



SCHOOL PAL-PAKS

INSTRUCTION SHEET

2 GATHER PAL-PAK ITEMS

- **2 composition notebooks**, no larger than 9¾" x 7½"
 - *No spiral-bound notebooks will be accepted.*
- **1 package of 10-12 No.2 pencils**
- **1 package of 10-12 black pens**
- **2 pink erasers**, 2"-3" long
- **2 rulers**, 6" or 12", with metric measurements
- **1 package of 12-15 colored pencils**
- **1 pair of blunt-nose 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.

1 GET STARTED

- Gather only **NEW** items to create paks.
- Pack one set of pak items into a **clear, 1-gallon, zip-close plastic bag** and seal.
- Set the paks in **groups of ten** to determine the number of boxes needed.

3 PACK PAL-PAKS

- 1. Obtain 12" x 12" x 12" boxes from an office supply store.**
- 2. Fill each box with exactly ten paks.**
 - *Please do not insert money or literature (including anything with the church's name on it, notes, etc.) in the paks or boxes.*
- 3. Using strong packing tape, tape the box securely shut.**
- 4. Address the box.**
 - *Please put the name and address of the church (or individual donor) on the box in the "From" section and the address of the warehouse in the "To" section.*
 - *Do not wrap boxes in brown paper or contact paper or put filled boxes inside another box.*
- 5. Send the boxes to the appropriate warehouse** (see next page, dependent on the method of shipping or originating location).

COMPLETE YOUR SCHOOL PAL-PAKS

- 1. Ship to one of two warehouses for distribution**
- 2. Donate to cover the cost of global use**



SHIP PAL-PAKS

For shipping via the USPS to Fawn Grove:

Nazarene Relief Shipments
P.O. Box 117
Fawn Grove, PA
17321-0117

For shipping other than the USPS to Fawn Grove:

Nazarene Relief Shipments
Fawn Grove
Compassion Center, Inc
5300 Fawn Grove Road
Pylesville, MD 21132

For shipping via any carrier to Sacramento:

Nazarene Relief Shipments
Compassionate Ministry Center, Inc.
8115 Elder Creek Road,
Suite A
Sacramento, CA 95824

SEND DONATION

- **Send a check**—made payable to **Global Treasury Services, Church of the Nazarene**—in the amount of **\$12.00 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 \$12.00 shipping donation only.
- Please do not put money in the paks or boxes.
- Mark the check: **“School Pal-Paks Shipments 140003”** and mail to:

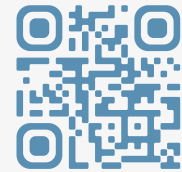
Church of the Nazarene
17001 Prairie Star Parkway
Lenexa, KS 66220-7900
Attn: Donor Services

Remember: **Adherence to these directions is required.** Paks that do not conform cannot be used due to customs requirements.



Looking for more guidance on packing crisis care kits or school pal-paks, or help advertising this ministry in your church?

Visit Nazarene Compassionate Ministries' webpage for kits and paks:
ncm.org/kitsandpaks



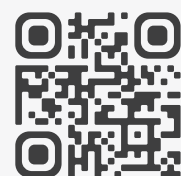
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