

Hi!! We are so glad that you have decided to join us in Spreading JOY!!!

Please find the instructions for becoming an official volunteer:

1. Fill out our google response form at this link
https://docs.google.com/forms/d/10oBnPXtotpKeCb_YUpFkpbzEjy6iy64FpCAoLVOJyM0/viewform?edit_requested=true

2. After you fill out that form, please send in TWO (2) letters to the address listed below! For each month thereafter, you are required to send in at least TWO (2) letters a month to remain a volunteer.

****Remember though- the more letters you write and send, the more community service hours you gain!**

****For every 4 letters written and received, you gain one (1) hour of community service.****

3. If you want a headshot included on Project Spread's Joy's Instagram account, please send a headshot to the JOY's instagram or to 980-616-4955 (Zoe Griffith) for inclusion in Project Spread Joy's social media. **THIS IS NOT A REQUIREMENT FOR VOLUNTEERS.**

4. After these steps are completed (and at least two letters are received), you will be considered an official member of Project Spread Joy.

5. If you gain a pen pal (when someone writes you back in response to one of your letters), please be sure to take a picture of any letter you write back directly to your pen pal and send it to Zoe Griffith so you can receive credit for writing that letter.

Zoe's email: Zgriffith@cannonschool.org

Zoe's phone number: 980-626-4955

6. With our new volunteer recruiting system, you are able to earn ONE (1) community service hour for each additional volunteer that you recruit. Please send us an email letting us know who you recruited. Once that person officially joins JOY and sends in their initial 2 letters, you will receive the community service credit.

7. Below you will find different links regarding the letters and information about them. Please read everything!!

a. **Directions for writing letters**

https://docs.google.com/file/d/1S-OS_sLYPrvsdg074uNMwAqLSNMAaQN/edit?filetype=microsoftword

b. **Paper to write letters on**

https://docs.google.com/file/d/10Uw-7ZUjKUiwydHunhB_hkpPH3UlzKdN/edit?filetype=microsoftword

c. **Address to mail letters to (also on directions sheet): Zoe Griffith, 4776 Kay Bird Lane, Concord, NC 28027**

- i. You can also...
 1. Drop your letters off at the above address if it is easier for you
- ii. Or, you can email your letters to **admin@spreadjoy.info**

Thank you again for wanting to join Project Spread JOY!! Your inclusion means a lot to us, and we can't do it without you!!! DM us at **spreadjoy.info** or text **980-616-4955** if you have any questions:)