



## **Youth Package – Sending and Distribution Process**

### **PACKAGE GUIDELINES**

- Living Unit Manager must approve all items prior to items being sent.
- Packages must come directly from Amazon, no items sent from home. Currently Amazon is the only approved vendor.
- Packages may be received in the following situations:
  - Youth birthday
  - Youth needs only socks, underwear, and/or shoes
  - Month of December
- Youth may only receive items appropriate for their current tag level.

### **PROCESS FOR SENDER**

#### **Prior to placing order:**

- Contact Living Unit Manager and provide the following information
  - Youth full name
  - Your (sender) full name
  - List of items you would like to send. It is helpful to email the Amazon link to Living Unit Manager to review. All orders must be placed through Amazon and sent directly to facility. No single item over \$100 value may be sent to the facility, with the exception of shoes. Shoes with a value of up to \$130 are allowed.
- Verify with Living Unit Manager the list of approved items that you will order.
- Verify address to send package

*Youth Name  
MacLaren Youth Correctional Facility  
Admin Building 4  
2630 North Pacific Highway  
Woodburn, OR 97071  
503-981-9531*

- Please choose the option to “Deliver in fewer trips to address” under the Amazon shipping choices

#### **Once Order is Place:** (Information needs to be provided same day order is placed)

- Contact Living Unit Manager and provide the following information
  - Youths full name
  - Your (sender) full name
  - Package(s) tracking number
  - Items your sending in the package(s)
  - Verification the item is coming from Amazon

### **WHEN ORDER IS RECEIVED**

- MacLaren Reception will receive packages and notify Living Unit Manager
- Only Living Unit Manager or Case Coordinator will pick up package
- Items will be logged in youth property log and labeled with youth’s name prior to youth receiving items.

If **NO** prior communication is done with your youths Living Unit Manager or unapproved items are sent, your youth’s package **WILL BE REJECTED AND RETURNED TO SENDER AT THE YOUTH’S EXPENSE.**

## **ITEMS THAT MAY BE APPROVED BY LUM ON A CASE-BY-CASE BASIS**

- Clothing item based on tag level
- Shoes (black, white, gray) not over \$130.00
- Small stuffed animal
- Personal water bottle – must be clear plastic
- Personal coffee mug plastic – must be platinum tag
- Art supplies - up to 24 color pencils or crayons
- 2 coloring or sketch books
- 1 large or 2 small Photo albums
- Card games (no more than 100 cards)
- Small board game
- Headphones under \$20
- Hand held games system with no internet capabilities – must be platinum
- Personal AM/FM radio – must be gold or platinum
- Religious items (please verify with Rev. Page)
- Cultural items (please verify with OIIR)
- Any other items must be approved by PD