

Hi!! We are so glad that you have decided to join us in Spreading JOY!!! Here is a list of things that you can do and an outline of our protocol!

1. Fill out our google response form at this link
https://docs.google.com/forms/d/10oBnPXtotpKeCb_YUpFkpzbEjy6iy64FpCAoLVOJyM0/viewform?edit_requested=true
2. After you fill out that form, you will have **ONE WEEK** to write **AND** send two letters to the address below. Please let us know if you are unavailable to complete your letters within a week so we can give you an extension.
 - a. We will let you know when we receive your letters so you can start on the next three steps
 - b. Please send your letters **BEFORE** the date they are due!!!!!!!!!!
3. Once you complete your two letters, you should do these two things:
 - a. join our group me!
https://web.groupme.com/join_group/59698049/ucw6TZAx
 - b. send a headshot to the spread joy instagram or to 704-928-5748 (Amaya Hanley)
 - c. **NOTE: make sure you don't join the group me or send in a headshot until your letters are received!**
4. After these three steps, you will be considered an official member of the group!
5. You will be held to a standard of writing a minimum of **TWELVE** letters in a three-month season (you can write four per month, or in whatever way you want). HOWEVER, if you write more than twelve, you can be eligible for different prizes in our Spread JOY tier list.
 - a. see this powerpoint for more info
https://docs.google.com/presentation/d/16_pKIQDxmiWmYCMwaQoSo8ZK7iSl2rUxyEvoiha4Gxc/edit?usp=sharing
 - b. These letters can be sent at any point during the season (look through the powerpoint for more information about what a "season" is)
 - c. If you join later in a season, your letter requirements are not the same as everyone else. Please again refer to the powerpoint above that outlines how many letters will be due for you depending on when you join.
6. If you have a pen pal, or someone that writes you back in response to one of your letters, write your letter and send a picture of it to AJ Das.

After you send this to him, go ahead and send it directly back to your pen pal!

- a. AJ Das email: aj.das03@gmail.com
 - b. AJ Das phone number: 704-956-3029
7. We also have a brand new way of gaining letters per season without even writing letters yourself!!
- a. With our new volunteer recruiting system, you are able to earn credit for writing letters by getting friends, family members, or anyone else you may know to join. This includes them filling out the google form, sending in a headshot and joining the group me, AND sending in their induction letters!!
 - b. For every one person you are able to recruit, you will be able to earn credit for writing **FOUR** letters! Just make sure to DM us and let us know how many people you recruit and what their names are!
 - i. Please review the attached powerpoint for all of the information on how to utilize this opportunity
 - https://docs.google.com/presentation/d/1AlZ1h9covsjtteBlesWrs4L4qoOVIS_DsefftgnBwjo/edit?usp=sharing
8. 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=msword
 - b. **Paper to write letters on**
https://docs.google.com/file/d/10Uw-7ZUjKUiwydHunhB_hkpPH3UlzKdN/edit?filetype=msword
 - c. Address to mail letters to (also on directions sheet): **Drake 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 Spread JOY!! Your assurance means a lot to us and we can't do it without you!!! DM us at **spreadjoy.info** or text **704-928-5748 (Amaya Hanley)** if you have any questions:)

