

Chip Fairy - 1 year min

Primary role:

You create and mail custom physical R2 chips to anyone who requests them. Typical milestones: Welcome Chip (24 hours), 1-11 months, and 1-xx years. Special milestone requests (e.g., 500 days) should be accommodated, if possible. Chips are mailed to addresses anywhere in the world, using a “Forever Postage Stamp” (US or Global). Chips are attached to a congratulatory card that bears a personal hand-written note from the Chip Fairy. Chip Fairy should use the name “Chip F” in the return address and hand-written message.

Responsibilities:

At least weekly, review the Chip Fairy’s mailbox for new chip requests:

Go to: <https://emailmg.ipower.com/roundcube/>

Login: chipfairy@reasonandrecovery.org

Password: Available to Chip Fairy Crew Only

If the request email is incomplete (e.g., missing a physical mailing address or a milestone to mark), reply to the sender. Once the request is complete, do the following for each request:

1. Print or find an already-printed Milestone Label for the milestone requested, and an R2 Label for the opposite side of the chip. To print labels from Chip Fairy templates:

Go to: <https://www.avery.com/myaccount/projects>

Login: chipfairy@reasonandrecovery.org

Password: Available to Chip Fairy Crew Only

2. Choose a random color chip. Attach an R2 label to one side, a Milestone label to the other.
3. Tape the chip to the right side of the card (opposite of where the stamp will be placed, to facilitate automated postal service machines).
4. Write a personal hand-written note to the requestor, on the left side of the card.
5. Address the envelope with the requestor’s mailing address.
6. Use your own return address, but use the name “Chip F”.
7. Affix the appropriate “Forever Stamp” for US or Global addresses.
8. Mail the card/chip.
9. Reply to the requestor’s email with a confirmation that their chip has been mailed.

At each monthly R2 Service Committee Meeting, summarize chips mailed, using the R2 Chips Tracker (<https://bit.ly/R2ChipsTracker>). Provide an accounting of any personal expenses for the month (for supplies) to request reimbursement. Maintain a reasonable inventory of supplies & printed labels on hand, so chip requests can be filled in a timely manner.