



# Seedling Pen Pal

Caregivers and mentees understand from the onset of the relationship that Seedling is a school-based program, and that mentors have contact with the children only at school. There is just one approved option for staying in contact through the summer, which is writing letters for U.S. mail. The Summer Pen Pal option is simple and only requires a little advanced planning. **May 12<sup>th</sup>** is the deadline for making the arrangements.

Follow these simple steps to have everything in place before the school year ends:

- Ask your mentee if he/she would like to be pen pals with you this summer.
- Ask your School Contact to call the child's caregiver and get verbal permission for the school to share the family's home address with you for mailing.
- When you write to your mentee, enclose a stamped envelope addressed to:  
Seedling Foundation, 8001 Centre Park Drive, Austin, TX 78754 Attn: [your name]  
We will ensure that your mentee's letter is forwarded to your home address, which means you will not share your own mailing address with your mentee.

***Mentors outside AISD:*** Before talking to your School Contact, please allow your Mentor Director to "run interference."

***Important note:*** Write letters that are genuine, but also casual and age appropriate. Assume that your letters will be read by family members. We recommend typing or printing, as some students have not learned to read cursive handwriting easily. And finally, know that your mentee enjoys hearing from you, even if you do not hear back from the student.