

AIAA REVISED GUIDELINES FOR LETTERS AND PACKAGES TO KOREA

We have been pleased to see families connecting with their children's foster parents, birth parents, caregivers, etc. However, due to the overwhelming volume of packages and correspondence we have received, our guidelines needed to be revised. You are asked to **observe the following:**

- Pick a special day **once a year**, such as your child's birthday or arrival day to send letters or cards.
- Select up to **five** of your favorite pictures to include with your correspondence. We are unable to accept CDs, DVDs or videos.
- Include your child's Korean name, case number and date of birth on **each photo, each page of your letter, and on the inner envelope**. Also include the **name of the person** who is to receive the item or you can write (ex.) "To the foster mother of . . ." or "To the birth mother (file) of . . ."
- **Prior to finalization**, do not use any identifying information, including last names, phone number or address (neither home nor email). You can identify yourself as "the parents of" with the child's Korean name, or use first names only.
- **Following finalization**, it is still recommended that all correspondence be channeled **through AIAA and SWS to protect your confidentiality**.
- We cannot accept emailed letters. We can send cards, photographs and letters in our weekly document packets to Korea. Be sure to **leave inner envelopes unsealed**. There is no fee.
- You may send a package **only once** and only **within the first year** after your child's arrival.
- Regarding packages, do not send breakables, liquids, perishables, valuables, etc. No checks or U.S. currency should be sent as gifts for foster or birth families. Packages must **not exceed 1 pound, no larger than 10" x 10" x 2"**. **Do not gift-wrap**. SWS has asked that no packages be mailed to them so packages will be hand carried to Korea when staff members travel. There is no fee.
- Packages and letters not complying with the above guidelines cannot be sent, and due to time and expense, we will be unable to notify you or return your packages.
- For Korea, **all records kept are in the adoptive father's name**, so be sure to refer to that name in any instructions. Also include it in the return address on the envelope mailed to AIAA with items to be sent. This is especially important for families with two names.
- All correspondence (excluding packages) received in a given month is generally sent to Korea in the following month, barring holiday season backlogs.

Please **be sure to consult the checklist above** before mailing packages and letters to AIAA for overseas. If you are unsure about sending something, please contact our office and ask for the Post Adoption Department. **Your cooperation will insure that your items will be processed**. AIAA is happy to assist you in keeping in contact with the people in Korea who cared for your child and we make every effort to get your items sent in a timely way.

8/25/10