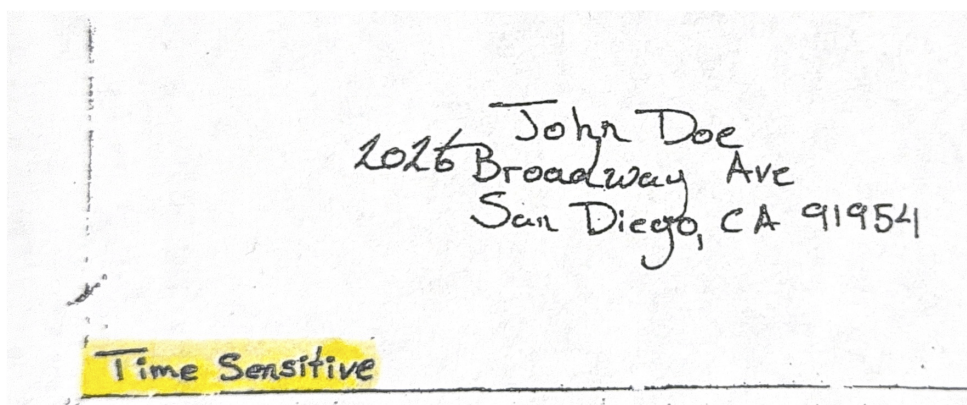




DO NOT SEAL ENVELOPES

Additional supplies needed: black or blue pen and yellow highlighter

- ___ 1. Place return address sticker on the **middle backside of the envelope**
- ___ 2. Fold letter into thirds with the **address visible on top**
- ___ 3. Address the name and street address (found on each letter you received) on the **middle, front side of the envelope** (see sample)
- ___ 4. Write and highlight the words **"TIME SENSITIVE"** on the **bottom left corner** (see sample)



- ___ 5. Place letter in envelope and **DO NOT SEAL**
- ___ 6. Place completed stuffed envelopes into mailing tray and return to office
- ___ 7. Return this checklist with completed stuffed envelopes

If you have any questions, please visit RCAHelp.org or scan the QR code below! Thank you!

