



Letters in Motion Supporter,

So, you've decided to host a letter writing event for Letters in Motion? That's great! Thank you for taking the initiative to join The Letter Movement. We are proud to be a faith based non-profit organization that is dedicated to raising awareness and providing opportunity for orphans worldwide. I am delighted that you are interested in joining our cause to be catalyst of global change. Letters in Motion is an organization that is committed to improving the living conditions of orphans by supplying their basic needs, providing educational materials and constructing schools, and giving hope to them through our hand delivered letters. Joining The Letter Movement is more than writing a letter, it providing hope and a brighter future for others in need.

In this packet, you will find all the necessary materials you need to host a successful letter writing event. This includes information about our organization, a letter writing guide, sample letters, a powerpoint to show at the event and the event report form. If at any point in time you have questions, feel free to contact us so we can improve our packet and program.

Thank you again, and welcome to the Motion Global Family!

Elizabeth Sanders

Elizabeth Sanders
President
Letters in Motion

What is Letters in Motion and how did it get started?

In order for you to host your first letter writing event, we recommend that you understand who and what our organization is. Read the story below about why this organization was started to gain an understanding of why we are so passionate about making a positive impact on the world.

"The reason why I have such a burden for Nepal begins with the history of my family. In 1991, my Aunt and uncle surrendered to be missionaries to the Tibetan refugees in Nepal. Below is an article from Baptist International Missions, Inc. about Joe and Tanna Collins."

-John Sellers, founder of Letters in Motion

"When BIM1 missionaries Joe and Tanna Collins arrived in Nepal in July 1990, they settled in a town of 50,000 people named Boudha. Boudha was not far from the capital, Kathmandu, a teeming city of one million. Nepal, an official Hindu nation, was notorious for its prohibitions against 'proselytizing'—their word for any efforts at evangelism. Joe set about to learn the Nepalese and Tibetan languages; along with its being necessary for ministry to the Nepalese, he and Tanna were in the country under student visas and that was his official 'job.' At the same time, he began Bible studies with local people to introduce them to Christ. Joe felt specifically called to minister to the Tibetan refugees who had settled in the Kathmandu area.

"Submersed in the Buddhism and Hinduism of the Nepalese and Tibetans, Joe and Tanna and their young children saw every day not only the simplicity and friendliness of their new neighbors, but also their abject poverty and bondage to traditions. The street children, many of them orphaned, placed a particular burden on their hearts. Joe began praying about starting a children's home. In 1992 a Nepali who knew that Tanna had recently given birth to twins approached them. A two-month old abandoned girl needed someone to feed her and take care of her. Although Tanna was unable to do so, Joe found another way: establishing homes based around already existing families. After taking in the infant, who was given the name Shristi (meaning 'Creation'), Joe became involved in the lives of six street boys who survived by begging.

"After ensuring that there were no living family members who could take Shristi or the boys in, Joe rented a home and moved a Nepalese convert, Brother Krishna, and his family into the home with the seven children. Brother Krishna gained custody of the children, and according to Nepalese law, he will be able to confer Nepali citizenship on the children. Joe funded the home and paid Brother Krishna's salary from his own missionary support in order to make what would later become the 'Collins Children's Home' a reality.

"Early on, the decision was made that the children would be raised in much the same manner—dress, education, food, living conditions—as they would in any Nepali family, except in the nurture and admonition of the Lord Jesus Christ. They would receive a better education in many respects, since they would be taught English, a true advantage in a developing nation like Nepal. But they would not be Westernized.

"In 1992, not long after the establishment of the home, Tanna's health demanded that the family travel to Thailand for better medical care than what was available in Nepal. In Thailand she learned she had typhoid fever, but the treatments were successful and she regained her health. However, Joe and Tanna and their five children never returned to Boudha. On the trip back to Nepal, their Thai Airways plane crashed into the side of a Himalayan mountain on July 31, 1992, killing all 113 on board."

-BIMI

Read the full article here: <http://www.bimi.org/worldMag/101A2.p>

"After my Aunt, Uncle and their five kids passed away, my grandparents picked up the work that was left, and for the next 20 years countless lives were changed. In the last years before my grandparents passed away, my mom and dad surrendered to go to Nepal.

I always knew I was going to be in Nepal, but I didn't know to what capacity."
— John Sellers, Founder of Letters in Motion

How to Host a Letter Writing Event

Hosting a letter writing event can be a fun activity to do with a crowd of any size. This can range from a couple of friends to few hundred. Listed below are the steps you need to take to host your own letter writing event. Also, if you need a refresher, check out our, “ How to Host a Letter Writing Event” video.

- Step 1. Download Packet
- Step 2. Gather Crowd
- Step 3. Gather Materials
- Step 4. Host Event
- Step 5. Document your event

Step 1. Download the How to Host a Letter Writing event Packet

We want you to be prepared to answer any questions you may receive about writing letters or hosting events, and direct them to our website or refer to this packet of information.

Step 2. Gather a Crowd

Once you have determined the group of people that you would like to have a letter writing event with, solidify the logistics of the event. Answer the following questions to help you prepare to host your event.

When? _____

Where? _____

How many people are you expecting? _____

What supplies do you have/ Who is supplying the supplies?

Are you able to show a powerpoint or video? _____

Have you advertised the event at least three weeks in advance? (Flyers/ Social media)

Step 3. Gather Materials

As mentioned in the previous step, gathering letter writing materials is a crucial step in hosting an event. If you are hosting an event to a smaller number of people it may be easier to personally supply the materials. For larger events with schools or other organizations, they may be able to supply the materials for you. The key thing is to be aware of your resources and to utilize them.

List of Supplies

___	Paper	___	Scissors
___	Markers	___	Glue
___	Pens	___	Stencils
___	Color Pencils	___	Stickers
___	Crayons	___	Any other craft materials

Step 4. Host Your Event

Now that you have expanded your knowledge on our organization, selected a crowd, and gathered your materials, it time to host your event! Be sure to show up to your event at least 15-30 minutes early. If you are able to show a powerpoint or video you need to test the sound and media connection in advance. The powerpoint with the embedded video can be downloaded on the Letters in Motion website under the How to Host a Letter Writing Event tab.

Once your crowd has gathered, begin by introducing yourself and sharing why you are there. This should take approximately one minute. Next begin by presenting the powerpoint and showing the video that is included. At the end of the powerpoint you should be ready to begin writing letters. Be sure to go over the list of Do's and Dont's of letter writing and answer any questions.

After you have explained the letter writing process and passed out the materials, play some music. Feel free to utilize Pandora, Spotify, or your own personal playlist. The music should be appropriate and refrain from the use of profanity or inappropriate messages.

While everyone is writing letters, take this time to write letters with them! If the group is larger, it is helpful to walk around the room answering questions, picking up completed letters and handing out more supplies.

How to Write a Letter

Step 1. Start off by addressing the letter with a general title. This would look like “Dear Friend,” “Hello from America,” “To My Friend I Have Not Met Yet”

Step 2. Tell them your name and where you’re from

Step 3. Talk about your hobbies. Let them know if you like to play a certain sport, sing, spend time outside, or whatever you like to do in your spare time.

Step 4. Include an uplifting quote or thought to encourage them to continue to work hard in reading and in their education. Remember this letter is intended to uplift the spirits of the children and bring hope for a better tomorrow.

Step 5. Sign your FIRST NAME ONLY and decorate your letter. Get creative! Use lots of colors, stickers, stencils, or even cut out shapes. The possibilities are endless!

Just a reminder: Please don’t talk about your family too much. Remember these children are orphans and their families don't necessarily look like ours. Take this opportunity to make a personal connection to the child. Once again, for security reasons, please refrain from using your last name.

Letter Outline

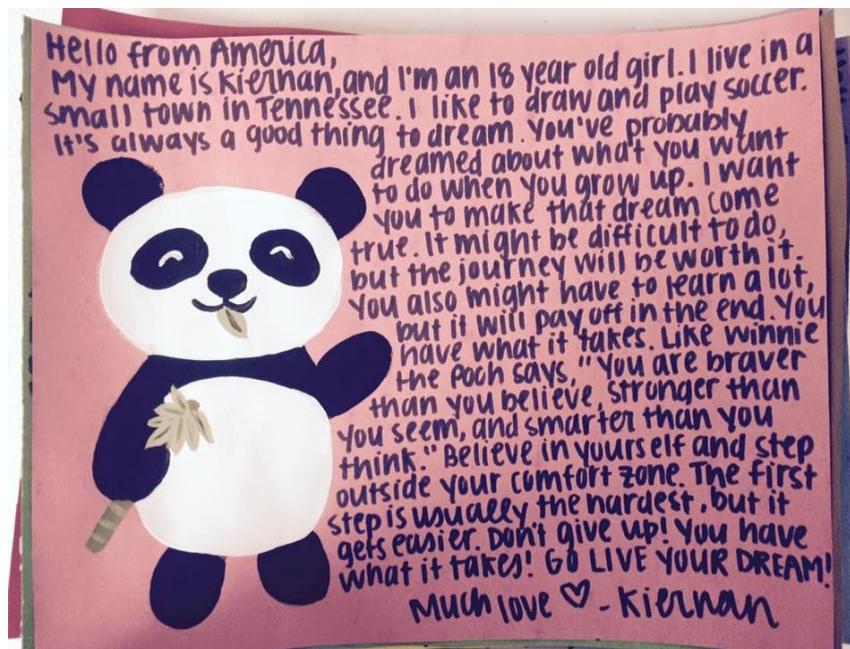
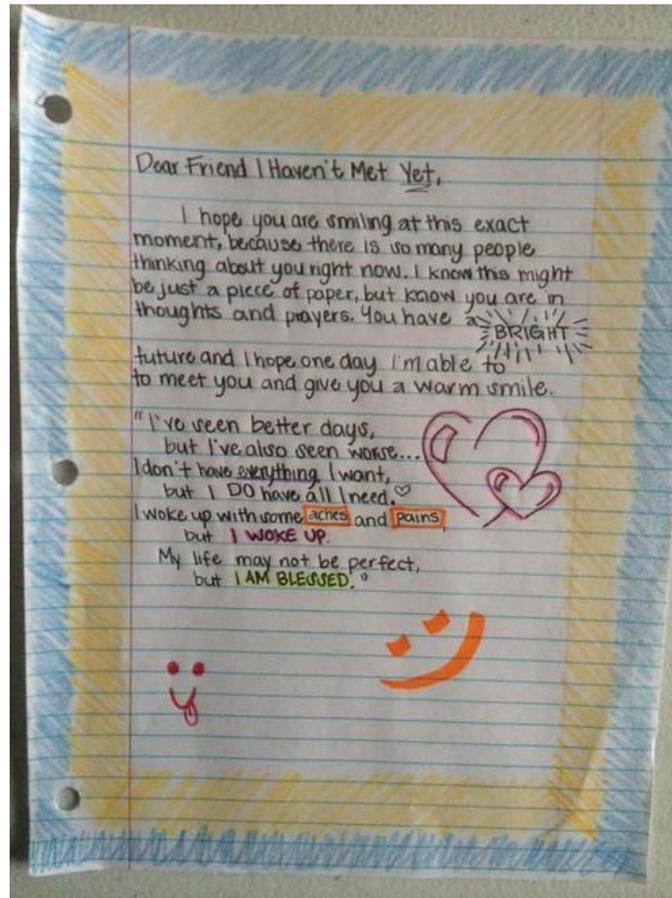
A Little stumped on how to construct your letter? Follow the outline below!

Dear New Friend,

My name is _____. I live in _____. My hobbies are _____, _____, and _____. (Encouraging quote or kind words). I want you to continue to study and work hard in school. Your education is one of the most powerful tools you can have. I hope to meet you one day/I'm thinking of you/ reach for your dreams.

Your friend,
(Your first name)

(Don't forget to decorate your letter!!)



Follow the link below to the **The Journey of a Letter** video.

<https://www.youtube.com/watch?v=eQggY57HP7o>

This video is a great way to connect your audience to your cause. If you are able to show a video during your letter writing event, we ask that you show this one. If not, then advise your guests to watch it or share the link with them.

Step 5. Document Your Event

We are excited that you have joined The Letter Movement and we want to hear all about it! The best way for us to see all the wonderful things you're doing is by utilizing social media. If you are hosting the event with a friend or have a friend who is attending the event, ask them to help you by taking pictures. Share pictures of you presenting, answering questions and of the participants writing letters. At the end of your event, take a picture with everyone holding up their letters. Encourage the participants to post pictures of their letters to Instagram and Facebook using the hashtag #TheLetterMovement.

Don't Forget!

Congratulations! You have just hosted your own Letter Writing Event, and you're almost done. We want to know more about your event. Please fill out the attached the Information form below and put it in your envelop of letters to send to us. You can send the letters to us at:

Motion Global
P.O.Box 565
Martin, TN 38237

Thank you!

Thank you for taking the time to host a letter writing event! Before you know it, your letters will be on their way to orphans around the world. Every letter brings us one step closer to making this world a better place.

Letter Writing Event Evaluation Form

Name of Letter Writing Event Host _____
Last *First*

Address

City *State* *Zip Code*

Email _____

Would you like to receive our monthly newsletter? Yes No

What is the name of this event?

Where was this event held?

(ex: Name of School or Name of Church)

How many people attended? _____ How many letters are in this packet?

Briefly describe how your event went.

Office Use Only

Number of Letters Screened _____ Comments: _____

Nepal _____ Kenya _____ _____

Letters in Motion P.O Box 565 Martin, TN 38237