



Volunteer Agreement

Thank you for agreeing to be a volunteer with The Letter Project. Volunteers have an incredibly important role within The Letter Project. This Volunteer Agreement has been developed to ensure that all volunteers fully understand their role, rights, and responsibilities, and to ensure that our stakeholders have the best possible service.

In order for you to work well within our program and to present The Letter Project in the best possible light, we ask that you adhere to the following policies and procedures while you are serving as a volunteer.

Mission

Our mission is to encourage and empower girls and women through handwritten letters. Our volunteers amplify this mission with their letters. All letters should be kind and encouraging.

Volunteer Description

As a volunteer, your job is to write and mail encouraging letters to girls and women going through hard times. Volunteers choose which recipients they want to write to and how often to write. There are no requirements on the length of the letter. Letters may be written on paper of the writer's choosing.

We do not tolerate disparaging our recipients. Any letters written with ill-intent or including derogatory material will not be tolerated. There is zero tolerance for hate, discrimination, racism, or intolerance within our community.

We do not allow volunteers to advertise products or for-profit services within their letters. Many volunteers will share recommendations on shows, books, etc. that are helpful for them which is completely acceptable.

Volunteers may terminate any volunteer relationship at any time without cause or notice.

Letters are handwritten. However, there are times and circumstances that prevent handwritten letters. In those cases, our volunteers are asked to type their letters and put them in the mail. Emails are not accepted for letters.

Time Commitment

We ask each of our volunteers to sign up to write as their own schedules and commitments allow. There are no minimum hours required. Volunteer hours are flexible. Our volunteers are welcome to sign up to write to any individual whenever they desire to. Once you have signed up to write, you are required to *mail your handwritten letter within one week* to the address provided.



We are not a pen pal service. Volunteers can put their own return address on the envelope but do not have to. We provide our PO Box as a return address. No personal information about the volunteer needs to be shared. Volunteers are asked to write one letter of encouragement to the recipient; not multiple. Volunteers are asked to follow outlines listed in templates. Letters should be positive and encouraging.

Qualifications

Volunteers must be at least 13 years of age and identify as female. Volunteers must show a genuine concern for girls and women going through hard times. The ideal volunteer is self-motivated, compassionate, mature, sensitive, dependable, and reliable.

Requirements

Volunteers must agree to represent The Letter Project well, perform in a professional manner whenever doing so, and not allow personal views and opinions from conflicting with the purpose of The Letter Project. Volunteers are not allowed to receive any compensation for their services. The Letter Project does not provide materials for writing. All paper, pens, stamps, and envelopes are provided by the volunteer.

Training

All volunteers should review the Templates for writing within our Writers' Portal. These provide helpful tools and training for writing. Further optional training may be offered to volunteers throughout the year.

Confidential Information

As a volunteer, I may have access to confidential information. At all times during and after my participation, I agree to hold any such confidential information in confidence and not disclose or use it except as required in my The Letter Project volunteer activities. When sharing information (i.e. sharing pictures of letters on social media), always be sure the name and contact information of the recipient is not shown.

Damages

Any disclosure or misuse of materials will subject volunteer to disciplinary action.

Volunteer Feedback

The Letter Project always encourages volunteers to make suggestions, voice concerns, and give ideas about how the agency fulfills its mission to the community. We are always looking for new ideas so if you have any ideas to share, please speak with the staff.

I understand that (i) I am not an employee of The Letter Project, (ii) that I will not be paid for my participation, and (iii) I am not covered by or eligible for any The Letter Project insurance, health care, worker's compensation, or other benefits. I may choose at any time not to participate in an activity, or to stop my participation entirely, with The Letter Project.