



# HandsOn Pen Pals

## *Email Letter Instructions*

Throughout our country and the world, people have begun to isolate themselves from one another to protect our communities from the spread of the COVID-19 virus. For many of our elderly neighbors, these efforts can mean that they will experience no human contact in the days and weeks that lie ahead. In an effort to connect people during the time of social distancing, HandsOn Broward has initiated a campaign to engage volunteers in sending letters (**hand-written or email**) to those who need it most during these trying times.

Here's what you'll need to make a difference for someone who needs a smile:

### Supply List

- Laptop, Desktop, Tablet, or Phone  
(any device that you feel comfortable writing an email on)

### Project Instructions

1. **Gather all the necessary supplies.** Please keep in mind that you may send multiple emails your pen pal.
2. **Write your letter.** Remember address the receiver (ie. Dear John, or Hello Sally,) and sign it at the end (ie. Sincerely, Mary or Best Wishes, Paul)
3. **Spell Check.** Don't forget to look over your letter to ensure that things do not get lost in translation.

*If you wish to receive credit for school or a formal volunteering program, you will be required to send your photos or video proof to HandsOn Broward.*

*Participants will receive a maximum of 2 volunteer service hours for completing this project.  
Volunteers are responsible for purchase/collection of the materials needed for this project*