



AKH WORLD DA'WAH FOUNDATION

Prison Correspondence Education Starter Package

Chicago | Planning resource | Version 34

Purpose

This starter packet helps families, approved correspondents, and volunteers plan responsible access to free introductory Islamic study materials for incarcerated Muslims. It is not an enrollment application for an active service.

IMPORTANT — PROGRAM NOT YET OPERATING

The proposed correspondence initiative is in development. Akh World Da'wah Foundation is not yet accepting inmate enrollments, promising shipments, providing prison mail services, or offering legal representation. Do not send confidential case records or inmate identifiers by public email.

Packet Contents

1. Request worksheet (for personal use; do not submit yet)
2. Sample introductory letter to a facility or chaplain
3. Six-week independent study schedule
4. Publication and mail policy checklist
5. Privacy, safety, and referral boundaries

1 | Educational Materials Request Worksheet

For private preparation by an individual or family member. Not an active application and not a request to send sensitive details to the foundation.

Name of person completing worksheet: _____

Preferred contact method (keep private): _____

Facility name and state (verify official name): _____

Date the facility mail/publication policy was checked:

Authorized publication sender or vendor (if required):

Materials permitted (paperbacks, photocopies, binding):

Approved study topic (Course 101, 102, 103, or 104):

Relevant page limits or restrictions: _____

Questions to ask facility staff or chaplain: _____

Safety reminder

Keep inmate numbers, institutional addresses, private health information, disciplinary records, and legal materials off public forms and unsecured email. This worksheet is for internal planning only.

2 | Sample Letter to a Facility or Chaplain

Dear Chaplain / Publications Review Officer,

I am seeking information about your institution's current rules for providing free, noncommercial introductory Islamic study materials to an incarcerated person. Could you please advise whether printed lesson pages or self-study booklets are allowed, whether they must come directly from a publisher or approved vendor, and whether advance review or approval is required?

Please also advise of any limits on binding, number of pages, package size, sender eligibility, or required labeling. I will follow the institution's published procedures and will not send materials without confirming compliance.

Respectfully, [Sender name and preferred return contact]

3 | Sample Six-Week Independent Study Schedule

Use one of Akh World's free six-lesson introductory courses. The following example uses Course 101, Aqeedah & Tawheed. This is a suggested independent-study plan, not a supervised course or credential.

Week	Suggested lesson	Independent activity
1	Understanding Tawheed	Read lesson; answer review questions
2	Categories of Tawheed	Write one key point per category
3	Understanding Shirk	Read referenced verses; reflect
4	Six Pillars of Iman	Identify each pillar and an evidence source
5	Names and Attributes	Study named Qur'anic references
6	Qur'an and Sunnah	Complete review; list further questions

Additional free subjects

Course 102 — Foundations of Islamic Worship; Course 103 — Understanding Islam for Beginners; Course 104 — Islamic Character & Manners. Downloadable handbooks are available from the Foundation's online Learning Library.

4 | Facility Rules Checklist

- Confirm the rules on the official facility website or directly with the mailroom/chaplain.
- Check whether the facility accepts printed religious material, photocopies, or only publisher-shipped books.
- Confirm approved senders and whether prior approval is required.
- Review maximum page count, binding, paper and envelope requirements.
- Check return-address rules and prohibited inserts or markings.
- Document when the policies were checked; re-check before each mailing.

5 | Privacy, Program Boundaries & Next Steps

Privacy and dignity

Gather only what is necessary for a legitimate, future approved educational exchange. Store any personal information securely, restrict access, and establish a retention and deletion schedule before accepting requests. Never promise confidential handling without a functioning process.

Legal and religious guidance

These resources are for general independent Islamic study. They do not constitute legal advice, prison grievance representation, individualized religious rulings, professional counseling, or accredited instruction. Time-sensitive legal issues should go directly to qualified counsel or appropriate legal-aid services. Educational material should be reviewed by qualified Islamic scholars before formal instructional use.

Operational checklist before launching

- Confirm Illinois nonprofit incorporation and authorized program oversight.
- Approve a privacy policy and secure request intake procedure.
- Obtain current institutional mail and publications policies for each target facility.
- Identify appropriate suppliers or approved publishers where required.
- Arrange scholarly review of the educational content.
- Train any volunteers and define escalation, records, and complaint procedures.
- Pilot with a facility only after gaining any required permissions.

Foundation website and general information

akhworlddawah.org | akhworlddawahchicago@gmail.com

This planning packet does not establish an active program, enrollment, right to receive mail, or attorney–client relationship.