



INSTRUCTIONS TO VOLUNTEERS FOR WRITING LETTERS

1. Please print a copy of Project Spread Joy's letter paper found in
 - a. The "resources" tab on www.spreadjoy.info
 - b. The initial form you received explaining the steps to become a volunteer
 - c. This link:
 - i. https://drive.google.com/file/d/10Uw-7ZUjKUiwydHunhB_hkpPH3UlzKdN/view?usp=sharing
2. Please handwrite your letter on this blank form using legible penmanship and DARK MARKER OR PEN.
3. If emailing your letters, please avoid taking the picture at any angles and avoid any shadows (using flash can help to reduce this)
 - a. If emailing, send to admin@spreadjoy.info
 - b. Send your picture in **actual size**
4. Start off your letter with the greeting "Hi," or something along those lines. These letters are meant to be generic unless stated otherwise.
5. Please feel free to use your own good judgment and creativity in preparing the contents of your letter. In addition to your written messages, you may include art, doodles, inspiration messages, quotations, etc. if desired.
6. Please make your letters fun, happy, inspirational and eye-catching if at all possible! Remember, we are trying to **SPREAD JOY!**

7. **Please also don't forget to include your first and last name AND address at the bottom of your letter** so that your senior can write you back if they choose.

8. **Please mail your finished letter to Project Spread Joy, c/o Drake Griffith, 4776 Kay Bird Lane, Concord, NC 28027.** Once your letter is received by us, we will repackage it within a special Project Spread Joy care package and mail it out to your senior or facility ASAP!