

P.O. Box 414 Lancaster, PA 17608

717.842.0621 bailfundlancaster@gmail.com

The Lancaster Bail Fund is growing its volunteer network! We are looking for mission-oriented community members to help in the following ways:

Bookkeeping: We seek someone with accounting experience (or willingness to learn!) to help us maintain accurate records and receipts. The Bookkeeper is responsible for:

- → Developing and implementing an annual budget
- → Bookkeeping using QuickBooks (fewer than 20 transactions per month)
- → Compiling, submitting (and possibly presenting) bi-monthly reports to our Board of Directors Estimated Time Commitment = 5 to 10 hours per month.

<u>Communications Assistant</u>: If you are creative with a keyboard and mouse and have a background in (or want experience with) marketing, communications, and development, we want you on our team! The Communications Assistant would be responsible for:

- → Brainstorming, creating, and publishing social media content in alignment with our mission and events calendar
- → Drafting occasional email newsletters to our network
- → Updating our website as needed

Estimated Time Commitment = 2 to 5 hours per week, depending on candidate.

<u>Friends of Lancaster Bail Fund (LBF)</u>: We occasionally need help carrying out our mission in other ways and are looking for volunteers willing to:

- → Provide transportation, including post-release rides from jail back home or later to court
- → Offer event support by assisting with community outreach or planning and staffing events
- → Help with miscellaneous administrative tasks such as writing thank-you cards, record-keeping, and sending court reminders

If you can make the occasional short-term commitment to help us support our neighbors in need, we'd love to add you to our "Friends of LBF" network!

To volunteer for any of the above positions, please visit our website and fill out our volunteer form to let us know how you'd like to be involved: lancasterbailfund.org/get-involved

The Lancaster Bail Fund is a revolving fund using donations to post cash bail for people detained at the Lancaster County Prison who would otherwise remain incarcerated due to an inability to afford the often arbitrary price of their pretrial freedom. Our mission is to alleviate the inequity inherent in the cash bail and pretrial detention systems and restore the presumption of innocence through direct service, education, and advocacy.





