



HANDMADE CARDS PROGRAM INSTRUCTIONS

Step 1: Plan your Handmade Card activity/event.

Planning Reminder: If you are creating cards for a specific holiday, please ensure to plan your event accordingly as cards must arrive at our office at least **a month prior** to the holiday to allow time for vetting and distribution across all five boroughs.

Step 2: Make your cards.

Create cards for holidays, birthdays, and special occasions! This is a flexible, year-round initiative that you may complete on your own or with a group. This activity is self-scheduled and completed independently using your own materials.

Citymeals on Wheels – Card-Making Suggestions.

Materials – Please note we require a minimum of 50 handmade cards.

- Thick Paper (folded in half), recommended, Cardstock or construction paper
- Blank cards or Themed Blank cards to decorate inside
- Crayons and/or markers
- Stencils
- Decretive or theme stamps
- Stickers

Please do NOT use:

- **Envelopes or Food**
- Glitter
- Religious language or symbols
- Dates

Front of the Card

Choose one of the following titles:

1. Thinking of You
2. Happy Birthday
3. Valentine's Day
4. Happy St. Patrick's Day
5. Passover
6. Happy Easter
7. Happy Spring
8. Happy Mother's Day
9. Happy Summer/Summer Fun
10. Happy Father's Day
11. Happy 4th of July
12. Labor Day
13. Happy Fall
14. Happy Veteran's Day
15. Happy Halloween
16. Happy Thanksgiving
17. Happy Holidays/Season's Greetings
18. Happy Hanukkah
19. Merry Christmas
20. Other seasonally appropriate greetings

Design Ideas

Be creative and cheerful! Draw things that brighten someone's day, such as:

- Hearts
- Smiley faces
- Flowers
- Sunshine
- Balloons
- Butterflies
- Nature scenes
- Cartoons

Inside the Card

- Write a short, friendly message (example: "Wishing you a wonderful day!" or "Sending smiles your way!").
- Sign with **your first name only**.
- Add: *"From your friends at Citymeals on Wheels."*
- **Do not include any other personal information.**

Step 3: Complete the online form.

Be sure you have completed the online form:

www.citymeals.org/handmadecards

This allows us to track:

- Number of cards
- Number of volunteers
- Total volunteer hours

Why This Matters

Your information helps Citymeals:

- Accurately report volunteer impact
- Secure funding for our programs
- Recognize and thank participating groups and volunteers.

Step 4: Include a printed copy of the online form in your package.

- We need to be able to identify the individual, group, or organization sending the cards.
- Unfortunately, we are unable to use and accept cards that do not include identifying information.

Step 5: Mail your cards.

Send completed cards to:

Citymeals on Wheels
Attn: Handmade Card Program
360 Lexington Avenue, 9th Floor
New York, NY 10017

Please do not forget to include a copy of your form. Unfortunately, we are unable to use and accept cards that do not include identifying information.

We deeply appreciate your involvement and creativity—your cards bring joy and connection to the older New Yorkers we serve!