
Packing and Shipping Instructions

1. **USE STRONG BOXES!** Packed boxes should weigh **no more than 35 pounds**. Smaller weights are fine.
2. Boxes of soap should weigh no more than 20 pounds (or what most people lift easily). Remember, **only NEW, WRAPPED BARS** are acceptable.
3. **Please completely fill boxes** or cut to fit packed goods.
4. Tape Boxes securely with mailing or strapping tape. **NO MASKING TAPE, PLEASE!**
5. Sort goods, packing one type of item per box. Keep a record of packed items for filling out your LWR Society report.
6. PLACE LABEL CONTENTS, WEIGHT and RETURN ADDRESS ON NEW WINDSOR LABEL. You may duplicate and fill in the enclosed labels. If you make your own, please be sure all information is included. If your church sends more than one box, number the boxes on that label. For example, if you send 10 boxes, label the first box, "Box 1 of 10."
7. Address each box to:

Lutheran World Relief
601 Main Street
New Windsor, MD 21776



8. Prepare a listing that shows your church name, Synod, address, the number of boxes and the total weight you are sending to the collection site. Send or carry this information to the site for the Site-Chairman's records.
9. If you combine shipments with other churches in your area, please:
 - Keep track of information from the participating churches and provide it to the Site-Chairman.
 - Do your part to share the work, time, finances and JOY with the other churches involved. Be sure everyone clearly understands the plans.
10. **If you use a commercial trucker to ship boxes to the collection site:** Place a larger temporary label over the New Windsor label with Scotch tape for easy removal at the Site. This label should be big enough that removing will not damage the New Windsor label. Address the temporary label to your collection site.
11. **LWML Societies:** Please fill out a Lutheran World Relief Report as directed and send it to your Zone Human Care or Mission Service Chairman.
12. Know that your efforts will be blessed by God in His service. Thank you for your help with the details!

