

## Copper Lake and Lincoln Hills Schools

### Sending Mail & Money Instructions

Sending Youth Mail		Sending Youth Money	
Address	Copper Lake and Lincoln Hills Schools Youth's Name and DOC Number (if known) W4380 Copper Lake Ave. Irma, WI 54442	Address	Copper Lake and Lincoln Hills Schools Youth's Name and DOC Number (if known) PO Box 23 Irma, WI 54442
Notes	Youth correspondence cards and letters only.  Do not send checks or money orders to this address.  Ensure sender's name and address are legible on envelope.	Notes	Only checks or money orders payable to youth.  Ensure all check or money order fields completed.  Ensure sender's name and address are legible on envelope.
Sending Youth Mail <i>*Example*</i>		Sending Youth Money <i>*Example*</i>	
John Smith 123 Park St Green Bay, WI 54229 		John Smith 123 Park St Green Bay, WI 54229 	
Copper Lake and Lincoln Hills Schools Jane Smith 123456 W4380 Copper Lake Ave Irma, WI 54442		Copper Lake and Lincoln Hills Schools Jack Smith 123456 PO Box 23 Irma, WI 54442	