Heart Hands

Sunrise Retreats participant BIRTHDAY CARDS

Objective

To sign and send birthday cards to all past retreat participants. This special activity is designed to foster uplifting feelings of support, care, and community. Cards will be sent around their birthday. This volunteer position is held for 1 -3 years.

Tasks

- Obtain an updated list of all past retreat participants. Each year this list needs to be updated with the current year attendees. The list should include complete name, address, and date of birth. This list is available from the Sunrise Retreat staff person.
- Obtain the appropriate amount of birthday cards and stamps. In the past, card have been donated or handmade. A Sunrise Retreat staff person can purchase stamps. You should not have any financial expenses. However, your time and care are the greatest gift.
- Organize cards according to birthdate month making note of "mail" lead time. Ideas include using a calendar year file folder to hold the cards by month, a handwritten calendar or computer excel sheet reminder. Do what is best for you.
- Write a handwritten note or best, have other retreat participants sign the cards at a gathering. Please keep the note general while sharing uplifting gestures of care, concern, and support for Her!
- Please sign the card "your Sunrise Retreats sisters" or something that is collective from the whole community. This is a birthday card from ALL of us.
- Use the PO Box return address from Sunrise Retreats, write her address, and stamp it.
- Please be sure to send with at least a week lead time before the birthday.
- Using the Sunrise Retreats PO Box will make sure any change of addresses is changed in the system.
- If birthday cards are donated by a business, please be sure to give them an in-kind donation receipt with the reminder that the top half needs to be returned to Sunrise Retreats. This form is found on our website.

Supplies:

- Birthday cards and envelopes
- Up to date ALL Sunrise Retreats participant address/birthdate/name list
- Stamps
- Organizer for cards/dates/month