



# Jersey Cares

## DIY Card Making Instructions

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Creating a card is one of the best ways to show gratitude to someone in your community, whether you are thanking someone for their service or sending a heartfelt message to a neighbor. Follow the instructions below to create cards for your community members.

**\*\*Youth volunteers can earn 1 volunteer hour for every 3 cards created.\*\***

### **Pre-Work Instructions:**

1. Identify an organization to donate your completed card(s). Using Google, research a local healthcare facility, senior services center, fire station, police station, or related organization in your community. This will also help you determine the audience for your card(s).
2. Contact the selected organization via email or phone to invite them to receive completed cards. If the organization is not able to accept the cards, try contacting an alternative organization.
3. Create a plan for delivering the completed cards to the selected organization. You can either send the cards via e-mail, by mail via USPS, or drop them off in-person depending on the preferences of the organization.

### **If you are creating a card in-person, ensure you have the following materials:**

- Cardstock or construction paper
- Markers
- Scissors
- Stickers (optional)
- Other decorative materials (optional)

\*These materials must be purchased by the volunteer.  
Jersey Cares cannot provide these materials\*

### **If you are creating a card virtually, ensure you have the following materials:**

- Access to Microsoft Word
- Access to the internet
- Card Template Word Document (download on the Jersey Cares Youth Service webpage)

### **In-Person Card Making Instructions:**

1. Take a piece of cardstock or construction paper. Cut the paper to your desired card size and fold the paper in half.
2. Using markers, stickers, or any other decorative materials, decorate the front and back of the card with drawn images, fun phrases, stickers, or any other decorative materials.
3. On the inside of the card, write a heartfelt note to the person(s) receiving the card. Remember who your audience is before writing this message. See below examples for inspiration. Sign your card from "Your Friend" instead of your name.
4. Ship or drop off your card(s) to the selected healthcare facility, senior services center, fire station, police station, or other organization in your community.

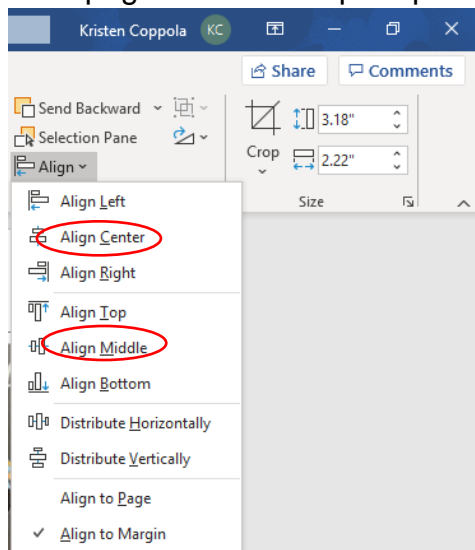
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### Virtual Card Making Instructions:

1. Open the Card Template Word Document (found on the Jersey Cares Youth Service webpage).
  - The rectangle on the first page will be the front of the card and the rectangle on the second page will be the back of the card.
2. Using Clipart, Google Images, or a graphic design platform (such as Canva or Picmonkey) create the front of your card.
  - Make sure all of image fits within the 3.5x5” rectangle.
  - Use the sample cards below for inspiration.
  - Take your time, get creative, and make your card unique!
3. Write a message for the person receiving your card.
  - Use the sample cards below for inspiration. Do not copy the sample card verbatim, it is only a starting point!
  - To start typing your message, click on the second rectangle until a cursor appears.
  - Use inspirational quotes, personal stories, or uplifting messages!
  - **Avoid any religious or political topics.**
  - Sign your card from ‘Your Friend’ instead of your name.
  - Edit the font type, color, and size to match the front of your card and make sure the message fits within the 3.5x5” rectangle.
4. Before saving your work, make sure the front and back of your card are aligned in the same part of the page. This will help for printing purposes.



- To align rectangles, double click the image, click ‘align’ in the tool bar at the top of the page, click ‘align center’ and ‘align middle.’ See picture to the left for reference.

5. Once your card is complete, save the finished document in **Microsoft Word Format**.
6. Deliver your completed card(s) to the selected organization. You can send the card(s) via e-mail or print them out and drop-off or ship them to the organization. Ensure you contact the organization beforehand.

# Jersey Cares Card Examples

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## Example for Senior Citizens:





## Jersey Cares Card Examples

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I just wanted to let you know that I am thinking of you! You are so strong, wonderful, and an inspiration to us all. I hope these warm wishes will brighten your day and bring a smile to your face. Stay positive and be well!

- Your Friend

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### Example for Fire Fighters / First Responders:

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**THANK  
YOU!!!**





## Jersey Cares Card Examples

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I CANNOT THANK YOU ENOUGH FOR THE  
WORK YOU DO TO KEEP OUR COMMUNITIES  
SAFE! YOU SHOW UP IN DIFFICULT  
SITUATIONS AND PUT OTHERS AHEAD OF  
YOURSELF. YOUR BRAVERY DOES NOT GO  
UNNOTICED. I AM SO PROUD TO HAVE  
PEOPLE LIKE YOU IN OUR COMMUNITY.  
THANK YOU FOR YOUR SERVICE AND STAY  
SAFE!

– YOUR FRIEND

# Jersey Cares Card Examples

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## Example for Healthcare Workers:

*Not all heroes*



*Wear Capes*

## Jersey Cares Card Examples

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Thank you for working hard every day to keep our community safe and healthy! I cannot imagine how difficult it must be to care for so many people. I just wanted to let you know I am thinking of you and sending positive vibes! The work you are doing will not be forgotten.

- Your Friend

