue (non-toxic and non-flammable)
22. One (1) plastic pencil sharpener
23. One (1) Mageyes magnifier or magnifications lens
24. One (1) 18" plastic magnified ruler
25. No more than forty-eight (48) assorted color gel pens (water-based and non-toxic, no "click-type" pens, Fiskars brand only)
26. One (1) plastic pencil box

Craft Stick Art

1. One (1) box craft sticks (no more than 1000 sticks)
2. Two (2) poster-board sheets (22" x 28")
3. One (1) pair scissors (blunt nose, 4" only, engraved by the Arts & Crafts Coordinator for identification)
4. One (1) plastic ruler (12", flexible)
5. One (1) 4 oz. bottle Elmer's white glue-all (in original bottle)
6. One (1) small container of stones (no stone larger than 3/4" and total container weight of two (2) lbs. or less)
7. Twelve (12) brushes (only those brushes approved by the Arts & Crafts Coordinator)

8. Twelve (12) washable paints in original plastic bottles (8 oz. bottles or smaller)
9. One (1) roll transparent tape (1/2" wide only)
10. One (1) small container of non-flammable brush cleaner
11. Two (2) 8oz bottles of water-base stain (non-flammable and non-toxic)
12. Two (2) 8oz bottles of dye (non-flammable and non-toxic)
13. One (1) palette (plastic or paper, 10" x 12" or smaller)
14. One (1) standard low temperature glue gun with up to 30 glue sticks
15. One (1) bottle tacky glue (non-toxic and non-flammable)
16. One (1) box binder clips (no more than twelve (12) total clips)
17. One (1) fine sanding block
18. Six (6) battery clock movement kits (size limit 2 1/2" x 2 1/2")
19. Six (6) sets craft hinges (no larger than 1" x 1")
20. One (1) Mageyes magnifier or magnifications lens
21. One (1) 18" plastic magnified ruler
22. One (1) plastic protractor
23. Two (2) 8oz bottles of brush-on sealer (non-flammable and non-toxic)

Crochet Art

1. One (1) plastic ruler (12", flexible)
2. One (1) pair scissors (blunt nose, 4" only, engraved by the Arts & Crafts Coordinator for identification)
3. One (1) pattern book
4. Six (6) plastic or aluminum crochet needles (hooks)
5. Twelve (12) skeins crochet thread or yarn
6. Twelve (12) large-eye plastic needles (2-3" length)
7. One (1) Mageyes magnifier or magnifications lens
8. One (1) 18" plastic magnified ruler

Leather Craft (This In-Cell supplies list is limited to leather workers assigned to an Arts & Crafts workstation.)

1. Twelve (12) paint brushes (only those brushes approved by the Arts & Crafts Coordinator)
2. Twelve (12) color dyes (water based, 4 oz. size, Createx brand only)
3. Four (4) lacing needles (combination of backstitch and/or lacing)
4. Three (3) sewing needles
5. Five (5) unlaced articles (e.g., wallets, purses, etc.)
6. Six (6) rolls of lace (1/8" or 5/32" wide)
7. Three (3) hand stitching needles
8. One (1) pair scissors (blunt nose, 4" only, engraved by the Arts & Crafts Coordinator for identification)
9. Two (2) poster-board sheets (22" x 28")
10. One (1) 4 oz. container of water-based glue
11. One (1) roll transparent tape (1/2" width only)
12. One (1) cloth measuring tape
13. One (1) saddle soap paraffin wax or beeswax

14. One (1) pair leather scissors (as approved by Chief of Security) - leather crafters only
15. One (1) marble tooling block
16. One (1) tooling hammer
17. 125mm leather stamping tools
18. One (1) small container of non-flammable brush cleaner
19. Twelve (12) yards fabric, not to include lace and trim (5 sheets packaged until they are cut); camouflage material of any color or pattern is prohibited
20. One (1) small container of linseed oil
21. Two (2) 8oz bottles of water-base stain (non-flammable and non-toxic)
22. Needles, thread, embroidery floss, stickpins, thimble, embroidery hoop, and safety pins
23. One (1) rotary punch
24. One (1) box binder clips (no more than twelve (12) total clips)
25. One (1) ceramic-tipped swivel knife
26. One (1) Mageyes magnifier or magnifications lens
27. One (1) 18" plastic magnified ruler
28. One (1) plastic protractor

Painting (Paints must be kept in original (plastic only) containers no larger than 8 oz. each.)

1. Thirty-six (36) 2 or 4 oz. watercolor paints
2. Twelve (12) brushes (only those brushes approved by the Arts & Crafts Coordinator)
3. One (1) drawing board or watercolor pad (16" x 20" or smaller)
4. Two (2) poster-board sheets (22" x 28")
5. One (1) sketching easel (plastic tabletop-style only)
6. Two (2) lead pencils and two (2) erasers
7. One (1) roll transparent tape (1/2" width only)
8. One (1) pair scissors (blunt nose, 4" only, engraved by the Arts & Crafts Coordinator for identification)
9. One (1) palette (plastic or paper, 10" x 12" or smaller)
10. Three (3) unused canvases
11. One (1) small container of non-flammable brush cleaner
12. One (1) small container of linseed oil
13. Thirty-six (36) 2 or 4 oz. acrylic paints (non-toxic)
14. One (1) Mageyes magnifier or magnifications lens
15. One (1) 18" plastic magnified ruler
16. One (1) plastic protractor
17. No more than forty-eight (48) assorted color gel pens (water-based and non-toxic, no "click-type" pens, Fiskars brand only)

Paint by Numbers (Watercolor Only)

1. Six (6) paint-by-number paintings (total used and unused, 16" x 20" or smaller)
2. One (1) sketching easel (plastic tabletop-style only)
3. Twelve (12) brushes (only those brushes approved by the Arts & Crafts Coordinator)
4. Twelve (12) washable paints in original plastic bottles (8 oz. bottles or smaller)
5. One (1) Mageyes magnifier or magnifications lens

6. One (1) 18" plastic magnified ruler

Plastic Canvas

1. Two (2) rolls string (cotton only)
2. Twelve (12) skeins crochet thread or yarn
3. Needles, thread, embroidery floss, stickpins, thimble, embroidery hoop, and safety pins
4. One (1) latch hook (plastic or aluminum)
5. One (1) Mageyes magnifier or magnifications lens
6. One (1) 18" plastic magnified ruler
7. One (1) plastic protractor

Ceramics Painting

1. One (1) small container of non-flammable brush cleaner
2. One (1) palette (plastic or paper, 10" x 12" or smaller)
3. One (1) fine sanding block
4. One (1) Mageyes magnifier or magnifications lens
5. Two (2) 8oz bottles brush-on sealer (non-flammable and non-toxic)

Cross Stitch

1. Needles, thread, embroidery floss, stickpins, thimble, embroidery hoop, and safety pins
2. One (1) pair scissors (blunt nose, 4" only, engraved by the Arts & Crafts Coordinator for identification)
3. One (1) seam ripper (locked storage only - IN POD)
4. One (1) Mageyes magnifier or magnifications lens
5. One (1) 18" plastic magnified ruler

Beaded Crafts

1. Two (2) rolls string (cotton only)
2. One (1) pair scissors (blunt nose, 4" only, engraved by the Arts & Crafts Coordinator for identification)
3. One (1) standard low temperature glue gun with up to 30 glue sticks
4. One (1) bottle tacky glue or fabric glue (non-toxic and non-flammable)
5. One (1) Mageyes magnifier or magnifications lens
6. One (1) 18" plastic magnified ruler

Sewing

1. Ten (10) small bags or five (5) large bags or one (1) 5lbs box polyfil (must be used within 5 days of purchase)
2. One (1) roll quilt batting (must be used within 5 days of purchase)
3. Twelve (12) yards fabric, not to include lace and trim (5 sheets packaged until they are cut); camouflage material of any color or pattern is prohibited

4. Needles, thread, embroidery floss, stickpins, thimble, embroidery hoop, and safety pins
5. One (1) standard low temperature glue gun with up to 30 glue sticks
6. One (1) bottle tacky glue or fabric glue (non-toxic and non-flammable)
7. One (1) rotary punch
8. One (1) sewing machine (no larger than 16" x 12")
9. One (1) pair scissors (blunt nose, 4" only, engraved by the Arts & Crafts Coordinator for identification)
10. One (1) box binder clips (no more than twelve (12) total clips)
11. One (1) seam ripper (locked storage only - IN POD)
12. One (1) Mageyes magnifier or magnifications lens
13. One (1) 18" plastic magnified ruler
14. One (1) plastic protractor
15. One (1) Omnigrid plastic ruler (8.5" x 24" or smaller)

WV Division of Corrections & Rehabilitation Arts & Crafts Program

Invoice/Receipt for Items Sold

DATE: _____ INVOICE #: _____

INMATE SELLER'S NAME: _____ OID #: _____

ITEM: _____ PRICE: _____
10% of purchase price goes to
facility arts & crafts account

ITEM: _____ PRICE: _____
10% of purchase price goes to
facility arts & crafts account

ITEM: _____ PRICE: _____
10% of purchase price goes to
facility arts & crafts account

TAX: _____

TOTAL: _____

BUYER'S NAME: _____

APPROVAL: _____
Signature of Arts and Crafts Coordinator

DATE INVOICE PAID: _____
Accounts settled and credited to inmate's trustee account once a month

cc: Buyer
Fiscal Staff
Arts & Crafts Coordinator
Inmate Seller