Card Making Guidelines

- 95% of our card recipients are adults, 5% are children and teens. We need mostly adult cards.

- **Use folded cardstock only. We accept any size folded greeting card smaller than 5 3/4" x 8 3/4"** Not accepted: cards made on printer paper, construction paper or flat cards that aren't folded.

- Write uplifting messages on the inside of the cards. **Do not write "Get Well Soon"** or **"Feel Better Soon"** – we will not be able to use these cards. Do not reference any religious words as we do not know the religious beliefs of our card recipients.

- Sign your first name inside the card so the person receiving the card will know who made the card. It is ok to include a group or business name if you wish to do so.

- **The only holiday cards we accept are Valentine's Day cards.** We do not accept Christmas, Easter, Thanksgiving, etc. holiday cards. All donations must come from a smoke-free home.

- **If you choose to also donate envelopes, we only accept A9 self-sealing envelopes. When donating size A9 self-sealing envelopes along with your cards – keep the envelopes separate from the cards.** (Keep the stack of cards and stack of envelopes separate.) Do not stuff the cards inside the envelopes. Do not seal the envelopes shut.

- When donating Forever postage stamps, keep the stamps on the sheet they came on. Do not put the stamps on the envelopes if you are also donating A9 self-sealing envelopes.

- Please rubber band your card donations together as they may shift in transit to us. It is also helpful if you add a note with how many cards you are donating. Mail your donations in a large envelope or box to: **Send A Smile Today, 5067 Post Rd Ste 203-120, Cumming, GA 30040.** Be sure to add appropriate postage on your box or envelope sent to us as any "postage due" packages will be rejected by the post office and returned to you.

- **Would you like an acknowledgement of your donation?** Provide us with your email address when mailing your donation. We only email donation acknowledgment tax receipts. *Please allow up to 2-4 weeks to receive an emailed donation acknowledgement.*