

## Virtual Volunteer Encouragement Card Activity

Thank you for supporting United Way of the National Capital Area! We are thrilled you are choosing to volunteer with us by creating notecards with encouraging messages for our upcoming kit packing events.

This “virtual” volunteer event provides YOU the ability to inspire and support those in our community most in need of a positive message. All creative skills are welcome! Volunteers will use their creativity to bring encouragement to our [ALICE](#) (Asset Limited, Income Constrained, Employed) individuals and families. These notecards will be added to our [essential needs kits](#) to provide a positive and personal message to the recipient.

### **How do I create an encouragement card?**

1. Download [the notecard template](#). Each note card is a half-sheet of paper, so each page has two notecards.
2. Print and personalize notecard(s) with a kind word, message, quote, phrase and/or drawing. You may also use stickers or other embellishments to make your notecards stand out!
3. Mail completed notecards to the following address:

United Way NCA/Volunteer Engagement  
1015 15<sup>th</sup> Street NW  
Suite 1200  
Washington, DC 20005

4. While we prefer to use original notecards wherever possible, we recognize that sometimes mailing them is not possible. If you are unable to mail the notecards, you may also scan and email them to [volunteer@uwnca.org](mailto:volunteer@uwnca.org) or drop-off originals at one of our office locations. If you would like to drop-off, please email [volunteer@uwnca.org](mailto:volunteer@uwnca.org) to schedule a drop-off time.

### **Who is the target audience for notecards?**

The encouragement notecards you send us will be included in our essential needs kits. Once packed, these kits are distributed to middle and high school students, families, and adults living in the region who cannot meet the daily cost of living for the county/state in which they live and access our [programs and services](#). Further, recipients come from diverse cultural backgrounds, religious affiliations, and location.

As such, we recommend keeping your messages and notecards generally applicable to all audiences as we won't always be able to direct your cards specifically to adults or students, etc.

### **Guidelines and Recommendations:**

- Messages and artwork should be language appropriate for all recipients.
- Keep notecards entirely positive and secular. Use thoughtful and motivational language appropriate for all audiences. Avoid negative words/phrases, including messages such as “I know times are tough, but...”.
- Make sure your handwriting is large and legible.
- Not an artist? That’s ok! You can enhance fun written messages with stars, polka dots, hearts, wiggly borders, and other easy-to-draw decorations.
- Avoid including any personal identifying information, including your name, email address, or phone number. Companies/Groups hosting a notecard writing activity may choose to sign notecards with their company/group name.

Send questions/inquiries to: [volunteer@uwnca.org](mailto:volunteer@uwnca.org)