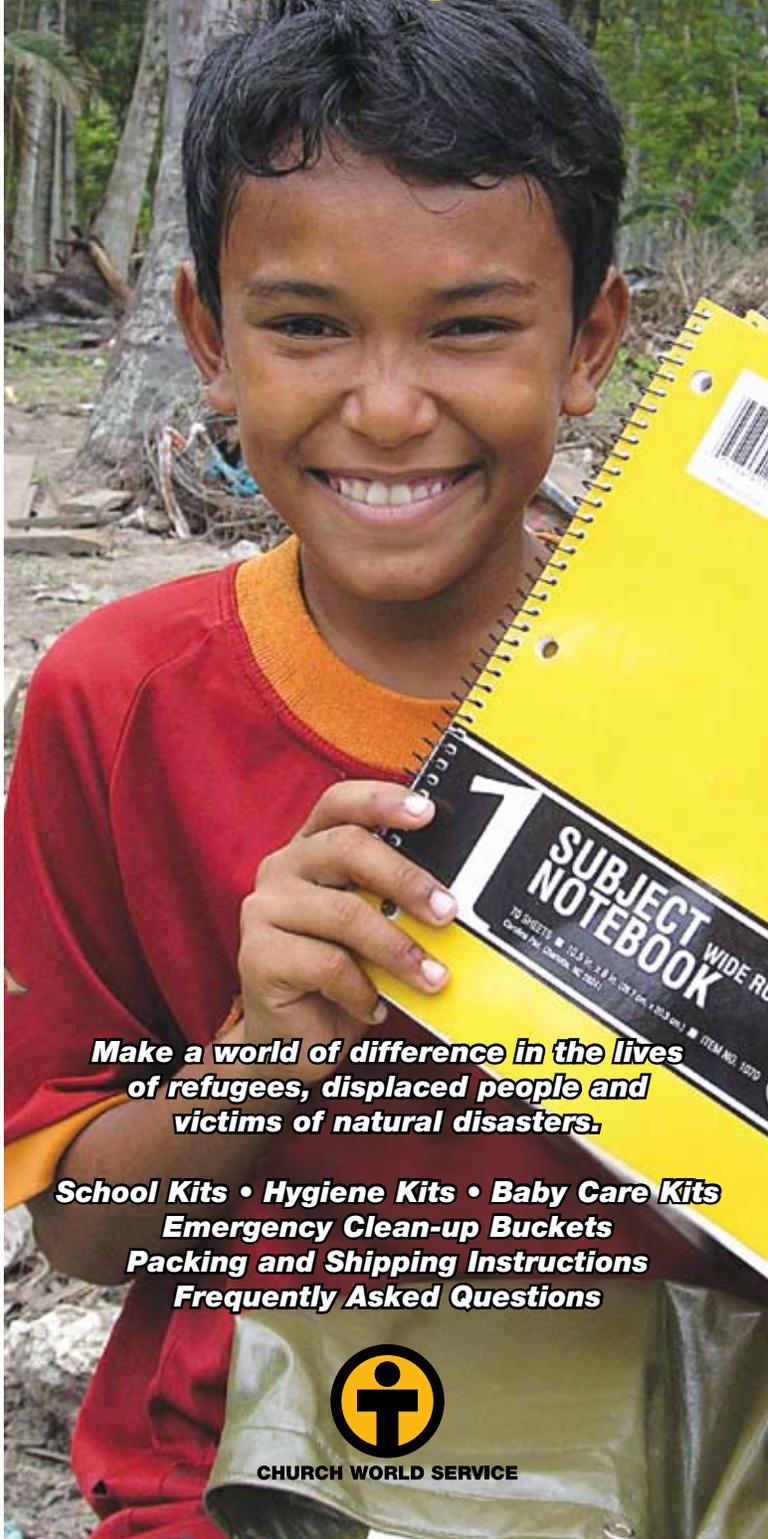


# Church World Service Kit Program



***Make a world of difference in the lives  
of refugees, displaced people and  
victims of natural disasters.***

***School Kits • Hygiene Kits • Baby Care Kits  
Emergency Clean-up Buckets  
Packing and Shipping Instructions  
Frequently Asked Questions***



**CHURCH WORLD SERVICE**

## School Kit



CWS School Kits give children in impoverished schools, refugee camps, or other difficult settings some of the basic tools for learning.

### To assemble a School Kit you will need:

- One pair of blunt metal scissors (rounded tip)
- Three 70-count spiral notebooks or notebooks totaling 200 -210 pages. **(No loose-leaf or filler paper.)**
- One 30-centimeter ruler (12")
- One hand-held pencil sharpener
- One large eraser
- Six new pencils with erasers
- One box of 24 crayons (only 24)
- One 12" x 14" to 14" x 17" finished size cotton or lightweight canvas bag with cloth handles. (Please, no reusable shopping bags or backpacks.)

Pack all items inside the cloth bag. Patterns for the bag are available online at [www.churchworldservice.org](http://www.churchworldservice.org) or by calling your CWS Regional Office at 888-297-2767.

**Value: \$15**

**Processing cost: \$2 per Kit**

Do not enclose processing monies with your Kits. See instructions in this brochure for sending funds to Church World Service.

## Hygiene Kit

In the face of natural disasters, violence, or grinding poverty, CWS Hygiene Kits can mean the difference between sickness and health for struggling families.

### To assemble a Hygiene Kit you will need:

- One hand towel measuring approximately 16" x 28" (no fingertip or bath towels)
- One washcloth
- One wide-tooth comb
- One nail clipper
- One bar of soap (bath size in wrapper)
- One toothbrush (in original packaging)
- Six standard size Band-aids®

Place all items in a one-gallon plastic bag with a zipper closure, remove excess air from bag, and seal. Please do not add toothpaste to the Hygiene Kit. Cartons of toothpaste that have an extended expiration date will be added to Hygiene Kit shipments just prior to shipment.

**Value: \$10**  
**Processing cost: \$2 per Kit**

Do not enclose processing monies with your Kits. See instructions in this brochure for sending funds to Church World Service.



## Baby Care Kit



In areas of extreme poverty or following a natural disaster, CWS Baby Care Kits help young mothers care for their newborn babies.

### To assemble a Baby Care Kit you will need:

- Six cloth diapers
- Two T-shirts or undershirts (no onesies)
- Two washcloths
- Two gowns or sleepers
- Two diaper pins
- One sweater or sweatshirt (can be hand-knitted or crocheted)
- Two receiving blankets (one can be a hand-knitted or crocheted baby blanket)

Items must be new and under 12 months in size. Wrap items inside one of the receiving blankets and secure with both diaper pins. Patterns for many of the Baby Care Kit components are available online at [www.churchworldservice.org](http://www.churchworldservice.org) or by calling your CWS Regional Office at 888-297-2767.

**Value: \$39**  
**Processing cost: \$2 per Kit**

Do not enclose processing monies with your Kits. See instructions in this brochure for sending funds to Church World Service.

# Emergency Clean-up Bucket

These supplies enable people to begin the overwhelming job of cleaning up after a flood, hurricane, tornado, or other disaster here in the United States.

## To assemble an Emergency Clean-up Bucket you will need:

- One five-gallon bucket with resealable lid
- Five scouring pads
- Seven sponges, assorted sizes
- One scrub brush
- Eighteen cleaning towels (reusable, like Easy Wipes®)
- One 50-78 oz. box dry laundry detergent
- One 12 oz. bottle of liquid concentrated household cleaner (like Lyso®)
- One 24-28 oz. bottle liquid disinfectant dish soap (like Dawn®)
- One package of 48-50 clothespins
- Clothesline, two 50 ft. or one 100 ft.
- Five dust masks
- Two pairs latex gloves (like Playtex®)
- One pair work gloves
- 24- to 28-bag roll of heavy-duty 30-45 gallon trash bags (may remove from carton)
- One 6-9 oz. bottle of insect repellent (pump, drops or lotion, not aerosol)

Please provide all liquids in new, unopened plastic bottles. Be sure to send only new materials. Place all items in the plastic bucket, making sure they are packed securely to avoid damage during shipment, and seal lid with packing tape.

**Value: \$56**

**Processing cost: \$3 per Bucket**

Do not enclose processing monies with your Kits. See instructions in this brochure for sending funds to Church World Service.

**Please complete the label on the reverse side.  
Kits should be shipped prepaid to:**

**Church World Service  
Brethren Service Center Annex  
601 Main Street, P.O. Box 188  
New Windsor, MD 21776-0188**

or for those located west of the Mississippi River:

**Church World Service  
Fenncliff Center  
1720 Fenncliff Road  
Little Rock, AR 72223**

**Thank You!**

**(Make additional copies as needed.)**

**Please include a  
Processing Funds Coupon  
with your gift  
for processing.  
Thank you!**

**(Make additional copies as needed.)**

**PROCESSING FUNDS COUPON**

Make check payable to Church World Service.  
Complete and send with your check to:

**Church World Service  
28606 Phillips St.  
P.O. Box 968  
Elkhart, IN 46515-0968**

Congregation/group \_\_\_\_\_  
Contact Person \_\_\_\_\_  
Address \_\_\_\_\_  
City/State/Zip \_\_\_\_\_  
Phone No. \_\_\_\_\_ E-mail \_\_\_\_\_

Indicate the amount you wish to designate:

Processing \$ \_\_\_\_\_  
CWS Kit Purchase \$ \_\_\_\_\_  
Total \$ \_\_\_\_\_

**Please do not enclose monies with Kits.**

**Thank you!**

**KITS COUPON**

Complete and glue or tape in the return address area on each box of Kits.

Congregation/group \_\_\_\_\_  
Contact Person \_\_\_\_\_  
Address \_\_\_\_\_  
City/State/Zip \_\_\_\_\_  
Phone No. \_\_\_\_\_ E-mail \_\_\_\_\_

Number of: School Kits \_\_\_\_\_ Hygiene Kits \_\_\_\_\_  
Baby Care Kits \_\_\_\_\_ Emergency Clean-up Buckets \_\_\_\_\_

**Thank you!**

Use as a return address label on each box of Kits.

Enclose with payment.

**Frequently Asked Questions**

**Can anything else be added to the CWS Kits?**

No additional items can be added to the Kits, and items are limited to only those listed so that all Kit recipients receive the same materials. In an effort to meet the needs of local agencies in very diverse settings and cultures, CWS works to keep the Kits as useful as possible to meet the needs of recipients. To facilitate international shipping, distribution, and review by Customs officials, the boxes into which the Kits are packed at the warehouse must weigh the same and contain the same number of Kits and components. **Please do not include personal notes, artwork, checks or cash.**

**Can we include a note with our Kits?**

For some Kit recipients to read the note, it would have to be translated into his or her own language. Because this is a time-consuming and costly process, and is outside the scope of the CWS Kit Program, please do not include notes.

**Can we include religious or other symbols on the components or in the Kits?**

Please do not decorate your Kits with religious or governmental symbols or include components with these symbols. Kits are shared with people based only on need, regardless of religion, and should not be used as a way of proselytizing.

**May I designate my Kits for a particular location?**

The Kits you provide are packed with other same-type Kits and prepared for shipment to various points throughout the world, when and where the need is the greatest. CWS provides assistance to people in need regardless of their race, ethnic origin, or religion.

**Can I send my donation for processing with my Kits?**

Please send all monies to Church World Service, P.O. Box 968, Elkhart, IN 46515. Funds for processing are used to cover the insurance, preparation for shipment, and actual shipping costs of getting Kits from the warehouses in Maryland and Arkansas to their final destination. Checks or cash placed inside Kits or in the box of Kits may be overlooked in the warehouse, so please send all monies directly to CWS.

**Church World Service Kits** are small packages of supplies assembled by volunteers from congregations and groups, as well as individuals and families. The contents of each Kit are simple, small things – new pencils, washcloth, toothbrush, cleaning supplies – but having or not having them can make a world of difference in an ongoing development program or when disaster strikes. Because Kits matter, please follow exactly the instructions presented here. The contents of each Kit have been selected with care based on years of experience to make them as useful as possible, wherever and whenever they are sent. Cash donations in lieu of assembled Kits also help provide much-needed supplies. **Thank you for helping us be ready to respond.**

### Journey of a CWS Kit

**The journey begins!** Every Church World Service Kit begins with loving hands collecting and assembling the new components for each Kit – in classrooms and church halls, dining rooms and around kitchen tables across the U.S.

**Next stop!** Completed Kits are sent to the Brethren Service Center in New Windsor, Maryland, or the Ferncliff Center in Little Rock, Arkansas. There, the processing begins. All Kits are sorted, checked by volunteers and packed into large CWS shipping cartons, labeled and readied in the warehouse for shipment.

**Journey's end!** Where do CWS Kits go? The end of the journey for some CWS Kits may be Africa or the Middle East, where refugee children are provided School Kits to continue their education; or may be in the Caribbean, where Hygiene Kits are a vital part of recovery efforts following a devastating hurricane. The final destination may be the Midwest or Gulf Coast, where Emergency Clean-up Buckets can help families clean-up following a tornado or flooding. And a Baby Care Kit may help a mother in an impoverished area make life more comfortable for her new infant.

**The need is great!** Kits may be sent to Church World Service year-round. We can never have too many of these Kits on hand. Will you help us be ready to respond?

**Heart to Heart** traces the journey of CWS Kits from the hands of eager U.S. volunteers to our storage facility in Maryland, and on to people in need here and around the world. Available **free** in DVD and VHS formats. Nine minutes. To order call 800-297-1516.

**If you have any questions, call your CWS Regional Office, toll-free at 888-297-2767.**

## Packing and Shipping Kits

- Pack CWS Kits in boxes with only one type of Kit in each box. Clearly mark on the outside of the box the type of Kit enclosed.
- Complete the Kit Return Address Label found in this flier and tape or glue it in the return address space on each box of Kits being sent (make additional copies as needed).
- Secure the boxes with packing tape and ship prepaid to:



**CHURCH WORLD SERVICE** or  
**Brethren Service Center Annex**  
**601 Main Street,**  
**P.O. Box 188**  
**New Windsor, MD 21776-0188**

**CHURCH WORLD SERVICE**  
**Ferncliff Center**  
**1720 Ferncliff Road**  
**Little Rock, AR 72223**  
**(For Kit donors located west of the Mississippi River.)**

## Funds for Processing Kits and Funds for Purchasing Kits

Funds are needed to cover sorting, packing, and insurance, as well as shipping Kits to their final destination. **Please give \$2 for each School, Hygiene, or Baby Care Kit being sent, and \$3 for each Emergency Clean-up Bucket.** Cash donations in lieu of assembled Kits also help provide much-needed supplies. (The value of each Kit is indicated at the bottom of the Kit description.)

Along with the Processing Coupon found in this brochure, please send your check or money order payable to Church World Service to:

**Church World Service**  
**P.O. Box 968**  
**Elkhart, IN 46515-0968**



**CHURCH WORLD SERVICE**  
**www.churchworldservice.org**  
**Questions? Call 888-297-2767**