Rafiki Pen Pal Agreement

**Pen Pal Assignment**

Pen pals will be randomly assigned by the Rafiki Bracelets Global Coordinator in Tanzania, who maintains a list of pen pal pairs and photos (many of the students in Tanzania provide photos, so we encourage participants to share photos for the sake of reciprocity). Upon receiving customers’ pen pal forms, Rafiki Bracelets team members will add names and email addresses to this list, and the Tanzania Global Coordinator will find an available pen pal. Rafiki Bracelets will email the customer (or whomever the pen pal program participant may be) with the name and a short biography of their pen pal, along with instructions for correspondence.

**Correspondence**

In the email with the pen pal’s name and biography, Rafiki Bracelets will include the dates of upcoming letter shipments. Program participants must submit their letters by email or physical mail by the dates shown. Rafiki Bracelets team members will send out reminders via email and text beginning a few weeks prior to the date of the next shipment.

Incoming letters from Tanzania will either be scanned and emailed to participants or a hard copy will be sent in the mail if the participant has provided an address.

Pen pals in the Rafiki Program exchange letters three times over the course of one year (see “Pen Pal Renewal Policy” below). If the participant does not submit their letter in time for the appropriate shipment, Rafiki Bracelets will not send a late letter, and their pen pal will not receive a letter for that shipment. Please check your email and texts regularly around shipment times for updates so we can avoid the hurt and confusion that occurs when a pen pal’s letter does not arrive.

**Privacy**

The information on the previous form is included for the sole purpose of making correspondence between pen pals more effective and enjoyable. Rafiki Bracelets will use the participant’s first and last names in our records and may provide both names to the participant’s pen pal to ensure that pen pals do not accidentally write to the wrong person if two program participants share the same first name. We will only email or text the participant with updates about letter shipments and will only use their mailing address to send hard copies of the letters if the participant chooses that option.

Rafiki Bracelets reserves the right to read any letters sent through the Rafiki Pen Pal Program and refuse to send them if they contain inappropriate or offensive language or graphics.

**Pen Pal Renewal Policy**

If, after one year, the participant would like to continue participating in the Pen Pal Program, they may pay $5 for an additional year of correspondence (3 incoming letters and 3 outgoing letters). Further instructions for payment will be provided approximately one year after the submission of this form.