



1. Gather **NEW** items in quantities listed below. Assemble School Pal-Paks (SPPs) and seal the Ziploc bags. Include **only those items listed** below. *Deviating from this list can cause an entire shipment to be rejected in customs.* Set the SPPs in groups of ten (10) to determine the number of boxes needed.
2. Pack contents below in a clear 1-gallon Ziploc bag and seal:
 - 2 composition notebooks (such as Mead brand), no larger than 9¾"x 7½". **(No spiral-bound notebooks will be accepted.)**
 - 1 package of #2 pencils (quantity—10-12 pencils)
 - 1 package of black pens (quantity—10-12 pens)
 - 2 pink erasers, 2-3" long
 - 2 rulers (6" or 12", with metric measurements)
 - 1 package of colored pencils (quantity—12-15)
 - 1 pair of blunt-nosed 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.

3. Obtain 12"x12"x12" boxes from any office supply store such as Office Depot, Office Max, Staples, or a UPS store.
4. Fill each box with **10 Pal-Paks—no more, no less.**
5. **Do not insert money or literature** (including anything with the church's name on it, notes, etc.) in the Pal-Paks or boxes.
6. Using strong packing tape, tape the box securely shut.
7. When addressing the box, please put the name and address of the church (or the individual donor) on the box in the "From" section and the address of the warehouse in the "To" section.
8. **Do not wrap boxes** in brown paper or contact paper or put filled 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 Shipping via the Postal Service to Sacramento:
Compassionate Ministry Center
Inc.
P.O. BOX 292921
Sacramento, CA 95829

For Shipping Other than Postal Service to Sacramento:
Compassionate Ministry Center
Inc.
8460 Belvedere Ave Ste 7
Sacramento, CA 95826

10. Send a check—made payable to **Global Treasury Services, Church of the Nazarene**—in the amount of **\$10.00 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 \$10.00 shipping donation only. **Do not put the money in the SPPs or boxes.**

Mark the check, "**School Pal-Paks ACM1788,**" and mail to:

Global Treasury Services
PO Box 843116
Kansas City, MO 64184-3116