

Letter Writing at Kairos of Texas – Hutchins

Overview: Every Brother in White will receive a “hand-written” letter from each volunteer (inside team and outside support team). These are distributed to the Brothers on Saturday evening and are a tangible form of Agape (Christ-like love).

The Paper:

- White paper (or yellow paper if using legal pad or note pad)
- Paper may be with or without lines.
- No artwork on the paper
- Legal pad, note pad, and copier paper are all fine.
- Paper size is up to you, but it should fit easily into the envelope.

The Ink:

- Blue or black ink
- Black ink is preferred since black is always black. There are different shades of blue.
- Use the same color ink (preferably same type of pen) for addressing the letters and envelopes as was used in writing the letters.

The Content:

- Pray before writing letters.
- Do not use phrases such as “I Love You”, and do not close the letter with “Love, xxxx” – this has sexual overtones. But, it is ok to say “God Loves You” or “All of Us Here Love You”.
- Leave the opening salutation blank (“Dear xxxx”) until you get the final BIW list.
- Maybe tell them you’re glad they’re there. Maybe use an inspirational Bible verse and talk about it. Maybe use your devotional from that day or from one you find online. The idea is to encourage them and feel the agape love.
- If you are an ex-offender, do not include your TDCJ number.
- No drawings.

The Envelope:

- Peel and seal, self-adhesive envelopes
- No artwork on the envelope
- Do not address envelope in any way until you get the final BIW list.
- Leave the envelope unsealed even after you address it. It will be sealed by Hutchins staff after reading.

Other:

- 42 letters are required from each volunteer. If you submit fewer, they will be discarded.
- Hutchins staff will read all letters. Anything not adhering to these rules will be discarded.
- No perfume
- No arts and crafts stuff like paint, glitter, glue, stickers, etc. (envelope or letter)
- Letters are due by 11pm on Thursday of the weekend.