

# Legacy Letter Program

## Frequently Asked Questions (FAQ)

### GENERAL QUESTIONS

#### What is the Legacy Letter Program?

The Legacy Letter Program is a **supervised correspondence initiative** between members of our Masonic Youth Groups, **Virginia Rainbow, Virginia DeMolay, Virginia Job's Daughters** and members of the Order of the Eastern Star (OES) in Virginia. Participants exchange cards and letters throughout the year to build meaningful, intergenerational connections.

#### Who can participate?

- Youth members who opt in with **parent/guardian permission**
- OES Chapters that voluntarily agree to participate
- Participation numbers are flexible and determined locally

#### How often does correspondence occur?

Each participant commits to a **minimum of six (6) written exchanges per year**, which may include:

- Holiday cards
- Encouragement letters
- Milestone, anniversary, birthday, etc. notes

More frequent correspondence is welcome but not required.

### YOUTH PROTECTION & SAFETY

#### How is youth safety ensured?

Youth protection is a top priority. Safeguards include:

- All correspondence is **written during meetings or supervised activities/parental supervision**
- Letters are **collected, reviewed, and mailed by adult leadership**
- OES responses are sent **back to an Assembly, Chapter or Bethel liaison**, not directly to the youth
- **No direct personal contact** between youth and OES members

#### Is personal information shared?

No.

There is **no exchange of phone numbers, email addresses, social media, or home addresses** between youth and OES members.

#### Who supervises the program?

- Each Assembly, Chapter or Bethel designates an **adult board member or advisor**
- OES Chapters coordinate through a **designated chapter contact**
- Our **state-level liaisons** manage assignments and check-ins.

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### EXPECTATIONS & COMMITMENT

#### What is expected of participating Youth Members?

- Write letters/cards during scheduled times
- Participate consistently (minimum six times per year)
- Treat correspondence with respect and care

#### What if a Youth Member becomes inactive?

The program includes **built-in tracking and follow-up**. If participation drops:

- Assembly, Chapter or Bethel leadership will check in
- Reassignment or program withdrawal can occur without penalty
- No individual OES member will be left without communication

#### Can participation count as service hours?

Yes. Assemblies, Chapters or Bethels may count participation toward **Masonic service hours**, per organizational guidelines.

### PROGRAM SCOPE

#### Is this a one-to-one “pen pal” program?

Not necessarily.

Assemblies, Chapters or Bethels may:

- Have multiple youth members sign each card
- Rotate writers
- Assign small groups rather than individuals

This prevents burnout and ensures continuity.

#### Can an Assembly, Chapter or Bethel withdraw later?

Yes. Participation is voluntary and may be paused or discontinued at any time with notice to leadership, who will inform the OES Liaison or OES Accent on Youth Chairperson.

#### Who do we contact with questions?

Questions should be directed to:

- Assembly, Chapter or Bethel leadership for parents
- Chapter leadership for OES members
- The state liaison for program-level concerns
- The OES Accent on Youth Chairperson