

Project Pen Pal: Sample Plan

Home delivery patrons become pen pals with 8-12 year old patrons

Projected Outcomes:

- Reduce social isolation
- Enhance emotional well-being
- Improve written communication
- Building community

Program Prep:

- ☐ Set-Up a Timeline ([sample](#))
- ☐ Set Expectation and Boundaries
- ☐ Gather participants
 - ☐ Call home delivery patrons to see who wants to participate
 - ☐ Place an “event” on the library calendar to let kids register

Before the Program:

- ☐ Contact home delivery patrons and parents of kids. Sample email/letter below ([kids](#), [adults](#)). Send:
 - ☐ Timeline
 - ☐ Expectations
 - ☐ Potential Topics
 - ☐ Resources to assist with writing
- ☐ Inform volunteers working in the home delivery program
- ☐ Tell staff what to do when letters are received

During Program:

- ☐ Receive letters
- ☐ Review letters
- ☐ Pass on letters

Post Program:

- ☐ Debrief with discussion
- ☐ Decide to renew the program or not after six months
- ☐ See if current participants want to continue

Sample Timeline:

- Sept. 14-20: Kids sign up
- Mon. Sept. 21: Email an info packet to new kids
- Wed. Sept. 30: Email kids a reminder that their letters are due in a week
- Wed. Oct. 7: Kids letter due
- Fri. Oct. 9: Deliver letters to home delivery patrons
- Wed. Nov. 18: Home delivery patrons' letters received at the library
- Thur. Nov. 19: Email kids that they can pick up their letters
- Wed. Dec. 2: Email kids a reminder that their letters are due in a week
- Wed. Dec. 9: Kids letter due
- Fri. Dec. 11: Deliver letters to home delivery patrons
- Wed. Jan. 20: Home delivery patrons' letters received at the library
- Thur. Jan. 21: Email kids that they can pick up their letters
- Wed. Feb. 3: Email kids a reminder that their letters are due in a week
 - Ask if they are interested in continuing another 6 month cycle.
- Wed. Feb. 10: Kids letter due
- Fri. Feb. 12: Deliver letters to home delivery patrons
- Wed. Mar. 17: Home delivery patrons' letters received at the library
- Thur. Mar. 18: Email kids that they can pick up their letters

Sample Email to Kids & Parents

Dear _____,

Thanks for joining Project Pen Pal at the Plymouth District Library!

So how does this work? We have paired you up with a homebound pen pal: _____.

They are super excited! Each month you will alternate between writing and receiving a letter, all facilitated by the library! Just come to the Youth Desk to drop off your letters and to receive them. We'll take care of everything else!

For the first month, you will need to write a letter to _____ and drop it off at the Youth Desk by **October 7**.

After that, you will:

- Pick up a letter November 19 (or anytime after)
- Deliver a letter by December 9
- Pick up a letter January 21 (or anytime after)
- Deliver a letter by February 10
- Pick up a letter March 18 (or anytime after)

Don't worry, we'll send you reminders about each of these dates. And, don't stress if you've never written a letter before. It's super easy. Check out [this video](https://www.youtube.com/watch?v=zFJEYx1fc_c) (https://www.youtube.com/watch?v=zFJEYx1fc_c) if you need some help.

Do *not* include your address, phone number, or other identifying information (except your first name). Librarians will be reading all letters to make sure there's no sensitive information. But, *do* talk about the things you love!

Here are some great topics to write about, though you may come up with your own:

- Hobbies
- Pets
- Favorite foods
- Fun outdoor activities
- Fun indoor activities
- A famous person that they like
- How do you feel about rainy days? Or snowy days?

Lastly, while you *may* include gifts with your letters, we ask that you do *not* include overly large or expensive gifts. We don't want pen pals feeling obligated to spend money.

[continued on the back]

Please email us back to let us know you are still interested in the program. And, include with it any preferred pronouns that you have for your pen pal to use.

We ask you to commit to these 6 months (that's 3 letters you'll have to write). If at any point you have any issues or questions, though, let us know.

Have fun with your new pen pal!

Sincerely,

Sample Letter to Home Delivery Patrons



March 2026

Thanks for joining Project Penpal at the Plymouth District Library!

So how does this work? We will pair you up with a penpal from our children's department. They will likely be between the ages of 8 and 12 years old. Everyone that we have talked to is very excited to participate. Every two months you two will alternate between writing a letter and receiving a letter, all facilitated by the library!

In April you will receive your first letter with your monthly delivery. You will send your letter (addressed to your penpal) in your May delivery.

The program is for six months, so you will receive another letter in June, send one in July, receive one in August, and send one in September.

If you know that you need assistance with your letter, let me know, and I will find a volunteer to come and help you BEFORE your home delivery pick up. The timeline is tight, so we need to receive those letters with your regular delivery.

PLYMOUTH DISTRICT LIBRARY



Kathryn Bergeron kbergeron@plymouthlibrary.org
Brad Bachelor bbachelor@plymouthlibrary.org
Heather Pacheco hpacheco@plymouthlibrary.org

Do NOT include your address, phone number, or other identifying information (except your first name or, if preferred, your title and first name: Mrs. Shirley or Ms. Tina, for example). Librarians will be reading all letters to make sure there's no sensitive information. But, DO talk about things you love!

Here are some great topics to write about, though you may come up with your own:

- Hobbies
- Pets
- Favorite foods
- Fun outdoor activities
- Fun indoor activities
- A famous person that you like
- How do you feel about rainy days? Or snowy days?

Have fun with your new penpal! And if you need anything, please do not hesitate to call me at: 734-453-0750 x212

Sincerely,

Kathryn Bergeron
Plymouth District Library