



Postcards to Swing States: Guide to Prepping Postcards for Shipping

[Postcards to Swing States](#), the organization that we partner with to write postcards to [Wisconsin and Michigan](#), recently expanded to send postcards to voters in eight additional swing states (Arizona, Florida, Iowa, Kansas, North Carolina, Maine, Montana & Pennsylvania). Since July 6, they have received orders for over 6 million postcards, and they desperately need help preparing orders for shipments to be sent out to volunteers all over the country. That's where we come in! Postcards to Swing states has created easy-to-assembly shipping kits for us to help them process all these orders.

KEY POINTS:

- Each postcard shipment "kit" is for 56 orders of 200 cards, or 11,200 postcards.
- Each kit will require 1-2 hours volunteer time to prepare for shipment.
- All supplies and shipping labels and kit assembly instructions are provided.
- Kits are TIME SENSITIVE. You must be able to ship them within 2-3 days of pickup.

KITS INCLUDE:

1. Two boxes of postcards bundled in packs of 100 (total 112 bundles or 11,200 cards). Each box of postcards is 19x13x10" and weighs about 15-20 lbs.
2. Shipping Kit Box:
 - a. Address Sheets in packs of 10 sheets (200 addresses)
 - b. Instruction sheets for postcard writers.
 - c. Mailing envelopes
 - d. Label Holders
 - e. Prepaid shipping labels (time sensitive)

ASSEMBLY DIRECTIONS:

1. Assemble packs of postcards, instructions and addresses for shipment.
2. Add two packs of 100 postcards to each envelope
3. Include 3-4 instruction sheets with an address packet
4. Place plastic label holder onto envelopes
5. Add shipping label to label holder and seal
6. Carefully seal the envelope, taking care that the envelope seals "envelope to envelope" and not to the underlying paperwork. This often requires some coaxing of the cardboard envelope.

7. Take a photo of your completed shipment and email it to Shirley Adams at shirley@comeoutdancing.com.
8. Visit [USPS](https://usps.com) to schedule a pickup or drop off your shipment at a local post office. Postcards must be mailed by the shipping date included with your kit instructions.

OTHER WAYS TO HELP:

- **Help us win in November! Our mission is to turn Wisconsin and Michigan Blue again, work to keep our House majority (protecting the IL and other seats we won in 2018), win the Senate and take back the White House!**
- [Sign up](#) to pick up postcards to Michigan from Indivisible Evanston and join one of our Monday night [Zoom Postcard Parties](#) to write them together!
- [Visit our Indivisible Evanston Take Action](#) page to see how you can get involved!
- Sign up for an [Indivisible Chicago Alliance](#) phone or text bank.
- Order postcards to write yourself directly from [Postcards to Swing States](#).
- Make a donation to [Postcards to Swing States](#).
- Make a donation to the [Indivisible Chicago Alliance](#).

Questions about kit pickup? Email Laura Tanner: laura.tanner2.0@gmail.com or Shirley Adams at shirley@comeoutdancing.com.

Questions about writing postcards? Contact Rosie Rees at rosie@mrosierees.org

General questions about Indivisible Evanston? Visit our website or email indivisibleevanston@gmail.com.

Stay in touch! Make sure you are signed up for our weekly e-newsletter and following us on social media!

[Indivisible Evanston Newsletter Sign-up](#)

[Facebook](#)

[Twitter](#)

[Instagram](#)

[Web](#)

