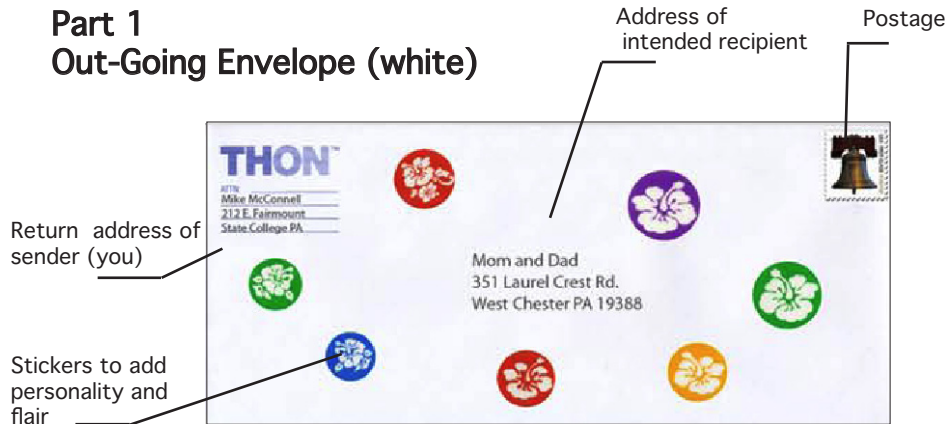




# The Ideal THONvelope

The proper way to create one of the most effective fundraising tools

## Part 1 Out-Going Envelope (white)



Personalized Message  
(An optional yet beneficial addition to the envelope)



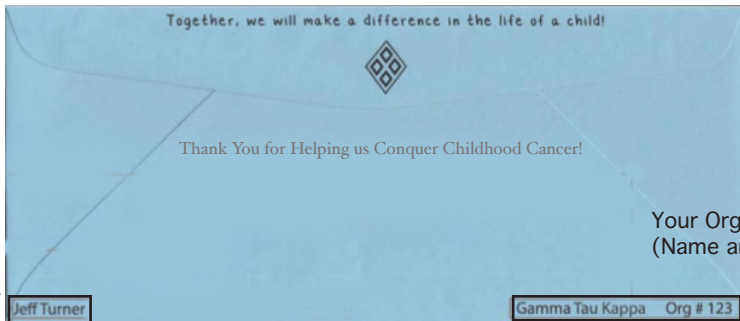
## Part 2 The Return Envelope (blue)

Return address of person who mailed the letter



All envelopes must include where the envelope is to be returned (usually your THON chair)

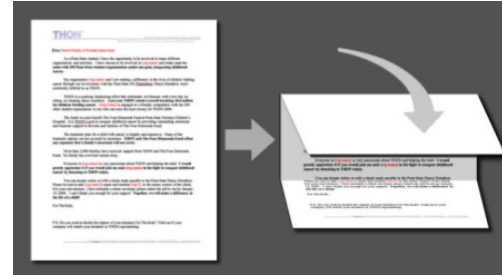
Your Name



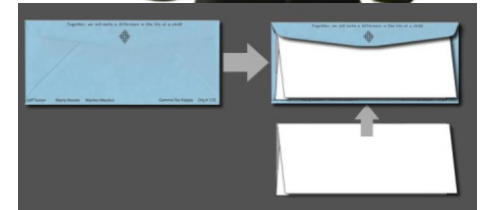
Your Organization  
(Name and Number)

## Part 3 Assembly

- Step 1:** Go to [www.THON.org](http://www.THON.org). Click on Students: then Documents
- Step2:** Download the "Organization Friends and Family letter"
- Step3:** Fill out the areas highlighted in RED, proofread, and print out the letter!
- Step 4:** Fold the finished letter into thirds



- Step 5:** Insert folded letter into flap of outgoing envelope



- Step 6:** Double check that the mailing address on the white envelope matches the return address on the blue envelope

- Step 7:** Insert letter and return envelope into mailing envelope



- Step 8:** Seal envelope. Don't forget the postage

It's so simple! Get THONvelop-  
What a great looking envelope!



Check out the THONvelope 2010  
[http://www.youtube.com/watch?v=WWtrz\\_2qKKE](http://www.youtube.com/watch?v=WWtrz_2qKKE)

Questions? Email [THONvelopes@gmail.com](mailto:THONvelopes@gmail.com)