

Time to make some wonderful Valentine's Day Cards!

TEACHER/LEADER INSTRUCTIONS CARD

Hello and THANK YOU to you and to the children for joining Valentines By Kids to prepare Valentine's Day cards for adults and children who are seriously ill, homebound, or in long-term care as well as their caregivers.

- ✓ **Due Date.** Please mark your calendar to call Fedex to pick up the cards by **January 30** (some hospitals quarantine the cards). You will receive 3 automated email reminders. Please include the yellow Return Checklist and PLEASE try to send us back at least as many envelopes you ordered. We have promised hospitals quantities based upon your orders.
- ✓ **Size and Shape of Cards.** Be creative. Please make sure that the cards fit inside the 6" X 9" envelopes (perfect for folding an 8 1/2" X 11" paper in half) but *any* shape will work: heart-shaped, bunny-shaped, or ANY fun shape.
- ✓ **The Wording of the Cards. Important:** Try to avoid: "~~I hope you feel better.~~" Recipients could just be elderly (and in good health) or may prefer not to be reminded about their health. Not too religious, please (recipients are of all faiths). Just be upbeat, cheery, funny, creative, sincere, or poetic and spread the love! Recipients love to see the child's first name, age, and/or grade. Cards in Spanish or directed to the nurses or staff who work so hard would be great (check the box on the outside back of the envelope).

(SEE REVERSE)



- ✓ **No Glitter or Googly Eyes.**
- ✓ **The Envelopes.** The envelopes look nice if decorated. On the front, people love to see the first names of the students. Sealing the envelopes is optional.
- ✓ **Extra Cards or Envelopes?** Not enough envelopes? Just send the cards to us and we will insert them in envelopes. Please return unused envelopes to us.
- ✓ **Noteworthy Cards.** Maybe some cards are particularly good? If you see a few cards that are extra special to be photographed for newsletters, newspapers, blogs, etc., please separate them and insert them UNSEALED in the large, brown envelope or you can send .jpgs to Patrick@ValentinesByKids.org.
- ✓ **Cards in Spanish or for Caregivers?** Students can write cards in Spanish or make cards for nurses and caregivers. See checkboxes on rear of envelopes. Group and mark these cards separately from other cards, please.
- ✓ **Packets of 25 or 50.** First, remember to first separate out 1) the noteworthy cards and put them in the brown envelope and 2) the Spanish and the care-giver cards. After that, if possible, it would help our volunteers if you could rubber-band the cards gently in packets of 25 or 50.
- ✓ **Photos of Children and Teachers Making Cards.** Everyone loves photos. Why not take photos of the process and send us .jpgs? We would share with the media, so we would need consent forms at VBK.my/ValConsent.
- ✓ **Spread the word, please!**
 - ✓ If you know of another class, school, troop, or club that wants to make cards, tell them to sign up at ValentinesByKids.org/app/register/school. We want to distribute as many cards as possible. We accept cards year-round but cards received after February 1 may be saved for the next year.
 - ✓ If you have a school newspaper or blog, please let the parents and friends know about this fun activity. Put in photos of the children doing their project and photos of the noteworthy cards. Empathy is contagious.