

UMCOR Mission Kits

As of December 31st, 2017, we are no longer assembling birthing kits, layette kits and sewing kits. UMCOR has a continuing need for health kits, school kits and cleaning kits. United Methodist women of the Virginia Conference prepare these kits throughout the year. The kits are then taken to Annual Conference in June and are sent to UMCOR Sager Brown Depot in Baldwin, LA to be distributed to those in need all over the United States. The following is a list of contents needed. **Please follow directions exactly.**

SCHOOL KITS (value \$11)

Materials

- One pair blunt scissors
 - Round tip only
 - No plastic scissors
- One box of 24 crayons
 - Only 24-count boxes are accepted
- Three one-subject notebooks
 - No marble composition books
 - No 3 or 5-subject notebooks
- One pack of loose-leaf paper
 - 100-200 page packets are acceptable
 - Wide or college rule accepted
- One hand-held pencil sharpener
 - 1-inch or longer
 - Remove from packaging
- One ruler
 - 12 inches or 30 centimeters long
 - Sturdy or flexible material accepted
- Six unsharpened pencils
- One eraser
 - Two inches or larger
- One two-gallon re-sealable plastic bag

Assembly Directions

- Stack all paper items on top of each other.
- Place all loose items on top of paper.
 - a. Small loose items may be placed in a smaller re-sealable bag.
- Place kit inside of re-sealable bag and seal.

Important Notes

- Homemade or purchased cloth tote bags are no longer being accepted.
- All items must be new.
- Please do not include any personal notes, money or additional materials in the kits.
- Contents of kits or the containers of kits should not be imprinted with cartoon characters, advertisements, religious, patriotic, military or camouflage symbols.

Packing Instructions

- Packed box should not exceed 70 pounds.
- School kit item can be packaged inside of the large plastic re-sealable bag.
- Complete two packing lists, one for the box and one for your records.
- Attach the shipping label/packing list on the outside of each box.
- Please send a check for the total number of school kits times \$1 per kit for the cost of shipping to Sager Brown. One check may be written for the entire donation.

HYGIENE KITS (value \$12)

Materials

- One hand towel (15 x 25 –17 x 27 inches)
 - No kitchen, cleaning, or microfiber towels
- One washcloth
 - No kitchen, cleaning, or microfiber towels
- One comb
 - Must be sturdy with at least 6 inches of teeth
 - No pocket combs or picks
 - Rattail and combs without handles are acceptable but must have at least 6 inches of teeth
- One toenail or fingernail clipper
 - No emery boards or metal nail files
- Bath-size soap (3 oz. bar or larger)
 - No Ivory or Jergen's soap
 - Do not remove from packaging
- One adult toothbrush
 - Do not remove from packaging
 - Personal advertising not acceptable
- 10 adhesive bandages ($\frac{3}{4}$ by 3 inches)
 - Common household bandages acceptable
- One one-gallon size re-sealable bag

Assembly Directions

- Lay hand towel flat on a table.
- Lay the washcloth in the center of the hand towel.
- Place all remaining items on top of the washcloth (except the plastic bag).
- Fold the sides of the hand towel to cover the items.
- Grasp the bundle tightly and roll over the remainder of the towel.
- Place the tightly rolled bundle in the plastic bag, remove air, and seal.

Important Notes

- All items must be new.
- Do not wash any of the items as they will no longer be considered new.
- Do not include any personal notes, money or additional materials in the kits.
- Contents of kits or the containers of kits should not be imprinted with cartoon characters, advertisements, religious, patriotic, military or camouflage symbols.

Packing Instructions

- Complete two packing lists, one for the box and one for your records.
- Place the shipping label/packing list on the outside of the box.
- Please send a check to Sager Brown for the total amount of hygiene kits times \$2 per kit for the cost of toothpaste and shipping. One check may be written for all of the kits.

CLEANING KITS (value \$75)

Materials

- One five-gallon round bucket with re-sealable lid (14.35" h x 12.19" w x 12.19" d)
 - No screw lids
 - May be used, but must be free from all residual product
 - Advertisements on the outside acceptable
- One 32-64 oz. bottle liquid laundry detergent
- One 16-40 oz. bottle liquid concentrate household cleaner
 - No spray cleaners
- One 16-34 oz. bottle dish soap
- One 4-8 oz. pump spray air freshener
- One 6-14 oz. pump spray insect repellent (pack of 10-20 wipes also acceptable)
 - Pump spray bottles must have protective covers
- One scrub brush
 - With or without handle
- 18 re-useable cleaning wipes

- No terrycloth, microfiber or paper towels
 - Remove from packaging
- Five scouring pads
 - No stainless-steel pads with soap in them
 - Remove from packaging
- 36-50 clothespins
- One 50-100 ft. clothesline (cotton or plastic line)
- 24 roll of heavy-duty trash bags (33-45-gallon sizes)
 - Remove from packaging
- Five N95 particulate respirator dust masks (1-3 mm thickness)
 - No surgical masks
- Two pairs kitchen gloves
 - Durable for multiple uses
 - Remove from packaging
- One pair work gloves
 - Cotton with leather palm or all leather

Assembly Directions

- Place all liquid items in the bucket first.
- Place remaining items in the bucket fitting them around and between the liquid items.
- Scouring pads and trash bags can be separated in order to fit all of the items in the bucket.
- Clothes pins may also be placed in a small re-sealable bag.
- Secure the lid on the filled bucket.

Important Notes

- All items must be new with the exception of the bucket and lid.
- All cleaning agents must be liquid form. No powders are accepted.
- If items have been omitted, label bucket. Please indicate which items are missing.
- Sponges have been removed from the list of supplies due to the challenge of locating the non-cellulose sponges that prevent mildew. Non-cellulose sponges will be added to each bucket upon arrival at the affiliate warehouse.
- Do not include any personal notes, money or additional material in the kits.
- Contents of kits or the containers of kits should not be imprinted with cartoon characters, advertisements, religious, patriotic, military or camouflage symbols.

Packing & Shipping Instructions

- Packed buckets cannot exceed 70 pounds.
- Complete two packing lists, one for your records and one for the shipping box.
- Place the shipping label/packing list on the outside of the box.
- Please send a check to Sager Brown for the total number of buckets times \$3 per bucket for the cost of sponges and shipping. One check may be written for the entire donation.