



[www.pawsitivelygoldenpenpals.com](http://www.pawsitivelygoldenpenpals.com)  
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## Detailed Guidelines

### Sponsor Responsibilities

- All participants under the age of 18 must have an adult sponsor who will supervise and help facilitate all communications.
- The sponsor will be responsible for previewing each letter for appropriate content and sending and receiving the correspondence. This assures a safe environment for all parties to promote fun and learning.

### Communications

- All correspondence will be sent directly between Pawsitively Golden Pen Pals and the sponsor, only. There will be no direct contact with anyone under the age of 18.
- All communications will be sent via "official" emails only (ie: school, work, business), using 1 or 2 designated sponsors. Please, no personal email addresses, or exchange of personal information should be used as part of the program.
- Pawsitively Golden Pen Pals correspondence will be sent via email attachment as a document that can be printed and presented as a letter. Returning correspondence can be as an email, or similar attachment.
- Occasionally, Pawsitively Golden Pen Pals may send photos, "playing cards," etc. to a physical address, such as school or office, only after agreed upon in advance with the sponsor.
- Participants may correspond as a group exercise to compose one letter, or rotate which participant will respond to each letter.

### Frequency

- In order to create the excitement and anticipation of waiting for a letter, participants may expect correspondence from Pawsitively Golden either once or twice per month, as agreed upon between PG and the sponsor.
- This can be adjusted as needed during the program.

### Scope and Participation

- The scope of the program will be decided upon between Pawsitively Golden and the Sponsor prior to commencing correspondence with participants.
- Changes may be made during the program with agreement between both parties.
- Participation is free, completely voluntary, and subject to availability.
- Participation in the program will start on an agreed upon date, once the Agreement and Photo Release forms have been received by Pawsitively Golden.

### Photos

- Any photos shared through official communications will automatically be considered as acceptable to share publicly in their original form, unless otherwise stated. The sponsor will sign a photo release form on behalf of the participants and be responsible for assuring that any photo sent to Pawsitively Golden is acceptable.

I have read, understand, and accept the guidelines listed above, and have initialed each item to indicate acceptance.

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Signed

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Date