



INSTRUCTIONS TO VOLUNTEERS FOR WRITING LETTERS

1. Please print a copy of Project Spread Joy's letterhead paper found here:
https://docs.google.com/document/d/10Uw-7ZUjKUiwydHunhB_hkpPH3UlzKdN/edit?usp=sharing_eil_m&rtpof=true&sd=true&ts=63efcd75
2. Please hand write your letter on this blank letterhead form using legible penmanship and MARKER OR PEN.
3. Start off your letter with the greeting "Hi," or something along those lines. These letters are meant to be generic unless stated otherwise.
4. 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.
5. Please don't write about sensitive subjects such as politics, negative news, or controversial topics. Keep your letter content fun, happy, inspirational, and eye-catching. Remember, we are trying to **SPREAD JOY!**
6. **Please also don't forget to include your first and last name AND your address at the bottom of your letter** so that the senior citizen who receives your letter can write you back if they choose.
7. **Please mail your finished letter(s) to Project Spread Joy, c/o Zoe Griffith, 4776 Kay Bird Lane, Concord, NC 28027.** You do NOT need to put each letter in a separate envelope. Once your letters are received by us, we will repackage them within a special Project Spread Joy care package and mail it out to your senior or facility ASAP!

8. If mailing your letter is not possible, you may email your letters to us as a last resort. If emailing your letters, please avoid taking the picture of your letter 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**

9. Please keep track of how many letters you send to Project Spread Joy!
4 letters=1 hour of community service if the letters show time and effort on your part!

(The JOY Admin team will also keep a record of the number of letters submitted, but it is always helpful to cross check our records against your records in case we make an error).