



NCOA

NATIONAL DEFENSE FOUNDATION

P.O. Box 427

Alexandria, Virginia 22313

Telephone (703) 549-0311

Dear Troop Leader,

I write to extend a personal invitation to you and your Girl Scout Troop to participate in the Non Commissioned Officers Association's "*America's Children for America's Heroes*" Greeting Card Program for 2009.

Your involvement will help to provide thousands of children's handcrafted Greeting Cards and letters be sent to hospitalized veterans at Medical Centers, Nursing Homes, and Domiciliaries managed by the Department of Veterans Affairs and State Veteran Nursing Homes. Every child's participation carries a special message to hospitalized veterans. The message is that the veteran's service and sacrifice for America is not forgotten! There are also countless memories awakened by the elegant cards of children of past holidays celebrated with family and friends.

I think you would also be pleased to know that the children's Greeting Cards have brought real joy not only the hospitalized veterans but to all administrators and facility staff members that have seen the special handcrafted cards. My office fondly remembers the cards each year, as for many months we continue to find glitter from the mailroom to staff offices where the cards were read!

Please, join us to make 2009 of special significance to veterans truly hospitalized across America!

Many aged veterans have outlived family and friends so the receipt of a child's greeting is truly special! Every child, class, Girl Scout Troop, and school that participates in the program is important to the Association. The Greeting Cards and letters need to be received at the following address:

America's Children for America's Heroes
NCOA National Defense Foundation
PO Box 427
Alexandria, VA 22313

Enclosed is an information sheet that should be provided with the material sent for the "*America's Children for America's Heroes*" Program. Please complete the entire form so that proper recognition may be provided.

I ask that you please share this program concept with other organizations in your community and seek their participation in the program. Please feel free to make copies of this letter and attachment to share with those interested in participating. The Foundation would like to work to provide a child's Greeting Card for each of the more than 32,000 veterans in the care of Veterans Affairs Medical Centers, Nursing Homes, Domiciliaries, and State Veteran Nursing Homes across the nation.

Sincerely,

Fiona A. Schneider
Operation Appreciation Program Manager

Operation Appreciation:

"America's Children for America's Heroes"

PRINCIPAL, TEACHER, OR GROUP LEADER INSTRUCTIONS

- Students may make holiday homemade cards, letters, or pieces of artwork to be given to hospitalized veterans. We ask that it be no larger than 8 1/2 x 11. This is so that they can easily fit on top of the lunch trays of hospitalized veterans.
- When participating in Operation Appreciation, please remember that the learning objective is to teach the students what a veteran is and how we should honor their service and sacrifice to our country. These veterans spend their holidays alone and the cards will make their holidays brighter.
- Please have each student write their name, teacher's name, and grade and school **WITH NO ADDRESS** on their material. **Also, as an additional measure, we are asking each teacher/group leader to fill out the enclosed essential data form.** NCOA will communicate the school's address as appropriate with Medical Center Officials.
- Letters, cards, and artwork should be sent directly to the NCOA NDF National Capital Office, P.O. Box 427, Alexandria, Virginia 22313 to arrive 15 workdays before the holiday being observed.
- All correspondence and communication will be between yourself and the NCOA Operation Appreciation Program Manager. The letters, cards, and drawings **MUST BE SENT DIRECTLY TO THE NCOA NATIONAL CAPITAL OFFICE**, in Alexandria, Virginia at the address listed.
- Hopefully children participating in the program will learn about veterans and of their service and sacrifice for this nation. The children's letters, cards, and artwork will be a source of joy and contribute to the morale of hospitalized veterans.

The address of the NCOA National Capital Office is:

America's Children for America's Heroes
NCOA National Defense Foundation

P.O. Box 427
Alexandria, VA 22313
Essential Data Form

SUBMIT INFORMATION FOR EACH CLASS or GROUP FOR RECOGNITION

Name of School/Group_____

Teacher / Group Leader's Name_____

Grade / Troop #:_____ Number of Students_____

Telephone_____

Street Address_____

City, State, Zip_____

Holiday Card Submission

Holiday & Year	Number of Class Cards	Total Cards

Send to: America's Children for America's Heroes
NCOA National Defense Foundation
P.O. Box 427
Alexandria, VA 22313

Please call (703) 549 0311 or fax to (703) 549 0245 for additional information.

SUBMIT INFORMATION FOR EACH CLASS or GROUP FOR RECOGNITION

Grade / Troop #: _____ Total Participants _____

Teachers / Group Leader's Name

Grade / Troop #: _____ Total Participants _____

Teachers / Group Leader's Name

Grade / Group #: _____ Total Participants _____

HOLIDAY SCHEDULE

The Foundation's major program effort in "**America's Children for America's Heroes**" will focus on cards and letters prepared for Special Holidays as indicated below. Material is welcome throughout the year and will be consolidated and distributed following the due dates shown.

Event	Date	Due at NCOA NDF
* National Salute to Hospitalized Veterans or Valentine's Day	February 14	January 26
St. Patrick's Day	March 17	February 24
* Floral Bouquet	April 30	April 9
Flag Day	June 14	May 31
Memorial Day	May 31	May 16
Independence Day	July 4	June 15
Fall Colors	September 21	September 6
* Veterans Day	November 11	October 21
Thanksgiving Day	November 26	November 5
* Holiday/ New Year Seasonal	December 25	December 4