



LUTHERAN WORLD RELIEF

SCHOOL KITS



SOME IMPORTANT GUIDELINES TO REMEMBER

- If you are looking to purchase backpacks, the preferred style is often used in the U.S. for youth to carry athletic equipment. Try your local sporting goods store or search online using the keywords, “buy drawstring backpacks.”
- Before purchasing backpacks, make sure they meet the size requirements (14” x17”) and General Assembly Instructions. You can download a list from our website of suppliers who have appropriate bags available for purchase in bulk.
- Please give new items only.
- Please do not donate items with any religious symbols, messages or your group’s name.
- Please do not donate any items decorated with a U.S. flag, patriotic or military symbols, or references to the armed forces, including camouflage.
- Do not add other items or leave out any of the items listed.
- Do not enclose the Kit or any of its contents in plastic bags.

INCLUDE THE FOLLOWING IN EACH SCHOOL KIT

- ☐ **FOUR** 70-sheet notebooks of wide- or college-ruled paper, approximately 8” x 10 ½”; no loose leaf paper
- ☐ **ONE** 30-centimeter ruler, or a ruler with centimeters on one side and inches on the other
- ☐ **ONE** pencil sharpener
- ☐ **ONE** pair of blunt scissors (safety scissors with embedded steel blades work well)
- ☐ **FIVE** unsharpened #2 pencils with erasers; secure together with a rubber band
- ☐ **FIVE** black or blue ballpoint pens (no gel ink); secure together with a rubber band
- ☐ **ONE** box of 16 or 24 crayons
- ☐ **ONE** 2 ½” eraser
- ☐ **ONE** sturdy drawstring backpack-style cloth bag, approximately 14” x 17” with shoulder straps (no standard backpacks)

HOW TO PACK YOUR SCHOOL KITS

- Place ruler between notebooks. Place all items neatly into the bag and draw the drawstring together.
- Pack completed Kits, like items together, in boxes. Label contents in LARGE, BLOCK LETTERS on the outside of the boxes.
- Use strong cartons secured with packing tape, not to exceed 40 pounds.
- Do not use plastic or paper bags to pack donations.
- Include the name and address of your group or congregation on each box and label the contents