



STATES' 4-H INTERNATIONAL

Global Citizenship & Cultural Immersion Programming for 4-H Aged Youth

States' 4-H 2022 Winter/Spring Pen Pal Program State Coordinator Information

Dear State Coordinators:

Our popular Pen Pal Program is returning for a 2022 Winter/Spring edition! The following information is an outline of the program's structure, responsibilities, timeline, and goals.

- 1) **Program Capacity:** 60 U.S. participants (first come first serve basis)
- 2) **Program Period:** February 1 ~ April 25, 2022
- 3) **Program Fee:** \$10 per participant* (collected via the online registration form)
* A positive and enthusiastic attitude is crucial for this program to succeed. We introduced a \$10 registration fee last summer to help ensure those participants who sign up are serious about wanting to communicate with a new friend from abroad and will take advantage of the opportunities this program offers. SurveyMonkey provides a built-in payment processing system operated by Stripe (<https://stripe.com>). This payment field is located directly on our registration form and only requires a credit card to complete.
- 4) **Registration Deadline:** January 21 or before all 60 slots have been claimed, whichever comes first.
- 5) **Online Registration:** Registration opens at 9:00AM Pacific Time on January 10th. Participants sign up by completing an online registration form, which includes a Terms of Use agreement and an online payment processing field. Link to online registration form: <https://www.surveymonkey.com/r/SJ28J6Y>
- 6) **Requirements:**
 - Youth ages 9 – 18 and from an active States' 4-H member state
 - Participants must have two reliable email addresses (one of these can be a parent's email address), and may optionally provide a mailing address, phone number, or App IDs during the registration process. We recommend that participants use Gmail or another large email provider to help reduce the chance of blocked or unreceived messages.
- 7) **Matching:** We will match pen pals based on age, gender, and interests to the best of our ability. **Finalized matching information will be sent directly to your youth participants between January 26 – 31 via email.**
- 8) **Letter Writing:** Youth participants are tasked with exchanging a letter or message via their preferred communication method. **The expectation is that they communicate (at least) a few times with their match during the program period. They may write as many times as both parties feel comfortable with.**
 - Either party can initiate the first communication.
 - States' 4-H will provide a few writing topics each month during the program to help foster ideas of what to write if pen pals would like to use them. These are completely optional.