

WELCOME

Greetings!

*Thanks for being interested in
volunteering as a Letter Artist
for 'Snail Mail My Email' from
November 10 - 16, 2014!*

Read on for more info.



The Snail Mail My Email project was created in 2011 by artist Ivan Cash, during which 234 volunteers collectively sent 10,457 letters to 70 countries over a month-long span.

The project has since transitioned to a week-long, annual event. To date, a total of 610 volunteers have collectively sent 16,568 letters all across the world. The next SMME event takes place November 10-16, 2014.

RESPONSIBILITIES

of a

LETTER WRITER

1. Write and send out assigned letters (~10-20) between the dates of Monday, November 10 - Sunday, November 16, 2014. This includes covering the cost of craft supplies and postage—with the understanding that some letters may be sent to international locations. This also involves honoring one custom option (doodle, flower petal, lipstick kiss, etc.) for each letter request.
2. Document letters and share your favorite ones through Instagram with the hashtag #snailmailmyemail. This will allow your work to be featured in the official “Letter Gallery” online. Feel free to share your work on Facebook & Twitter as well!
3. Note down each letter’s destination city, state, zip code, and country, and email it to “snailmaildavid@gmail.com” at the end of every other day. This will allow the map to be updated on a regular basis. Please include this info in the body of your email versus as an attachment.
4. **IMPORTANT:** Be sure to regularly check your email Spam folder while the project is going on to ensure letter requests don’t fall through the cracks.



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TERMS *of* AGREEMENT

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



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NEXT STEPS

You've read this document in its entirety, and are still interested in being a SMME letter writing volunteer? WOOHOO!!!
Here's what you need to do next:

Email “snailmailvolunteers@gmail.com” with the following info:

- *Your full name*
- *Your phone number*
- *Your location (State/Country)*

- *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 Writer.”

After you've completed this task, you can expect to hear back from your assigned Organizer within a week or two.

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!



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THANK YOU

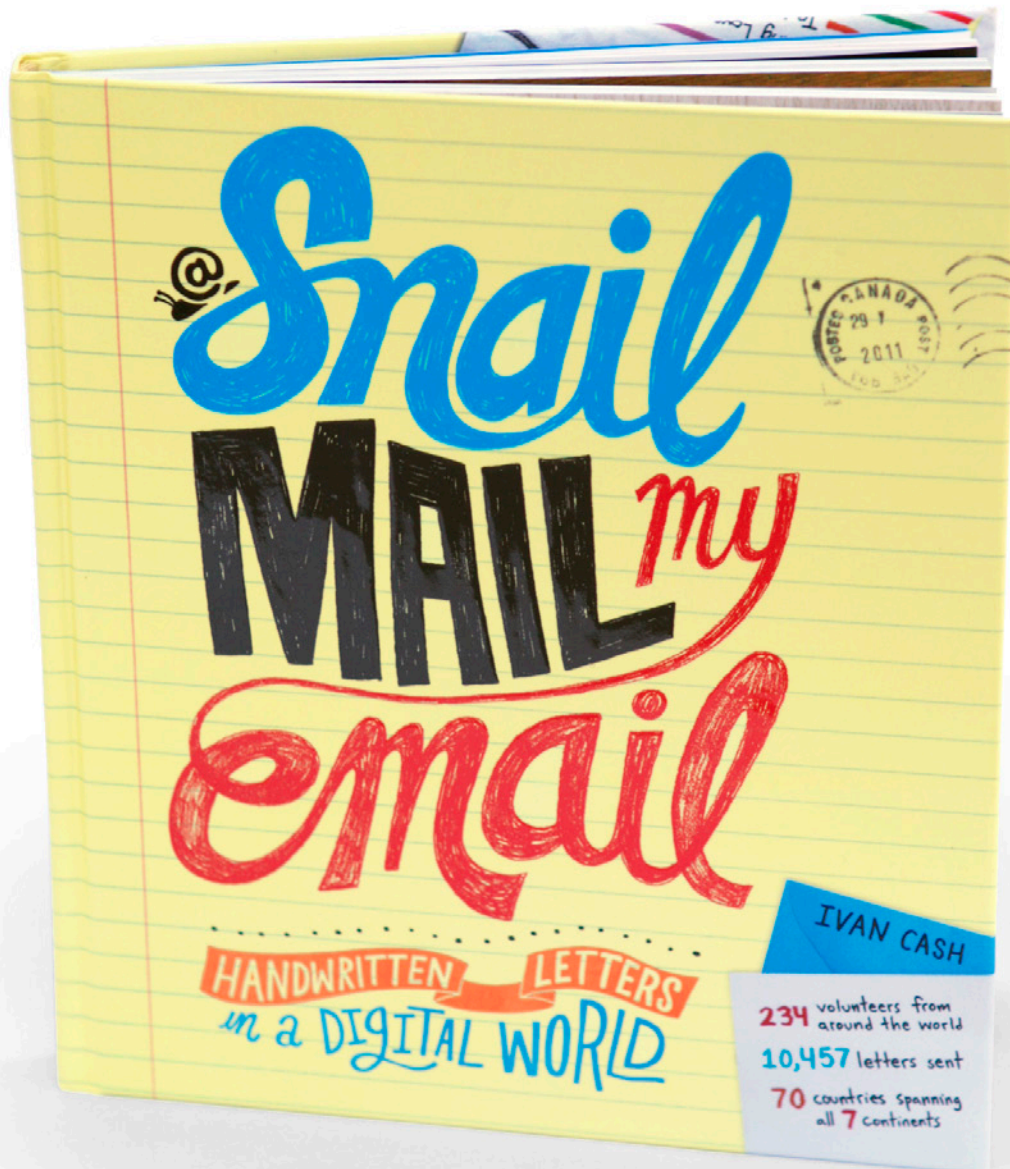
Thanks so much for your generosity and enthusiasm for letter writing! We're all super eager to bring this project back and could not do it without your help!

*Warmly,
+Ivan, Terry, & the SMME Team*



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Gift the book to yourself or others:
www.snailmailmyemail.org/book



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