

Program Toolkit

Letter Writing Service Project

When we see scary or sad things happening to our sister Girl Scouts & other communities, your Girl Scouts may want to help! One way they can do so is to write letters & cards to those who are affected. Our council has sent letters to the Girl Scouts of Los Angeles in the wake of the 2025 fires and to the Girl Scouts of Texas after the floods in the summer of 2025.

Check in with local charities and Girl Scout councils to see where letters should be sent for specific events. You may also choose to write letters for veterans, an elderly care center, or another organization. This is common around the holidays, but could be done at any time of the year!

Review the letter writing guidelines attached in this toolkit with your Girl Scouts before they begin writing their letters and cards.

Materials Needed:

- Tables & chairs
- Pens & pencils
- Markers
- Colored pencils
- Lined paper for letters
- Blank cards or folded cardstock
- Fun stickers
- Washi tape
- Glue sticks
- Other scrapbook materials
- Envelopes
- Embroidery floss for friendship bracelets
- Lanyard string
- origami paper

Instructions

- Post the guidelines & example around the space so Girl Scouts can reference them as they create their letters.
 - Feel free to create a new example if you are writing letters for those affected by a specific event.
- Girl Scouts may write as many letters/cards as they want, as supplies allow
- Girl Scouts may also make a small gift to include with their letters, such as a bookmark, friendship bracelet, origami animals, etc.
- They may also write a story, make a drawing, create a puzzle, etc.
- If possible, have the Girl Scouts place their cards in envelopes **without sealing them.**
- Before sending the letters, **read all of the letters to make sure they all follow the guidelines below.**

Instructions

- Start your card with “Dear Friend,”



- Do not write the date



- Introduce yourself - **First Name only**. What kinds of things do you like, what have you been doing in Girl Scouts?



- Be kind. **Write a message that comes from your heart.** Send positive thoughts. Please do not mention religion or politics in your card.

- Draw a picture, **decorate your note**, or create a game on your card!



- Sign your card with:



○ [YOUR FIRST NAME], GIRL SCOUTS OF NORTHERN
CALIFORNIA

Dos and Don'ts



Do:

- Tell them it's okay to feel the way that they do
- Express your concern for what they are going through
 - "I am so sorry you are going through this difficult time"
- Be creative - draw a positive picture for them, or even make a game, like a maze or a tic-tac-toe grid
- Remind them of their strengths
 - "You are...[strong, smart, capable]."



Don't:

- Say things like:
 - "Everything happens for a reason"
 - "Just be positive"
 - "I know how you feel" (unless you experienced the same exact thing as them)
 - "Don't worry, it'll all work out"
 - "Things will get better"
- Give somebody advice - everyone chooses to cope in different ways
- Start any sentences with "You should..."

An Example

Dear friend,

Hello! My name is Monika and I am a Girl Scout Junior from Santa Cruz, California. I am in fifth grade and I love to spend time with my cats and to knit and crochet.

I am so sorry about the floods that have happened near you in Texas. Me and my family are thinking of you and sending you lots of love from California.

I have drawn you this picture of my cats, Fig and Cecily here for you. They make me feel better when I am sad or scared; I hope they help you feel better too!

Sincerely,
Monika, Girl Scouts of Northern California

