

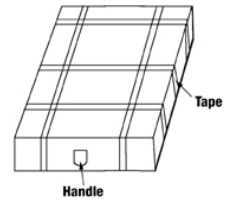


1. Gather new items in quantities listed below. Assemble Crisis Care Kits (CCKs) and seal the Zip-loc bags. Include **only those items listed** on the inventory. *Deviating from this list can cause an entire shipment to be rejected in customs.* Set the CCKs in groups of 6 to determine the number of banana boxes needed.

INSTRUCTIONS: Into a 2-GALLON ZIPLOC BAG put the following items:

- 1 medium size bottle of shampoo (12 to 18 oz.), please tape flip-tops closed
- 2 bars of soap (bath-size or larger)
- 1 medium toothpaste (4.0 to 6.4 oz.)
- 3 toothbrushes
- 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

2. Obtain the banana boxes from your local grocery store. Banana boxes provide uniformity, eliminating wasted space in shipping.
3. Cut the heavy brown paper (usually found in the banana box) in half and tape half on the bottom of the box and the other half inside the lid. (Cardboard could be used in the same way.)
4. Fill each box with **6 CCKs—no more, no less. Inventory must match what is in the box.**
5. After packing the banana box, place **Crisis Care Kits Box Inventory** inside the box. Using strong packing tape, cover the holes in the top and the bottom of the box. Then tape the box securely shut according to the diagram. Please leave box handles open, which makes it easier to load and unload.
6. **Do not insert money or extra literature** (including anything with the church's name on it, notes, etc.) in the CCKs or banana boxes.
7. Please put both "To" and "From" addresses on the box.
8. **Do not wrap banana boxes** in brown paper or contact paper. The wrapping tears or hangs on the rollers of conveyors. **Do not put filled banana boxes inside another box.**
9. Send the boxes to the following (depending on method of shipping):



For Shipping via the Postal Service:
Nazarene Relief Shipments
P.O. Box 117
Fawn Grove, PA 17321-0117

For Shipping other than Postal Service:
Nazarene Relief Shipments
5300 Fawn Grove Road
Pylesville, MD 21132

For the following states—CA, WA, OR, UT, ID, NM, and AZ:
Nazarene Relief Shipments
Hands of Hope
1201 South Powerline Road
Nampa, ID 83686

10. Send a check—made payable to **General Treasurer, Church of the Nazarene**—in the amount of **\$12 per banana box** (for storage and shipping costs during the distribution process). Ten Percent Credit will be allowed for the \$12 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 (formerly General Treasurer's Office)
Church of the Nazarene
6401 The Paseo
Kansas City, MO 64131-1213

Include the **name and address of your church** with the check