



Quotes

“I had a chance to exchange thoughts and opinions with a wonderful young man. I have seen him grow in self confidence over the year.” – Veteran Pal (4-6 years)

“It was great to be able to be an avenue for a student to express, ask questions and state how they are doing in school and life. It is a great way to build trust and communication between students and adults.” – First year pal

**Please remember to put the date
of the breakfast on your calendar!**

Promising Pals Pal Handbook

The Timilty School is located in the John Eliot Square area of Roxbury, serves over 650 children, each of whom is paired with a pen pal. The Promising Pals Program is entering its 25th year. Through a series of letters exchanged over a six month period (December – May), the program fosters relationships between middle school students and adults in the Greater Boston area.

By establishing a correspondence relationship between Timilty students and professionals in the Greater Boston area, the Promising Pals Program encourages self-expression, role modeling, and skill development. Under the program, adults and students correspond regularly by written letters at intervals throughout the second semester of the school year. At the end of the school year, the pals are invited to the Timilty School to meet their student.

Program Outline

Participation is easy! All you have to do is:

1. Be a pen pal with a 6th, 7th, or 8th grade student.
2. Exchange at least 4 letters between December and May .
3. Write back within one week of receiving a letter
4. Read the assigned book and discuss it in the letters with your pal.
5. Meet your pal at the Pal Breakfast hosted by the Timilty School

Guidelines/What to Do/Not to Do

- Please use your best judgment about what is appropriate.
- Ask questions for your student to answer about pets, siblings, common interests, school, favorites, etc....
- Be mindful of your language (i.e. check your spelling/grammar) and the reading/writing capabilities of your pen pal
- If your pen pal shares something personal that is cause for concern, do not keep any such information a secret with your pen pal. Always keep the safety and good health of your pen pal as the most important priority! Your pen pal may "cry out for help" to you and in this situation, do not act on your own. You **MUST** inform your program contact and report what was written that made you believe your pen pal has a problem or needs help. Please don't be reserved about this!
- Be cautious about directly mentioning holidays because many kids may not observe them. If your pen pal mentions a holiday first, however, you may mention it in your response back to him/her.
- For various safety reasons, you **may not communicate** with your pen pal through phone calls, MySpace, Twitter, Facebook or any social media network. Also, you **may not** meet your pen pal in person unless it is previously arranged and approved by the school.

Addressing Your Letters

When you are addressing your envelope write the Student's name followed by their homeroom number and the Timilty School's address. It is essential that you include the room number. If you forget to include the room number on the envelope, it could potentially result in your pal not receiving his or her letter.

What to Write

There will always be something to write about. Get to know your student and let them get to know you. Feel free to share information about your job, family, schooling, hobbies, etc. Include articles from newspapers or magazines that relate to your student's career goal or interests. It is important to keep in mind that pals have different levels of writing

Meet Your Pal/Breakfast

At the end of the program in June, the Timilty School will be hosting a breakfast where you will meet your pal. **Attendance at this breakfast is required**, as the students are very disappointed when their pals do not attend the breakfast. **If there is a last minute problem and you are unable to make it to the breakfast, you will be responsible for sending an alternate person.** If this happens, please contact the coordinator as soon as possible to provide us with the name of the alternate pal. We encourage you to send a note to your student that the fill-in person can deliver to the student on the day of the breakfast explaining why you were unable to attend.