

## FREQUENTLY ASKED QUESTIONS



### 1. What is Love Letters: Random Cards of Kindness, Inc.?

Love Letters: Random Cards of Kindness, Inc., is a 501 (c) (3) non-profit organization whose mission is to create positive and inspirational homemade cards for children with life-threatening illnesses.

### 2. How can I get involved with making a difference?

There are 2 different ways you can get involved:

1) A Love Letters "Pen Pal" can be an individual or group of individuals interested in brightening the lives of children with chronic illnesses by making positive homemade cards on their own time. It's the volunteer's responsibility to follow "The Guidelines" and complete the "Card Count Form" before sending the package of homemade cards to the national headquarters.

2) Sponsors are individuals, groups or businesses who graciously want to make a difference in children's lives through the donation of card making supplies. Our organization appreciates materials such as: blank cards, envelopes, postage stamps, stickers, markers, pens, or colored pencils. These supplies will be used to create positive and inspirational homemade Love Letters cards.

### 3. Who is eligible to be a Love Letters Wish Child?

To receive wishes from Love Letters "Pen Pals," the child must be diagnosed with a life-threatening medical condition. Any progressive, degenerative, or malignant condition for children ages' birth to eighteen will be granted.

#### 4. What non-profit organizations and hospitals do the cards get sent to?

Love Letters: Random Cards of Kindness, Inc. works with several children's hospitals across the United States. We have partnership with other international non-profit organizations that assist in fulfilling wishes for children with chronic illnesses. To see a few of our deliveries or learn more about our wish children program, please visit the website at [www.LoveLettersCares.org](http://www.LoveLettersCares.org), to learn more.

#### 5. What type of cards do you send to the children?

Creating unique homemade cards by hand using stamps, stickers, scrapbook paper, and art supplies helps encourage our wish children. Inside each card we write positive and inspirational messages like "Sending You A Great Big Hug" or "You Shine Like A Star" to give children faith, courage, and the will to survive. The more creative your card the greater impression you'll leave on our wish children. For more detailed information, please visit the website, [www.LoveLettersCares.org](http://www.LoveLettersCares.org), to download the pdf files of "Guidelines" and "Ideas for Cards."

#### 6. What type of materials should we use to construct the cards?

We recommend you using cardstock or construction paper that has durability. We have found the best sizes for cards are: 4x5 1/2, 4x6, or 5x7. You can draw pictures, use stickers, and/or stamps to make your card have personality. Some volunteers enjoy making 3-D pop ups or adding an easy crossword puzzle or tic-tac-toe game inside their Love Letters cards.

#### 7. What is the mailing address to send cards, materials, and donations for Love Letters: Random Cards of Kindness, Inc.?

Love Letters: Random Cards of Kindness, Inc  
Att: Kaitlyn Chana  
P.O. Box 161058  
Altamonte Springs, FL 32716 - 1058

#### 8. What should we **INCLUDE** in the cards?

Please write an upbeat message like: "Believe in Yourself," "Sending you a Great Big Hug," or "Just dropping by to say HI." If you're not sure what to say, visit the website at, [www.LoveLettersCares.org](http://www.LoveLettersCares.org), and download the pdf files that include "Ideas for Cards."

9. What should we **NOT INCLUDE** in the cards?

As Love Letters “Pen Pals,” we are the children’s greatest cheerleaders who show our support and give them unconditional love through homemade cards. We **DO NOT send/deliver “Get Well Soon” or “I hope you’re feeling better” cards** to our wish children. Love Letters has a variety of different children receiving cards so we **DO NOT send/deliver any “Religious” cards**. For additional “Guidelines” please visit the website at, [www.LoveLettersCares.org](http://www.LoveLettersCares.org).

10. Do you have ideas for holiday themed cards?

Yes. If you visit the website, [www.LoveLettersCares.org](http://www.LoveLettersCares.org), and click “Ideas for Cards” you’ll find General ideas, along with Holiday and Birthday ideas for cards.

11. Can we add our name to the Love Letters cards?

Every Love Letters card has to be signed with one of the following signatures: “Your Love Letters Friend,” “Your Friends at Love Letters,” or “Your Love Letters Pen Pal.” If you want to add a personal touch, you can add *YOUR FIRST NAME* along with our signature closing.

12. How lengthy does the text have to be within the cards?

There is no length requirement to our cards. If you want to keep it sweet and simple, we recommend you write sayings like, “You’re Surrounded with Love” or “Just Dropping By to Say Hi.” If your want to share your creative writing through upbeat poems, funny jokes, or cute short stories that is welcomed too.

13. Do you have a schedule of monthly delivered/mailed cards of the season?

Yes! Love Letters: Random Cards of Kindness, Inc., has a timeline of when the cards of the season will be distributed. This is only intended to aid our board members to review all cards, get them organized before we distribute them to different non-profit organizations or mail them to children with life-threatening illnesses. We try to get all cards out a month before the actual season so we ask that you send seasonal cards **AT LEAST 2 MONTHS** in advanced. Please feel free to send any theme/holiday cards at any time of the year for the children because we will use them for the following year.

14. Do we have to provide envelopes with each card?

No. It's not mandatory to send envelopes with each card you make, but any donated envelopes are greatly appreciated. This helps us reduce our supply cost so we can fulfill some of the children's wish lists. Since we evaluate and sort each card, please **DO NOT seal the envelopes.**

15. Do we have to include postage stamps for each card created?

No. It's not required to include postage stamps with the cards, but any stamps donated are greatly appreciated. Since we evaluate and sort each card, please **DO NOT adhere the postage stamps** to the outside of the envelopes. Love Letters is a 501 (c) (3) non-profit organization and we will gladly send you a letter with our Tax ID number for your tax purposes. Please consult your tax advisor regarding this situation.

16. How many cards can we send to the headquarters at a time?

Whatever amount you'd like. There is no number limit on how many cards can be sent at one time. Some Love Letters "Pen Pals" send ten cards while others send over five hundred cards, so you can see we have no limit to how many cards can be sent at a time.

17. How often do we need to send cards to the headquarters?

That truly depends on you. There is no ruling on how often you need to send cards to the headquarters. Each designed card only helps us achieve our mission of bring happiness into a child's eyes.

18. What do you do with the 'incorrect cards' that have been made by Love Letters "Pen Pals?"

Each card goes through an evaluation process and if it doesn't follow our guidelines then we give them to our "Pen Pal Correctors" whose job is specifically to 'correct' cards. Make sure you visit the website, [www.LoveLettersCares.org](http://www.LoveLettersCares.org), to download the pdf "Guidelines" file before making homemade cards.

## 19. Can I create a Pen Pal relationship with a Wish Child?

We work to spread love to so many children that we don't have a record of whose card is given to what child. The kids can't establish a relationship with you in particular, but we do receive several letters from wish children and their families that share their thoughts about the volunteers involved in the organization.

## 20. Can we have the wish children's names and/or contact information?

Unfortunately, we can't release our wish children's names out to our Love Letters "Pen Pals." This rule is in place for the security of our children and their families.

## 21. Can I personally deliver Love Letter cards?

We are eager to hear that you want to help children with life-threatening illnesses in your local communities and/or hometown. Unfortunately, due to our responsibility, documentation, and accuracy of upholding Love Letters: Random Cards of Kindness, Inc., mission we can't allow Love Letters "Pen Pals" to deliver cards on a local basis.

## 22. Who organizes the cards before they are distributed to the wish children?

The Love Letters headquarters has Love Letters "Pen Pals" who are trained to evaluate and sort the cards. After examination, the cards are arranged in categories of boys/girls and then age groups. This helps us keep accurate count of what hospitals, non-profit organizations, and mailed cards need to be sent out.

## 23. How is Love Letters: Random Cards of Kindness, Inc. supported financially and is there administrative costs?

Love Letters: Random Cards of Kindness, Inc. is generously supported through donations of individuals and businesses. Our talented Love Letters "Pen Pals" and Board Members are volunteers who donate their time, energy, and heart to make a significant difference.

Thanks for making a  
difference through  
positive and  
inspirational  
homemade **Love**  
**Letters Cards!!**

Hugs, **Love Letters Board**