

How OWH works

- 1 Send handmade cards to a shipper.
- 2 Shippers process and ship them.
- 3 Heroes write home on them.
- 4 Families receive happy mail!

You don't need to "sign up" or become a "member"—just get started!



SPECIAL NOTES:

Shipping addresses change from time to time; please check the Mailroom page for updates.

This brochure contains a short version of our guidelines; please review the website for details and further explanation before emailing questions. Click on the "newbies" button on our homepage.

Created Jan 2011. These guidelines may be revised and a new brochure will be posted at that time.



Operation Write Home's Mission: To support our nation's armed forces by sending blank greeting cards to write home on, as well as cards of gratitude to encourage them.

<http://operationwritehome.org>

OWH

Guidelines



your at-home guide to pre-shipping triage

Making cards

More on each of these can be found at <http://operationwritehome.org> by clicking on the “newbies” button.

No glitter.

Seriously. It’s a safety hazard for our heroes; if it flakes off, it can’t go.

A2 sized cards.

4.25” x 5.5” - half a sheet of cardstock

No storebought.

Do not repurpose them into handmade ones either.

Watch the deadlines.

Dates posted on our homepage are the very last dates to mail holiday cards. Really!

Any quantity.

One card to 100 to 500 – each card matters!

Limit multiples.

For holiday cards, send large batches of the same design (30+) about 6-8 weeks ahead of the posted deadline. Anytime themes can be sent at any time in any quantity.

Do not violate copyright laws.

Photography or illustrations (includes storebought cards, art from magazines, catalogs, or books) must be your own, or used with permission.

Line dark cards

Add light paper inside dark card bases.

Do not handwrite sentiments.

If you don’t have a sentiment stamp to go with your card, let it be a blank card. Blank are most useful anyway!

Have
kids make
AnyHero cards.
Kids’ cards are great
to receive, but not
the best for our
heroes to use.

Preparing shipment

Stamp the backs of your cards.

Put “Operation Write Home” on the back of every card; it can be stamped, handwritten, or on a label.

Sort your cards by theme.

Love/miss you, thanks, birthday, general, and holidays.

Learn “the tuck.”

Tuck the back of the card into the envelope, and fold the flap backwards, so cardfronts show. If they are not stamped on the back, leave them entirely outside the envelopes.

About envelopes.

With or without envelopes, all cards are welcome. Donations are appreciated if you’re leaving the labor of tucking to our shippers. *Handmade envelopes are discouraged due to the amount of handling and travel.*

Package them up.

Boxes, envelopes - whatever works for you! Pack securely, no packing peanuts.

Packing Slip.

Download a packing slip and fill it out completely, including quantity enclosed.

Include a donation.

Please attach it to your Packing Slip.

Email your shipper.

Let them know a package went postal!

**Watch our Mailroom video
to see what it takes for our
shippers to process your cards!**

Staying out of The Card Hospital

The “Card Hospital” hosts problem cards until the shipper has time for triage. Check your cards for these common issues before sending them:

- Glitter.
- Dark card bases without liners.
- Cards not stamped on the back.
- Orphan embellishments falling off (not enough or bad adhesive)
- Card fronts (no card base) or fancy-fold cards with nowhere to write
- Inappropriate themes (new baby announcement, party invite, etc)
- Flimsy card bases (copier paper or lightweight patterned paper)
- Handmade envelopes w/no adhesive

Please remember that the card you make could be a family’s last contact with their hero. Use good cardstock and adhesive, make sure it will stay together, and produce your best work!

