

October 30, 2014

To whom it may concern,

This letter is to verify that on 10/27/2014 Beth Janssen participated in a Nonviolent Crisis Intervention : NCI - Units 1-10 training class. The entire course was conducted in 12 hours and documentation of this course was submitted to CPI on 10/29/2014.

In addition to this letter which shall be placed in the participants human resource file, the participant received/will receive a BlueCard® upon completion of the course. Both the letter and the BlueCard® shall remain valid for training confirmation purposes until 10/29/2015.

Respectfully,

A handwritten signature in cursive script that reads "Marsha Beard".

Marsha Beard
Certified Instructor with Maize Unified School District 266

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Certified Instructor with Maize Unified School District 266



The following are points to ponder and keep in mind when preparing your cards and letters for the troops:

- ✘ Envelope and paper sizes: Anything wider than 5½” or longer than 8½” will probably result in delaying the handling of your Mail (this would include #10 business-size envelopes).
- ✘ Envelopes and letters must be flat (no bulky, non-flat enclosures or attachments; no food or gift items or trinkets of any kind). Letters on sheets of paper or light card stock must be individually, evenly and sharply folded. Here in the office we use a metal cake decorator tip (a large one), placing it on the end of a finger (much like using a rubber finger). Sloppily-folded letters may possibly be discarded, as we are not staffed for refolding. Where envelopes are used, the flaps must be tucked inside the envelopes (not sealed). Letters must be folded, as we are not staffed to do the folding.
- ✘ List of participants should be *in the format* of our sheet and does not necessarily need to be on the specific form we provide. Please be sure to put the grand total in the appropriate space at the TOP of the sheet on the same line as the word “GROUP.” We sometimes have to hunt all over the sheet to find the total (sometimes the total is not even included). Several members have done an outstanding job of setting up their lists on their computers. If our form is used, please either use a typewriter, or print legibly. This helps to make our computer entry much easier.
- ✘ Any and all references to “Fan Mail” should be eliminated.
- ✘ When sending names/addresses of military personnel for us to send them a package of cards and letters, it is extremely helpful for us to know approximately how many persons they can get mail to, and until what date their address will be good.

THANK YOU for your outstanding support for our troops over the past several decades, and we look forward to continuing to serve those who serve us!

Telephone: (573) 748-7621

email: letters2soldiers@usa.com

Due to a number of circumstances following our move we are unable to print the calendar which is usually included in the Fall Membership Mailing. We hope the following will suffice:

2013

Monday, November 18 - The mixing/sorting process will begin.

Saturday, November 23 - Please have your package(s) of cards/letters in the mail to us by this date.

First Week, December - We will begin mailing out the packages of mixed cards and letters.

2014

May - If you are due to receive certificates, your Spring Membership Mailing should be received prior to the end of May.

September - Your Fall Membership Mailing, including any buttons which may be due, should be received prior to the end of September. This mailing will also include the MILITARY MAIL-GRAM and information about Mail for Our Military for Christmas 2014.