



MCF-St. Cloud

Transition Department
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Dear Sir or Madam:

The Minnesota Correctional Facility at St. Cloud cordially invites you to participate in the 7th Annual Transitions Resource Fair on **Wednesday, May 11th, 2016 from 7:00am to 1:00pm.** The Transitions Resource Fair will present community and transitional opportunities to offenders with 18 months or less to serve. Organizations invited to participate include: colleges, social service organizations, employment services, housing services, and a variety of other community resources. Approximately 300 offenders at the facility will be invited to attend.

Attending representatives from your organization will be provided with a table for displays & handouts, chairs and a sign stating your organization name. Electronic equipment such as laptop computers or cell phones will NOT be allowed in to the facility. Similar to previous years, all vendors will need to pass through the metal detector. If you have had a medical procedure that has resulted in placement of any artificial metal pieces within your body, please bring official physician documentation with you to the facility. Please keep in mind that underwire bras are not allowed to be worn in the facility. Any questions about medical documentation or issues, please feel free to contact me through e-mail, phone, fax or mail.

Participating organizations are strongly encouraged to bring paper handouts, pamphlets and/or flyers & business cards describing your organization. You may also bring in a display board which provides program information for your table. Just a friendly reminder: NO pens, pencils, notebooks, pins, rubber wrist bands, candy, etc. are allowed in to the facility **for distribution to offenders.**

Due to security purposes, you will be unable to leave the facility during your visit. A Lunch and program will be provided for all representatives and a tour of the facility will be provided for those that are interested.

If you would like to participate in our Transitions Resource Fair, please complete and return the attached Background Check Agreement for Facility Visitors form and Transitions Resource Fair Registration as soon as possible, with a deadline of April 15, 2016. Unfortunately, if your complete registration is not received by April 15, 2016, we will be unable to accommodate your participation in this event.

If you do not receive a confirmation letter by **April 28, 2016**, please contact me immediately.

We truly wish to make your time with us comfortable and worthwhile. We are looking forward to hearing from your organization.

Sincerely,

Jacqueline Richards