

**Greetings & thanks for your interest in
volunteering as a Letter Artist for
Snail Mail My Email V (Nov. 9-13, 2015)!**

Please read on for more info.

Welcome

**First of all, let us just say
we are reeeealllllyyyyy
excited for yet another year
of transforming emails into
handwritten letters!**



Snail Mail My Email is a worldwide community art project where volunteers handwrite strangers' emails and send physical letters to the intended recipients, free of charge. The next SMME event is scheduled for November 9-13, 2015.

Welcome

**(And we're blushing at the
thought you're considering
volunteering for the project)**



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Welcome

**Because there's nothing we'd
love more than having YOU join
us as a volunteer Letter Artist!**



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Welcome

However...



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Welcome



**Committing to being a Letter Artist
is SERIOUS RESPONSIBILITY.**



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Welcome



**Please read through this PDF
CAREFULLY and only apply to
volunteer if you can commit to
ALL of the responsibilities.**

**Otherwise, someone might not
get their SMME letter, and that
makes us sad. :-)**



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Welcome

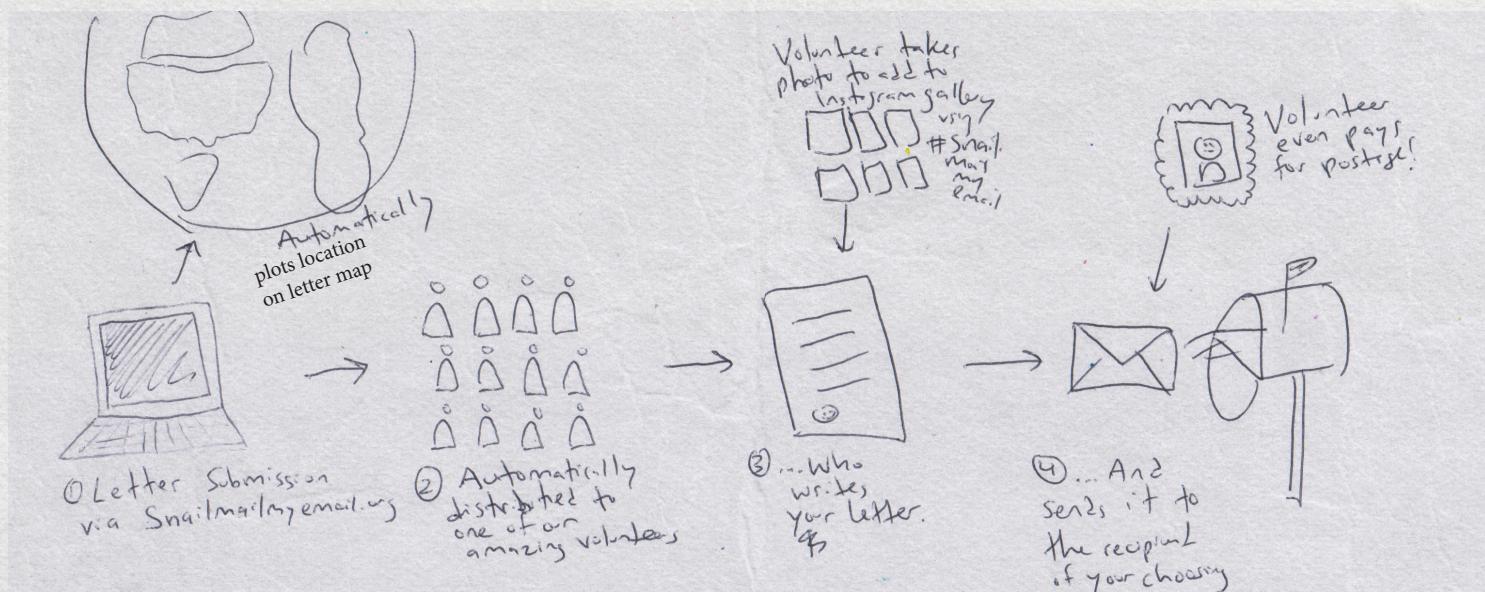
So, with that said...



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Snail Mail My Email Overview

Here's how SMME works, in a nut shell:



(rough sketch- need to be re-done)



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Snail Mail My Email Overview

**As a Letter Artist,
you must agree to the
following terms...**



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Responsibilities of a Letter Artist

1/6

I commit to writing and sending out up to 10 assigned letters between the dates of Monday, November 9 - Friday, November 13, 2015.

This means allocating the necessary amount of time for all letters to be sent out within the span of the week-long project.



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Responsibilities of a Letter Artist

2/6

I understand this includes covering the cost of crafts and postage, and that most IF NOT ALL letters will be sent to international locations and this can get pricey.

(We are unable to support region-specific preferences.)



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Responsibilities of a Letter Artist

3/6

I understand this also involves creatively honoring one custom option (doodle, flower, lipstick kiss, etc.) for each letter request.



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Responsibilities of a Letter Artist

4/6

I understand there is a possibility of transcribing letters in multiple / various languages, even if I don't understand that language.



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Responsibilities of a Letter Artist

5/6

I agree to document and share my letters through Instagram with the hashtag #snailmailmyemail.

This will allow my work to be featured in the official “Letter Gallery” online.



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Responsibilities of a Letter Artist

6/6

I agree to check my email “spam” folder daily throughout the project to ensure letter submissions don’t fall through the cracks.



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Responsibilities of a Letter Artist

In Summary

1. I commit to writing and sending out up to 10 assigned letters between the dates of Monday, November 9 - Friday, November 13, 2015.

This means allocating the necessary amount of time for all letters to be sent out within the span of the week-long project.

2. I understand this includes covering the cost of crafts and postage, and that most IF NOT ALL letters will be sent to international locations and this can get pricey. (We are unable to support region-specific preferences.)

3. I understand this also involves creatively honoring one custom option (doodle, flower, lipstick kiss, etc.) for each letter request.

4. I understand there is a possibility of transcribing letters in multiple / various languages, even if I don't understand that language.

5. I agree to document and share my favorite letters through Instagram with the hashtag #snailmailmyemail. This will allow my work to be featured in the official "Letter Gallery" online.

6. I agree to check my "spam" folder regularly through the project to ensure letter submissions don't fall through the cracks.



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Snail Mail My Email V

Phew, that's a lot huh?



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Snail Mail My Email V

**Hang in there! Writing letters
for strangers is super weird
and fun and rewarding!**



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Snail Mail My Email V

**Next, we need to go through
the “Terms of Agreement.”**



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Snail Mail My Email V

(Sounds all official, right??)



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Snail Mail My Email V

It is actually quite important.



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Terms of Agreement

1/5

**While participating as a volunteer on the
Snail Mail My Email project...**

**I will never publicly share
anyone's full name, email
address, or physical address.**



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Terms of Agreement

2/5

**While participating as a volunteer on the
Snail Mail My Email project...**

**I will never forward an e-mail
containing someone's full
name, email address, and/or
physical address to someone
outside of the Snail Mail My
Email Team.**



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Terms of Agreement

3/5

**While participating as a volunteer on the
Snail Mail My Email project...**

**When posting a photo or
video of the mail I am sending
out, I will censor all of the
following content: someone's
full name (first name is OK),
email address and/or address.**



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Terms of Agreement

4/5

**While participating as a volunteer on the
Snail Mail My Email project...**

**I grant Snail Mail My Email a
perpetual, royalty-free license
to exercise all copyright and
publicity rights with respect
to my documented work
on behalf of the project,
including but not limited to
reproduction, modification,
and distribution.**



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Terms of Agreement

5/5

**While participating as a volunteer on the
Snail Mail My Email project...**

**I am who I say I am—my name
and any other identifying
information I have provided to
the Snail Mail My Email Team
is correct and verifiable.**



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Terms of Agreement

In Summary

While participating as a volunteer on the Snail Mail My Email project...

- 1. I will never publicly share anyone's full name, email address, or physical address.**
- 2. I will never forward an e-mail containing someone's full name, email address, and/or physical address to someone outside of the Snail Mail My Email Team.**
- 3. When posting a photo or video of the mail I am sending out, I will censor all of the following content: someone's full name (first name is OK), email address and/or address.**
- 4. I grant Snail Mail My Email a perpetual, royalty-free license to exercise all copyright and publicity rights with respect to my documented work on behalf of the project, including but not limited to reproduction, modification, and distribution.**
- 5. I am who I say I am—my name and any other identifying information I have provided to the Snail Mail My Email Team is correct and verifiable.**



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Next Steps

**Woah, you made it this far
and are still interested in
being a volunteer Letter
Artist?!**

**You must be, like, *really*
excited to write letters on
behalf of strangers.**



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Next Steps

Maybe... Too Excited



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Next Steps

(KIDDING!!!)

**You can never be too excited
about snail mail! :)**



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Next Steps

OK! Very last step:

Email "snailmailvolunteers@gmail.com"
with the following info:

- Your full name
- Your phone number
- Your location (State/Country)
- How you found out about the project
- Copy & paste the following statement:

I have read and agree to abide by the Snail Mail My Email "Terms of Agreement" and "Responsibilities of a Letter Artist."

**NOTE: THE INTERACTIVE PDF
WE'RE DEVELOPING WILL
ALTER CONTENT ON THIS PAGE**



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Next Steps

Then sit back and relax.

**You can expect to hear back
from your assigned Community
Organizer within a few weeks.**

**NOTE: Due to the unpredictability
of this project, we unfortunately
can not guarantee that all
volunteers will be able to write
letters. However, we will try our
best to include as many people as
possible!**

***NOTE: THE INTERACTIVE PDF
WE'RE DEVELOPING WILL
ALTER CONTENT ON THIS PAGE***



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Thank You

**Thank you. You are what makes
this project. YOU, the person
reading this right now.**

**Thank you for believing in letter
writing and creativity and magic.**

**We're all super eager to bring this
project back and could not do it
without your help!**

+Team SMME



(Catherine
Aldred
goes here)



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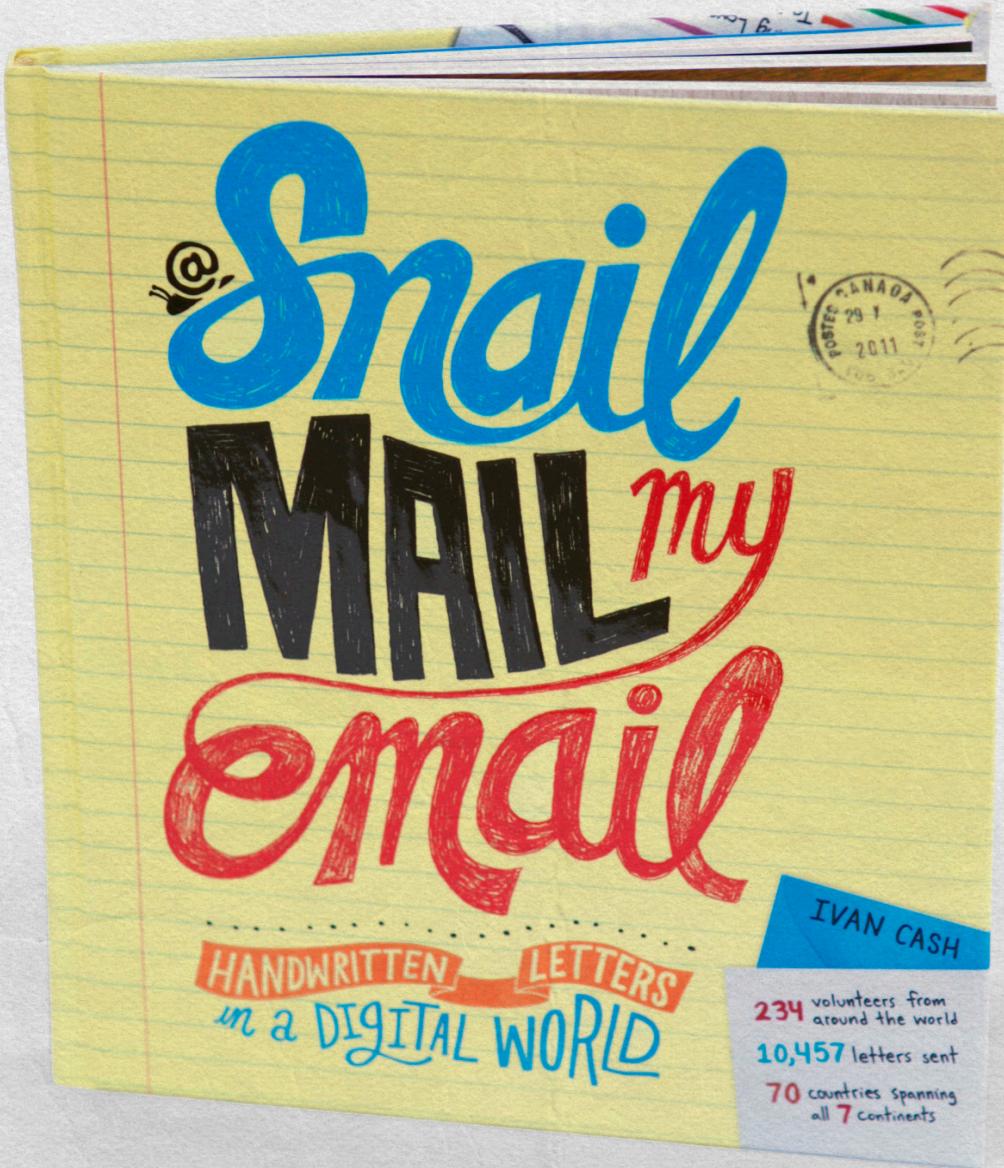
Snail Mail My Email V

**And now that we have you all
buttered up...**



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Get the Book



Mindless consumerism is lame but intentional
book-buying is rad! Gift a copy of SMME to a friend
or yourself: www.snailmailmyemail.org/book



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END OF DOCUMENT.

***BEGINNING OF LETTER ARTIST
WELCOME PDF***

***(which will again include
‘responsibilities of a letter artist’
and ‘terms of agreement’).***

Q&A

Q: If I didn't volunteer last year, am I at a disadvantage?

A: Nope! You'll be great regardless of whether or not you've volunteered before!

Q: I don't have enough letters to write! (Or too many) What do I do?

A: Due to the unpredictability of how many letter requests the project will receive during the week-long event, we unfortunately can't control exactly how many letter requests each volunteer receives. It'll likely be in a range between 10 - 20.

Q: I'm not receiving as many letter requests as I thought. Why?

A: Be sure to add confirmation@snailmailmyemail.org & writethisletter@snailmailmyemail.org to your address book/contacts to ensure the arrival of letter requests and check your junk/spam folder frequently - just in case!

Q: I don't feel comfortable with the content of the letter. Do I still have to send it?

A: All letters are screened for obscene/vulgar content before they are sent to the volunteers but occasionally one may slip through. If you come across something that makes you uncomfortable, please contact your Community Organizer immediately and he/she will take care of it.

Q: What should I use as the return address?

A: This is 100% up to you. Some volunteers like to write their return address so the recipient knows where the letter is coming from. Others choose to leave it blank. You can use that extra real estate for another doodle or to write "SnailMailMyEmail.org".

Q: Can I request letters that are only sent within my home country?

A: We have an automated system that cycles through the letter requests and distributes them equally to all of the Letter Artists across the globe in real-time. This is a good thing overall, but unfortunately means we no longer can control the destination country of your letter requests.

Q: Ack. I have another question. Are you mad?

A: No way! Community Organizers are here to support you guys and make this process as fun and streamlined as possible. Ask away! Don't forget that all of your questions should be directed to your Organizer versus a more general email address as we're trying to keep the main inbox as organized as possible.



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Q&A

Q: I received what I'd consider an inappropriate letter submission. What should I do?

A: We don't want any of our volunteers to feel uncomfortable writing letters, and fully empower you to skip on a letter if it feels inappropriate to you.

Q: What should I do if I receive an incomplete letter request with a missing address?

A: Sometimes "googling" the address can yield the correct missing information. Otherwise you can contact your Community Organizer.

Q: I received a letter with question marks / other foreign characters that looks like an error.

A: This occasionally happens due to different alphabets and characters from around the world. Contact your Community Organizer and they can try to sort it out.



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LETTER WRITING TIPS FROM PAST VOLUNTEERS

“Add a creative touch: for instance try writing upside down, using a variety of colors, taking to the letter with a pair of scissors, anything to make it more personal.”

— Terry

“Don’t wait to the last minute and have fun with it! Writing a letter takes considerably longer than writing an email, but the result is 10 times more meaningful.”

— Lauren

“Don’t be scared by a strange request. Some of my favorite letters ended up being those letters that had a challenging request, like: make it look like a wolf ate it. The project is so much fun, so take a deep breath and jump in!”

— Gia

“If you commit to the project, be sure you can commit to doing the letters in a timely fashion. Pick up some international stamps.”

— Beth

“Use the label/folder system on your email, especially if you use Gmail. I recommend not deleting anything till the end of the project, so be sure to mark off the ones you’ve already completed.”

— Heather

“Be ready for the one of busiest but most rewarding weeks of your life.”

— Jon



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SPREADING THE WORD

Snail Mail My Email is volunteer-run. We don't have a fancy PR person. No media budget. But what we do have is heart: we have YOU.

To help Snail Mail My Email IV be the best it can be, we're asking for your help in spreading the word: On Monday, Nov. 10th (project launch), we're asking you to share the following:

Snail Mail My Email is a collaborative art project where volunteers (like me!) transform emails into handwritten letters, for free. From now until November 16th, submit your letter to be sent anywhere in the world.

<http://snailmailmyemail.org>

Share this image along with your post:

<http://snailmailmyemail.org/images/smme-iv-share.jpg>



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END OF 2ND DOCUMENT.

***THE FOLLOWING ARE DESIGN
EXPLORATIONS FOR THIS DOC,
INCLUDING PHOTOS & HAND
WRITTEN ON ENVELOPES...***



Hi!

Thanks for your interest in volunteering
as a letter artist for Snail Mail My Email!
(from Nov. 9-13, 2015)

Please read on for more info, and
Sorry in advance for any ~~any~~ mistakes!

V!

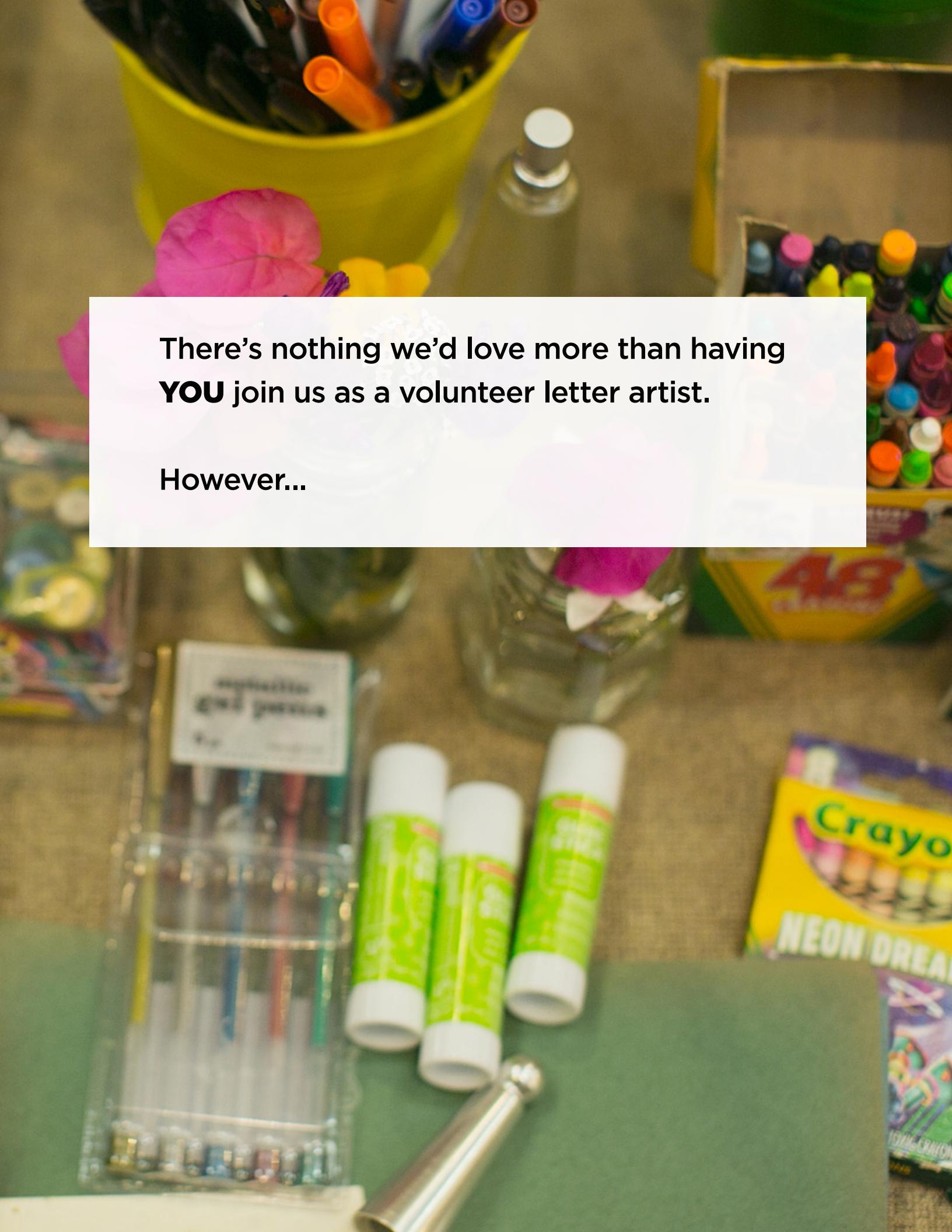


**Thanks for your interest in
volunteering as a Letter Artist
for 'Snail Mail My Email' V,
from November 9 - 13, 2015!**

Please read on for more info. (You look lovely by the way)

We are reeeeallllyyyy excited for yet another year of transforming emails into handwritten letters (and are blushing that you're thinking about volunteering with the project)!!!





There's nothing we'd love more than having
YOU join us as a volunteer letter artist.

However...