



## Card Making Guidelines

<p>Who will receive the cards?</p>	<p>Uplifting greeting cards will be mailed from Send A Smile Today™ once a month to anyone in the U.S. with any type of cancer. Your cards will make someone's day bright and put a smile on their face on what might be a very dark time in someone's life.</p>
<p>Where can I get the card stock to make the cards?</p> <p>Can I buy the prepackaged already folded blank notecards that sometimes come with matching sized envelopes?</p>	<p>You can purchase card stock at any store that sells 8 ½" x 11" card stock including craft stores and big box stores. When purchasing card stock, we accept two card sizes: 8 ½" x 5 ½" (8 ½ x 11 card stock folded in half) and 5 ½" x 4 ¼" (8 ½ x 11 card stock cut in half and then folded in half.) You may use any color card stock.</p> <p>Yes, we accept all sizes of these store bought blank already folded notecards. You may use any color notecard. If your packages come with matching sized envelopes we would greatly appreciate the donated envelopes as well.</p>
<p>What kinds of drawings or designs can we put on the cards?</p>	<p>Use the front, middle and/or back of the card to write your message and draw pictures/decorate. Be creative!</p> <p>Think of things that would brighten up someone's day. Example pictures include:</p> <ul style="list-style-type: none"> <li>• Rainbows/Flowers/Hearts/Sunshine</li> <li>• People holding hands</li> <li>• Smiley faces</li> <li>• Animals</li> <li>• Trees/mountains</li> <li>• Anything happy and upbeat</li> </ul> <p>Decorate the card any way you want. Use:</p> <ul style="list-style-type: none"> <li>• Markers/Crayons/Pens/Pencils</li> <li>• Stickers/Embellishments</li> <li>• Craft supplies</li> <li>• Be creative!!</li> </ul> <p>Note: Some embellishments will cause the cards to be too thick which will require extra postage so please try to choose smaller embellishments.</p>
<p>What are the messages we should write on the cards?</p>	<p>There are 11 messages to choose from. You can choose from any of the messages below or you can write your own messages. Avoid saying "Get Well Soon", "Feel Better Soon", and including religious messages as we do not know the religious beliefs of those receiving the cards. The following suggestions are the 11 messages to choose from:</p> <ol style="list-style-type: none"> <li>1. We are thinking of you</li> <li>2. Sending a little sunshine your way today</li> </ol>

Send A Smile Today™ is a service provided by the Kim's Crew Foundation™. We are an Internal Revenue Service approved 501(c)(3) organization. Our mission is to let cancer patients know they are never alone by regularly mailing uplifting greeting cards from time of cancer diagnosis through treatment to survivorship. Cards are mailed monthly to ANYONE of ANY age with ANY TYPE of cancer in the United States and are meant to provide hope, love and support. Send A Smile Today™ is the winner of a 2014 Promising Project Award with the Big C Competition by LIVESTRONG.



	<ol style="list-style-type: none"> <li>3. We are thinking of you and hope for your continued healing.</li> <li>4. We hope to put a smile on your face today</li> <li>5. Sending a smile your way today</li> <li>6. Our thoughts and encouragement are with you</li> <li>7. Stay strong as you keep fighting through it. You are doing a great job.</li> <li>8. We hope you have a great day</li> <li>9. Good thoughts and good wishes to you</li> <li>10. Keep your chin up and keep fighting</li> <li>11. Sending you a hug for a great day today</li> </ol>
How do we sign the cards?	Make sure you sign your name to each card so the person receiving the card will know who made their card. Multiple people can sign the same card for added support. We add an ink stamp inside every card mailed so the recipient knows the card is from Send A Smile Today™.
Where do we send the completed cards?	<p><b>Mail the completed cards to:</b>  <b>Send A Smile Today, 3900 Gabrielle Lane #9040, Aurora, IL 60598</b></p> <p>Along with the cards please provide your name, group's name (if applicable), email address and/or street address so we can mail or email you a tax exemption confirmation receipt for the in kind donation of the cards.</p>
Can we donate envelopes?	Yes! We would greatly appreciate matching sized envelopes when you mail us your completed cards. If you have extra blank envelopes that you would like to donate we accept a minimum size of any color 4 ½" x 5 ¾" or larger envelopes.
Can we donate stamps?	Yes – we would greatly appreciate Forever stamps! Forever stamps are always equal in value to the current First-Class Mail one ounce rate and therefore never expire in value. Forever stamps currently cost \$0.47 each. A book of 20 Forever stamps is \$9.40. The stamp donations will help defray the costs of fulfilling our mission of mailing cards monthly to cancer patients.
Can we donate store bought cards?	Yes! Any cheerful, upbeat store bought cards and matching envelopes would be wonderful.
Can we donate money to Send A Smile Today™?	Yes! You can donate by credit card or PayPal on our website <a href="http://www.sendasmiletoday.org">www.sendasmiletoday.org</a> . We also accept checks made payable to <b>Send A Smile Today</b> which can be mailed to the address listed above.

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