

Instructions for Lutheran World Relief

Please read the following instructions **carefully** before you fill out the Lutheran World Relief labels and the report form.

LWR Labels

Individual LWR labels are enclosed. The labels are to be put on each box, clearly showing the contents and the weight.

The labels reflect the new LWR instructions for 2008. No clothes or sweaters are to be sent to LWR.

The Health Kits are not to contain toothpaste.

All kits (health, school, sewing, layettes) and fabric at least 3 yards each suitable for women's clothing are still to be sent. New, wrapped soap and quilts and blankets are still accepted.

The above items are to be in sturdy boxes no more than 40 pounds in weight. They are not to be tied with string. Use clear wrapping tape. Protect the labels with clear wrapping tape.

Before you transfer the labels to the boxes, make copies for your records.

Always keep the blank original label forms for your records.

The labels can be copied on white paper and cut apart or copied on jet or laser labels comparable to Avery model 5163 or 8163. The labels are made to fit on 4"x2" labels.

LWR Report Form

The LWR report form is enclosed. The form is to be filled out completely using the information on the labels. Please be certain that all amounts reported are the same as on the labels.

The top half of the form is to be given to the person collecting the boxes for the truck. That contact person will then send the forms to the Montana District LWML Vice-President for Human Care.

The bottom half of the form is to be given to the truck driver. Be sure that the totals on the top half equal the totals on the bottom half.

Make a copy of the form before you turn it in to keep for your records.

Always keep the blank original form for your records.