

### Hints and Tips When Writing Letters and Messages of Kindness

Each letter, card or artwork created can be counted as ONE hour of volunteer service towards the required volunteer hours for your high school graduation. It is important that you demonstrate that you have taken the time and effort to create each card or letter, etc. Please be aware that the seniors who receive your kind messages will not be writing letters back to you individually, however they may send a card or letter thanking your school for all of the wonderful encouraging messages they have received.

If you are emailing letters, etc., they can be sent to the following email address:  
[seniors@cdhalton.ca](mailto:seniors@cdhalton.ca)

Arrangements can be made for individuals if they prefer to drop off their letters, etc., or to be picked up at a central location.

#### Here are some helpful hints:

- You can start your letter, card, artwork, or poetry by addressing it:  
*Dear friend*, or *To a special friend*.
- In finishing your letter, card etc., please sign with your **first name** only.
- If you are typing a letter on your computer, please make sure to use **14 or 16 font size**. Fonts that work well include **Arial, Calibri, and Verdana**. This will make it easier for older adults to read.
- You can share your thoughts in a letter about things that are important to you, such as your favourite hobbies, sports, subjects in school, foods you like, your pets, and your family and friends.
- You can create your own story if you wish.
- Use encouraging words in your letters and cards, such as: joy, hope, cheerfulness, friendship, beautiful, kindness, caring, happiness, etc.
- Many older adults enjoy artwork which can be created with the use of crayons, coloured pencils or paint.
- If you like to create crossword puzzles and wordsearches, many seniors really enjoy these! Make sure to also include the answers.