

# 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 Kits  
Emergency Clean-up Buckets  
Packing and Shipping Instructions  
Frequently Asked Questions***



## Packing and Shipping Kits

- Pack CWS Kits in boxes with only one type of Kit in each box.
- Complete the Kits Coupon found in this flier and enclose a copy in the top of each box before sealing.
- Clearly indicate the type of Kit on the outside of the box.
- Secure the boxes with packing tape.
- Provide a return address on the box.
- Ship all Kits prepaid to:

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

## Funds for Processing/Shipping and Purchasing Kits

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

Send your check or money order payable to Church World Service with the coupon found with this flier to:

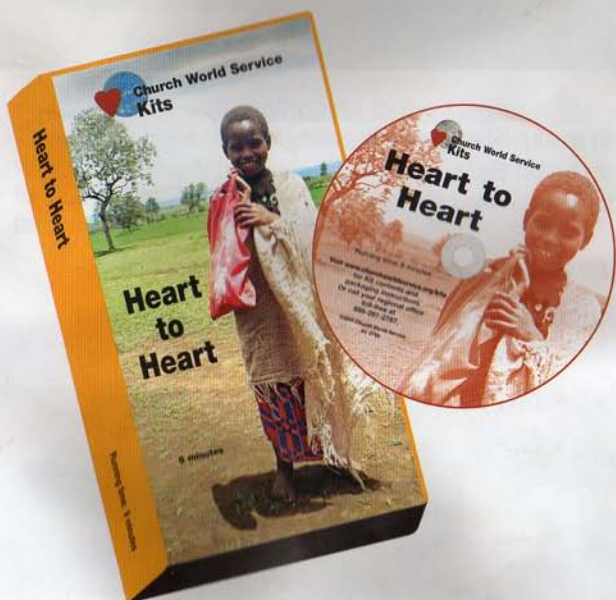


**CHURCH WORLD SERVICE**  
P.O. Box 968  
Elkhart, IN 46515-0968

Questions? Call 888-297-2767

**Church World Service Kits** are small packages of supplies assembled by volunteers and shipped to people in need around the world. CWS provides School Kits, Hygiene Kits, Baby Kits, and Emergency Clean-up Buckets. Because Kits matter, **follow closely 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.

Kits may be sent to Church World Service all year. Your continuing support of this program is very important and helps to ensure Kits are available for immediate response after a disaster in another part of the world or here in the U.S. Thank you for giving from the heart!!



**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 VHS and DVD 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.**

# Frequently Asked Questions about the CWS Kit Program

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

No, 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 anything else be added to the Kits?**

No additional items can be added to the Kits, and items are limited to only those listed so that Kit recipients have the same materials. In an effort to meet the needs of local agencies in very diverse settings and cultures, the CWS Emergency Response Program works to keep the Kits as useful as possible to meet the needs of recipients. In addition, 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 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.

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

No. For a Kit recipient to read the note, it would have to be translated into his or her own language, a time-consuming and costly process, which is outside the scope of the CWS Kit Program.

## PROCESSING/SHIPPING FUNDS COUPON

Complete and send with your check

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

Indicate the amount you wish to designate:

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

**Make checks payable to Church World Service and send to:**

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

**Thank you!**

## KITS COUPON

Complete and include with your shipment of Kits

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

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

**Kits should be sent pre-paid to:**

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

**Thank you!**

# School Kit



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 scissors (rounded tip)
- Three 70-count spiral or tape-bound pads of 8" x 10-1/2" ruled paper or pads with 200-210 sheets of ruled paper. (Please do not provide 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 16" finished size cotton cloth bag with cloth handles

Pack all items inside the cloth bag. Patterns for the bag are available.

**Value: \$13**

**Processing/Shipping Cost: \$2 per Kit**

# Hygiene Kit

In the face of natural disasters, violence, or grinding poverty, 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 (no metal files or emery boards)
- One bar of soap (bath size in wrapper)
- One toothbrush (in original packaging)
- Six Band-Aids®

Please do not add toothpaste to the Hygiene Kit. Toothpaste that has an extended expiration date will be added to Hygiene Kit shipments just prior to shipment. Seal all items in a one-gallon plastic bag with a zipper closure.

**Value: \$11**

**Processing/Shipping Cost: \$2 per Kit**



# Baby Kit



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

## To assemble a Baby 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
- Two receiving blankets (one can be a hand-knitted or crocheted baby blanket)

All items should be new. Wrap items inside one of the receiving blankets and secure with both diaper pins. Patterns are available for many of the Baby Kit components.

**Value: \$39**

**Processing/Shipping Cost: \$2 per Kit**

# 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 Lysol®)
- One 25 oz. bottle liquid disinfectant dish soap (like Dawn®)
- Fifty clothespins
- Clothesline, two 50 ft. or one 100 ft.
- Five dust masks
- Two pairs latex gloves (like Playtex®)
- One pair work gloves
- 24-bag roll of heavy-duty trash bags (33-45 gallon)
- One 6-14 oz. bottle of insect repellent (drops or lotion, not aerosol)

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

**Value: \$50**

**Processing/Shipping Cost:  
\$3 per Bucket**

**Please include a completed  
Kits Coupon inside the top of  
each carton of Kits.**

**Thank you!**

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

**Please include a  
Processing/Shipping Funds  
Coupon with your gift for  
processing and shipping.**

**Thank you!**

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