

# Letters from the North Pole

Kids love to receive letters from Santa! In November, put the word out to your family, friends, and all of their coworkers that you will be playing Santa. Let them know that you will be writing encouraging, personalized letters to children on behalf of Santa himself. Letters should address children's wishes, successes in the year, and any big upcoming events



Prep & complete

**Use email to advertise with an e-flier.** Make sure the flier can easily be forwarded to interested people. The flier should explain who you are and what you are doing. Remember to tell people *why* you are raising funds and let them know what an amazing program you will be participating in. Let them know how much your tuition is, and be sure to include the suggested donation amount for your letter-writing service.

Include your contact information and the final date when parents can order letters. Attach sample copies of the letters that you will be using. Also attach an order form where your customers can tell you the names, ages, and wishes of their children, as well as their mailing addresses.

Collect your order information using an Excel spreadsheet.

## Tips & tricks

Each time you send a letter from Santa, make sure to mark as sent in your spreadsheet. You are one letter closer to your own Christmas wish—getting to travel the world!

Check it off

- Flier or form of advertisement
- Letters
- Envelopes
- Stamps
- Spreadsheet to keep track of letters requested/letters sent