

## Instructions for Building the Reentry Simulation

**The Booths:** It is a good idea to laminate everything. This not only keeps it looking nice but also allows for reuse. Use wet erase markers rather than dry erase. Wet erase will only wipe off with a damp towel as opposed to dry erase will rub off with anything.

### 1. Career Center/GED

- a. Print 2 sheets of action cards. It is important to make sure the back of the action cards say "Career Center" so they won't get mixed up with other actions cards at other booths. Cut the action cards. Laminate.
- b. Print the application for employment. If laminating and using wet erase markers you will need 10-15 copies since they can be reused during the simulation. If you are not laminating then you will need pencils and approximately 50 copies.
- c. Print 2 booth instruction sheets (front and back). Laminate. Read the back of the instruction sheet to see what supplies belong at this table.
- d. Print name tents for table- "Career Center" and "GED"

### 2. Church

- a. Print action cards: 4 each (12 cards total) of 'arrived under influence, disruptive, and no show' and 12 of successfully attended. You want the number of successfully attended to equal the total number of negative cards so that participants have a 50/50 chance of being successful. Make sure the back of the cards say AA/NA.
- b. Print 3 sheets of homeless shelter cards. Make sure the back says homeless shelter.
- c. Print 2 instruction sheets (front and back). Laminate. Read the back of the instruction sheet to see what supplies belong at this table.
- d. Print name tents for table: "AA/NA", "Homeless Shelter", "Food Bank", "Clothes Closet".

### 3. Counseling/ Treatment

- a. Print action cards. Print equal number of successfully attended and negative cards. This gives participants a 50/50 chance of being successful. Make sure the back of each card is labeled "treatment/counseling".
- b. Print and laminate 2 of the "Who gets treatment each week" sheets.
- c. Print and laminate 2 instruction sheets (front and back). Read the back of the instruction sheet to see what supplies belong at this table.
- d. Print name tent for table: Counseling/Treatment

### 4. Courthouse

- a. Print and laminate equal amount of "+" and "-" UA result cards.
- b. Print and laminate court action cards. Make sure the back of each card says "court".
- c. Print and laminate 2 instruction sheets (front and back). Read the back of the instruction sheet to see what supplies belong at this table.
- d. Print name tents for table: "Courthouse", "UA Testing", "Restitution", "Child Support".

5. Discount Medical Care
  - a. Print and laminate equal amount of “+” and “-” UA result cards.
  - b. Print and laminate 20 “Prescription” cards.
  - c. Print and laminate 15 application for service forms.
  - d. Print and laminate 2 instruction sheets (front and back). Read the back of the instruction sheet to see what supplies belong at this table.
  - e. Print name tents for table: “UA Testing”, “Discount Medical Clinic”
6. Employer
  - a. Print and laminate 2 instruction sheets (front and back). Read the back of the instruction sheet to see what supplies belong at this table.
  - b. Print name tent for table: “Employer”
  - c. Print 10 sheets each of the \$320 and \$120 paychecks. Print these on 2 different colors of paper to make them easy to separate. These do not need to be laminated.
  - d. Print and laminate 2 Timesheets.
  - e. Print and laminate two copies of who should report to work at the beginning.
  - f. The word search puzzles are optional. This gives those sitting at work something to do.
7. ID Station
  - a. Print and laminate 2 instruction sheets (front and back). Read the back of the instruction sheet to see what supplies belong at this table.
  - b. Print and laminate 15 each of the Birth Certificate and Social Security card application.
  - c. Print name tent for table: “ID Station”
8. Plasma
  - a. Print 3 sheets and laminate action cards. Make sure the back of each card says Plasma.
  - b. Print and laminate 2 instruction sheets (front and back). Read the back of the instruction sheet to see what supplies belong at this table.
  - c. Print 20 sheets of Plasma Checks. These do not need laminated. Print on different color of paper than the Employer’s paychecks. This will make them easy to recognize when separating and re-packing.
  - d. Print and laminate 110 individual plasma cards. One of these cards will go in each participant packet with a few extras left over.
  - e. Print name tent for table: “Plasma Place”
9. Probation
  - a. Print and laminate 2 instruction sheets (front and back). Read the back of the instruction sheet to see what supplies belong at this table.
  - b. Print and laminate 2 “Who Reports Each Week” sheets.
  - c. Print name tent for table: “Probation”
10. Quick Loans & Pawn
  - a. Print and laminate Pawn Cards: 70 of \$100 items, 30 of \$50 items and 30 of \$300 items. These will go in the individual participant packets.
  - b. Print and laminate 15 loan applications.
  - c. Print and laminate Angel’s Quick Cash log sheet.

- d. Print and laminate 2 instruction sheets (front and back). Read the back of the instruction sheet to see what supplies belong at this table.
- e. Print name tent for table: "Quick Loan" and "Pawn Shop"

#### 11. Rent & Utilities/ Transportation

- a. Print and laminate 2 instruction sheets (front and back). Read the back of the instruction sheet to see what supplies belong at this table.
- b. Print and laminate "Who Should Pay Rent When" sheet.
- c. 2 options for the transportation tickets: 1) purchase a roll of "admit one" tickets or, 2) create sheet of tickets and print and cut out each ticket. If creating tickets make sure you have plenty- approximately 500. The roll available to purchase has 1000 tickets and is approximately \$5.
- d. Print name tent for table: "Transportation" and "Rent"

#### 12. Social Services

- a. Print and laminate Voc Rehab action cards.
- b. Print and laminate 10 Family Support applications.
- c. Print and cut out 5 sheets of food assistance cards.
- d. Print and cut out 3 sheets of rent assistance cards.
- e. Print and cut 5 sheets of Voc Rehab Emergency checks. Print on different color paper from Employer paychecks and plasma checks. These do not have to be laminated.
- f. Print and cut 6 sheets of VocRehab SSI paychecks. Print on different color paper from all other checks. These do not have to be laminated.
- g. Print name tents for table: "Food Assistance", "Rent Assistance", "Family Support", "Voc Rehab", "SSI/Disability"

#### 13. Super Center/ Bank

- a. Print and laminate 2 instruction sheets (front and back). Read the back of the instruction sheet to see what supplies belong at this table.
- b. Print name tent for table: "Bank" and "Super Center"
- c. Print and cut lots of money on green paper.
  - i. 20 sheets of \$5
  - ii. 20 sheets of \$10
  - iii. 20 sheets of \$20
  - iv. 15 sheets of \$50
  - v. 15 sheets of \$100
- d. After you are completely finished building the simulation and have money in all the places it's supposed to go- participant packets and booths- there should be approximately 2 inch stack of each bill to be left at the bank booth. If you have more than that then you have plenty. If you don't have that much then print more.

#### 14. Facilitator box/bag

- a. Extra wet erase markers
- b. Home cards
- c. Facilitator Information
- d. Stopwatch
- e. Layout

**Participant Packets**- there are 6 different life scenarios each beginning with a different letter. Each life card is a half sheet- front and back. Print, cut and laminate each life card. Make sure you change the name on the card each time before you print. Each participant packet will get a life card, a name tag to wear, a name tag to leave in their chair, and a plasma card. Refer to the “packet inventory” sheet under the Life Scenarios folder to see additional items that go in some of the participant packets.

1. **A names**- Aaron, Abby, Alan, Albert, Alex, Alice, Allison, Allyssa, Amanda, Amber, Amy, Andrew, Angela, Anna, Anthony, Arnold, Austin
2. **J names**- Jack, Jake, James, Jamie, Janet, Janice, Jared, Jeremy, Jason, Jayden, Jessica, Jill, Jim, Joanne, John, Joe, Justin
3. **N names**- Nadine, Nancy, Naomi, Natalie, Nate, Nathan, Neal, Ned, Nell, Nelson, Nick, Nicholas, Nicole, Noah, Noel, Nolan, Norman
4. **R names**- Ralph, Randy, Ray, Rebecca, Richard, Rick, Riley, Rita, Robert, Robin, Rodney, Roger, Ronald, Ronnie, Rose, Russ, Ryan
5. **S names**- Sally, Sam, Sandy, Sarah, Scott, Simon, Shane, Sharon, Shawn, Shelly, Sherman, Spencer, Stacy, Stanley, Stephanie, Steve, Susie
6. **W names**- Wade, Walker, Walt, Walter, Wanda, Warren, Wayne, Wendell, Wendy, Wesley, Weston, Whitney, Wiley, Will, William, Wilson, Wyatt

## Misc. Folder

1. Home cards are located under the Misc. file. Print, cut, and laminate approximately 120 home cards.
2. Print and laminate the Facilitator Information- front and back.

\*This simulation was created by a workgroup in Springfield, MO called Reentry & Resources. Various agencies are part of this workgroup and helped in creating this activity. For example, Vocational Rehabilitation wrote the social services booth, MO Career Center wrote the Career Center/ GED booth, Federal Probation wrote the probation and courthouse booths, a Drug and Alcohol Counselor wrote the counseling/treatment booth, etc. This is what makes this simulation so realistic. Feel free to adapt any part of the simulation to the circumstances in your community. If you have any questions or need assistance in any way please call Lisa Landrigan at 417-836-1395 or email at [llandrigan@bop.gov](mailto:llandrigan@bop.gov).