



## School Pal-Paks

1. Gather **NEW** items in quantities listed below. Assemble School Pal-Paks (SPPs) and seal the Ziploc bags. Include only those items listed below. *Deviating from this list can cause an entire shipment to be rejected in customs.* Set the SPPs in groups of ten (10) to determine the number of boxes needed.
2. Pack contents below in a clear 1-gallon Ziploc bag and seal:
  - 2 composition notebooks (such as Mead brand), no larger than 9 ¼" x 7 ½". (No spiral-bound notebooks will be accepted.)
  - 1 package of #2 pencils (quantity—10-12 pencils)
  - 1 package of black pens (quantity—10-12 pens)
  - 2 pink erasers, 2-3" long
  - 2 rulers (6" or 12", with metric measurements)
  - 1 package of colored pencils (quantity—12-15)
  - 1 pair of blunt-nosed scissors
  - 1 hand-held pencil sharpener

*These contents will give each student a notebook, 5-6 pencils, 5-6 pens, an eraser, and a ruler. Two students will share the colored pencils, scissors, and sharpener.*

3. Obtain 12"x12"x12" boxes from any office supply store such as Office Depot, Office Max, Staples, or a UPS store.
4. Fill each box with 10 Pal-Paks—no more, no less.
5. Do not insert money or literature (including anything with the church's name on it, notes, etc.) in the Pal-Paks or boxes.
6. Using strong packing tape, tape the box securely shut.
7. When addressing the box, please put the name and address of the church (or the individual donor) on the box in the "From" section and the address of the warehouse in the "To" section.
8. Do not wrap boxes in brown paper or contact paper or put filled boxes inside another box.
9. Send the boxes to the following (depending on method of shipping)

Drop off at Odon Church of the Nazarene or hold until next spring SWID Ladies' day collection. Transport to warehouse will take place Spring 2024.

10. Send a check—made payable to **Global Treasury Services, Church of the Nazarene**—in the amount of **\$10.00 per box** (for storage and shipping costs during the distribution process). Include the **name and address of your church** with the check. Ten Percent Credit will be allowed for the \$10.00 shipping donation only. **Do not put the money in the SPPs or boxes.**

Mark the check, "**School Pal-Paks ACM1788**," and mail to:  
**Global Treasury Services**  
PO Box 843116  
Kansas City, MO 64184-3116



## Crisis Care Kits

1. Gather **NEW** items in quantities listed below. Assemble Crisis Care Kits (CCKs) and seal the Ziploc bags. Include **only those items listed** below. **Deviating from this list can cause an entire shipment to be rejected in customs.** Set the CCKs in groups of six (6) to determine the number of banana boxes needed.
2. Pack contents below into a clear 2-gallon OR 2.5-gallon plastic Ziploc bag and seal:
  - 1 medium-size bottle of shampoo (12-18 oz.), please tape flip-tops closed
  - 2 bars of soap (bath-size or larger)
  - 1 medium toothpaste (4.0-6.4 oz.)
  - 3 toothbrushes (in original packaging)
  - 1 box of Band-Aids (30 or more)
  - 1 fingernail clipper
  - 1 sturdy hair comb
  - 2 hand towels
  - 4 pocket-size packages of facial tissue
  - 1 Beanie Baby-size stuffed toy
3. Obtain the banana boxes from your local grocery store. **Please ship CCKs solely in banana boxes, as they provide uniformity, eliminating wasted space in shipping.**
4. Cut the heavy brown paper (usually found in the banana box) in half and place inside the bottom of the box. Tape the other half over the hole in the lid. (Plain cardboard may be used in the same way if your banana boxes are missing the paper.)
5. Fill each box with **six (6) CCKs—no more, no less.**
6. **Do not insert money or literature** (including anything with the church's name on it, notes, etc.) in the CCKs or banana boxes.
7. Using strong packing tape, cover all holes in the top and the bottom of the box. Then tape the box securely shut. Please leave box handles open; this makes it easier to load and unload.

*Please wait until next Spring to pack CCKs due to shelf-life of toothpaste and shampoo. **Do not buy these items** from deep discount stores with limited shelf-life remaining.*

Drop off at Odon Church of the Nazarene or hold until SWID Ladies' day collection. Transport to warehouse will take place  
Spring 2024.

11. Send a check—made payable to **Global Treasury Services, Church of the Nazarene**—in the amount of **\$12.00 per banana box** (for storage and shipping costs during the distribution process). Include the **name and address of your church** with the check. Ten Percent Credit will be allowed for the \$12.00 shipping donation only. **Do not put the money in the CCKs or banana boxes.**

Mark the check, "**Nazarene Relief Shipments ACM1297**," and mail to:  
**Global Treasury Services**  
PO Box 843116  
Kansas City, MO 64184-3116