

## **ASU Pen Pals Guidelines**

Please note that *Autism Southeast United* magazine is not a pen pal or introductory service. ASU offers the opportunity for autistic individuals 16+ (or below the age of 16 with parents/guardians permission) and parents/conservators of autistic individuals to submit ads in each issue. The ASU staff reserves the right to have a variety of ads from individuals of various ages. If your ad is not considered for inclusion for one issue, it could very well be considered for inclusion for the following issue. A few guidelines to consider:

1. Complete the form except for the Administrator part of the form. Leave the Administrator part blank. You will be assigned a pen pal number when your ad is included for an issue.
2. One ad per person per year maximum. The Maestro and his staff reserve the right to adjust any ads for better clarity, if needed.
3. Any pen pal ads that are of the following: (1) of a political or sexual nature, (2) seeking a relationship (other than friendship) with someone, or (3) if the ad promotes violence against anyone or anything will not be considered at all for inclusion.
4. The majority of ads for inclusion per issue will be from autistic individuals themselves (although some parent/guardian/conservator ads will be allowed).
5. To download a person ad, go to <http://www.gcaspies.org/autism-southeast-united-magazine>. Please print from the pen pal application icon, complete it, and submit as a MS Word attachment to The Maestro at [asu@chattanoogaautismcenter.org](mailto:asu@chattanoogaautismcenter.org) for consideration and possible inclusion in an issue. If your ad is not considered for the current issue, it could very well be considered for the following issue (if it does not fit any of #3).
6. If you have having challenges with filling out the form, find someone who understands you well and can help you complete it.
7. When you have connected with a new pen pal, it will be up to you to keep the communication lines open. Be considerate of the other person you are writing, as that person has views and opinions that may be different than yours.
8. Best of wishes to you. Here is to you getting a new pen pal and friend to write back and forth.