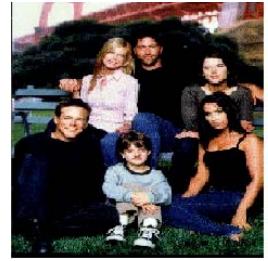


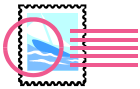


STEPS FOR WRITING LETTERS FOR CELEBRITY AUTOGRAPHS, PICTURES, AND POSTERS



Cast from Party of 5

1. Before you begin writing letters to celebrities, be sure to get permission from your school principal. Every school has different policies and procedures for requesting donations. Make sure that you are following the appropriate procedures for your school.
2. You will want to show the principal the letter that you have written requesting donations to the principal since the principal may want to make some edits to the letter. Complete these changes before finalizing your letter. Also, you may want to show your principal the list of celebrities from which you are seeking donations. He or she may have some additional suggestions for you.
3. Include a large self-addressed envelope with your letter. You may need to ask your principal for stamps or postage or check with you Parent Teacher Organization (PTO) to see if there are any resources available. Sometimes, postage costs can be reduced through bulk mailing if this is provided by your school district.
4. Write your letter on school letterhead stationery to let celebrities or studios know that you are sending an official letter. This may help you get a better response to your requests. Your principal can help you get letterhead school stationery and envelopes.
5. Be sure to write a thank you letter within at least two weeks of receiving the reinforcers a celebrity or studio sends. This will encourage them to send more reinforcers in the future.
6. Ask the principal if you can put the name of the celebrity and their contributions in the school newsletter. All celebrities or studios like publicity, no matter how small the publication is so be sure to send a copy of the newsletter in any follow-up correspondence. Celebrities or studios that see newsletters with pictures of students receiving reinforcers will be more likely to respond to your requests in the future.
7. The earlier that you can write to celebrities or studios for reinforcers the better. It takes anywhere from two weeks to two months to receive something from a particular celebrity or studio. Don't be discouraged. Celebrities and studios are very busy with requests from many different groups, but they will get back to you with a response.



8. If you are using celebrity websites, make sure that the website is authentic. Also, make sure the pictures that you are requesting are appropriate for the student's age and that the theme is acceptable to the principal (e.g., your principal may not want the latest cover picture of the swimsuit issue).
9. Keep a list of celebrities and their studios where you have sent letters and the date they were mailed. Include in your file any items or written responses that you have received and write down the date you sent the thank you letter. This is helpful for tracking correspondence and donations, especially if you have other people helping you. You can don't want to send multiple letters to the same place.

