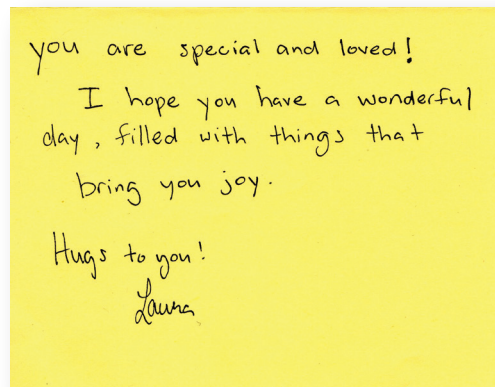
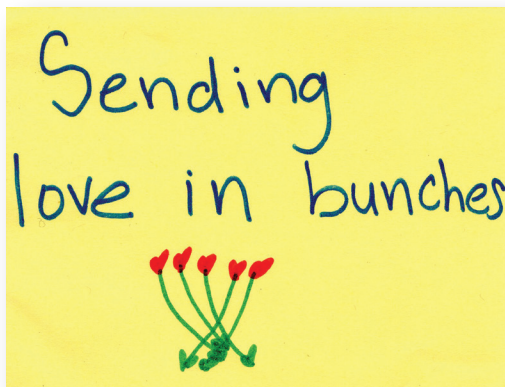


Thank you for joining **United4Neighbors: Notes of Encouragement!** Your next steps are to create your notes and mail or deliver them to us. Below, you'll find further instructions.

### Guidelines for Creating your Notes of Encouragement:

- **Make your note** as simple or as creative as you like! We encourage you to use what you have on hand, around your house, or feel free to purchase materials of your choice.
- **Writing must be legible** (large print) if handwritten.
- **Avoid religion and politics.** Your note should resonate with anyone.
- **Exclude the date** (day, month, and year).
- **Recipients love it when notes are personal.** Feel free to include details, like what your summer plans are, or a new hobby you've learned. But remember, this is a one-way note exchange, meaning you will not receive a note back. Reciprocation (like asking questions that require a response) shouldn't be included.
- **Place your note in an envelope.** Leave your enveloped notes unsealed and unstamped and put them in a larger envelope for mail or delivery.
- **Consider creating a few extra notes** to share with family, friends and neighbors.
- **Please practice safe hygiene.** Wash your hands before writing notes and do not seal envelope when finished.
- **If you are writing notes for a service project,** you will receive five minutes for each note written.



### Where do I send my completed notes?

- Mail or deliver notes to: **United Way of Greater Cincinnati  
Notes of Encouragement  
2400 Reading Road  
Cincinnati, OH 45202**
- We will deliver your notes to one of our 17 distribution partner organizations to share with the senior citizens they serve!
- If you have questions, please contact [taleen.cassidy@uwgc.org](mailto:taleen.cassidy@uwgc.org).

Thank you for joining us, and everything you do to **LIVE UNITED!**