

IN-TAKE PROCESS FOR PEN PAL VOLUNTEERS

1. Fill out our Pen Pal Volunteer in-take form and return by mail or email.
2. Write a general letter of introduction. Here are some ideas for what to include:
 - Hobbies you enjoy
 - Interests
 - Plans for the week
 - A positive story
 - A question for your pen pal to answer

If your writing is legible, we strongly encourage handwriting your letter. It makes it very personal and special! If handwriting is not your strong suit, feel free to submit a typewritten letter but consider adding a drawing or design to personalize it!

3. All correspondence will go through Mount Carmel Clinic. **Each letter is screened for safety and security before sending to our older adults.** If you have any questions or concerns about this, please contact the program coordinator, Claire Friesen at: (204) 589-9418.
4. Mail your letter to:

Mount Carmel Clinic
Attention: Claire Friesen – Community Engagement Coordinator
886 Main Street
Winnipeg, Manitoba
R2W 5L4

Letters can also be scanned and emailed to: cfriesen@mountcarmel.ca
Please be sure to write **Pen Pal Program** in the subject line.

5. Because this is a pilot project, we have no idea what the level of participation will be! Please be patient with us as we work to pair you with your Pen Pal. We will do our best to communicate in a timely manner if we are not able to pair you with an ongoing Pen Pal.
6. Once you receive a letter back from your Pen Pal, please respond to them within 2 weeks. We are encouraging each pen pal to write once or twice a month.
7. Virtual orientation and debrief sessions will be held throughout the program. We encourage you to attend so we can share our experiences, brainstorm ideas for topics, and evaluate the process.



**MOUNT CARMEL
CLINIC**

INTAKE FOR PEN PAL VOLUNTEERS

Our pen pal program connects you with an Older Adult to spread joy and connection, and help prevent senior social isolation and loneliness.

Full name: _____

What name would you like to be called by your pen pal?

Do you live in the North End/Point Douglas?

YES NO

Are you:

- 55+
- Adult between the ages of 18-55
- Youth under the age of 18

What is your mailing address? (Addresses will not be shared with your pen pal. Mount Carmel Clinic will handle the delivery of all correspondence)

What language(s) do you feel comfortable communicating in?

What is the best way to reach you?

- Phone: _____
- Email: _____
- Other: _____

What are some of your interests and hobbies?

Are there topics you find interesting?

Are you able to commit to a 6-month volunteer position?

- YES NO

We are estimating a commitment of 2-5 hours per month for each pen pal pairing. Would you be willing to be paired with more than one Older Adult?

- YES NO

What do you need from us in order to feel supported? (Stamps, stationary, etc.)

Each letter is screened for safety and security before sending to our older adults. Are you comfortable with this?

- YES NO