



United Way of Greater Houston

DO IT YOURSELF!

CARE CARDS



Some of our neighbors like homebound seniors, veterans, or families in shelters may not have family and friends to talk to or send them greeting cards. Receiving a greeting card for a special occasion or “just because” can make a person feel less lonely and know that there are people in the community who care for them! Organize a card making project at your organization as a teambuilding activity and to brighten someone’s day.

The volunteer project lead can select a client focus for the cards such as seniors, children, or veterans, and select a theme for the cards such as Valentine’s Day, Veterans Day, birthdays, or a winter holiday.

SUPPLY LIST

Approximate cost – **less than \$50** for a group of 25 volunteers; cost will vary depending on supplies selected and what materials are already available onsite

The following list of supplies is recommended for a robust volunteer experience. Project leads are welcome to include different arts and crafts supplies at their discretion.

CONSTRUCTION PAPER

3-5 sheets per volunteer

9” x 12” in. sheets will work best. You can buy a multipack of a variety of colors, or individual packs for specific colors if you selected a theme

WASHI TAPE

Recommend a wide variety of designs

GLUE STICKS

one per volunteer

REGULAR SCISSORS

one per volunteer

DESIGN HOLE PUNCHES

one per volunteer

GLITTER PENS

Be sure to get pens with glitter ink and not glue pens as these will take longer to dry

MARKERS

Recommend a wide variety of colors

STICKERS

Themed or holiday related designs will work best

CRAFTING SCISSORS

one per volunteer

RULERS

one per volunteer



VENDOR AND SUPPLY OPTIONS

Card making supplies can be found at a variety of online and in-person stores. Prices can vary widely throughout the year and at different stores. Below is a list of vendor ideas:

- [Amazon Wishlist](#) of recommended supplies
- **JoAnn Fabrics/Hobby Lobby/Michaels** - local craft stores may supply more specialized items in larger quantities
- **Walmart or Target**, you may be able to buy some of these items in bulk or find similar variation

PROJECT TIPS

- Clean and prepare your project space.

United Way advises all volunteers to abide by the [CDC health and safety guidelines](#) when shopping for, preparing your select projects, and delivering completed kits to agencies. Here are some specific guidelines for how to participate in Days of Caring safely

- **Days of Caring Safety:**

- Please wash your hands before starting to prepare the volunteer project(s) and ensure your workspace and all materials have been disinfected.
- Use online ordering for supplies (shopping lists provided) or use social distancing while shopping for project supplies.
- When delivering your completed kits to an agency, wear a mask and follow the listed instructions. Each agency has procedures in place to ensure their safety and yours

- **Estimated time**

Varies depending on how crafty each volunteer is with their cards; the average volunteer can make 3-4 cards per hour.

- **Variety of supplies**

Coordinators should ensure that construction paper packs have multiple colors for the sake of variety. It may help to choose colors pertaining to a specific holiday or theme.

- **Set up tips**

- Set up the supply table in a central location, or multiple stations depending on the volunteer count. All supplies such as paper and decorating materials can be set up here for volunteers to have easy access to materials.
- Set up a supply caddy or basket in the center of each table. This caddy will hold the scissors, glue, and rulers as these are the common materials most volunteers will utilize.
- Designate a table for the completed cards to be placed. This space needs to be large enough for cards to air-dry if glue or glitter pens was used.
- Coordinators should prepare spacious boxes or containers for transporting the cards. It's important to make sure the volunteer designs are not damaged once they have been made.



When your Care Cards are complete, United Way staff will work with you to coordinate delivery of the kits to a community partner. This may require someone from your organization dropping off the completed cards at a mutually agreed upon time.