

Templates for distributing resources to remote students and staff

Instructions for Organizations

For schools offering off-campus or remote courses, it is difficult to distribute care items to students when there is no in-person event to gather everyone together. Upon request, we have explored the option to mail PASS Inc. products to students and staff to show them their communities are thinking about their wellbeing. Tangible tools are a thoughtful medium to communicate care, visually stimulating conversation away from devices which some may find distractive.

Students and staff during COVID-19 may be living away from their registered mailing address, either to be with family or moving in between short-term housing. To make sure mail reaches the intended party, we have learned that an opt-in system is best, and it also is an opportunity for students and staff to grant us (a third party) permission to send them materials. *Note:* We will not contact students' addresses with unintended materials such as advertising, or distribute to any other parties.

Ideally, the opt-in process should be anonymous as there is still a stigma associated with mental health, however we understand that it may also be important to verify that each respondent is enrolled. Based on your needs, you may choose

- to set up a Google Form with the letter's questions to easily collect anonymous information. (More information about Google Forms can be found here: <https://www.google.ca/forms/about/>.)
- To use our fill-and-sign form and an email template where interested students can reply with their mailing address.
- To use our e-mail template to request student information (not recommended for large groups)

*Remember to replace **highlighted text in templates** with your organization and audience!

Opt-in requests can be distributed on:

- News bulletins
- Internal mailing lists or student/staff portals
- As a part of a larger survey or touch-point in your communications

You may provide the mailing addresses to us by either sending all of the completed forms electronically or through a document (.pdf, .doc, .txt) or spreadsheet file (.xls or .csv). For more than 20 respondents, we would prefer you send a spreadsheet, so if you expect many students to opt-in it may be better to collect the information with a Google Form, which can automatically create a spreadsheet of responses. We would be happy to help you design a Google Form.

Thanks for your interest in PASS Inc. products. I hope you and your community stay healthy and safe during these times.

-Tina Chan, Founder of PASS Inc.