

**GENERAL GUIDELINES FOR CARE PACKAGES:**

*Take some time to look around our website where most of your questions can be answered. Please visit <http://www.military-missions.org/care-packages/>. After reading the guidelines and suggestions, and watching the short video at <http://www.military-missions.org/media/videos/> please make a list of questions that you would like to have answered. Submit your questions via email to [info@military-missions.org](mailto:info@military-missions.org). If you are getting involved in the months of September through December, you will likely want to participate in **OPERATION S.E.N.D. CHRISTMAS**. We send packages out monthly so your involvement is welcome year round.*

**CENTRAL KENTUCKY AREA:**

**CARE PACKAGES:** You can follow care package suggestions found on <http://www.military-missions.org/care-packages/>. If you do not have access to the address of a deployed troop, you can drop off your packages and we will mail them to the deployed on our mailing list.

**CARDS/LETTERS:** You can find specific guidelines for cards on page 2 of this document.

Our office is located at **3650 Boston Rd, Suite 146, Lexington, KY 40514**. Office hours are available on our website. Go to <http://www.military-missions.org/info/contact-us/>. Contact us at [info@military-missions.org](mailto:info@military-missions.org) or 859-221-9477.

**OUTSIDE CENTRAL KENTUCKY:**

You can still get involved in sending care packages through Military Missions, Inc. even if you don't live nearby. There are several different ways to participate.

**CARE PACKAGES:**

If you are *not* in the Central Kentucky area and you really want to send packages, we suggest that you follow our basic guidelines listed on our website at <http://www.military-missions.org/care-packages/>.

**MILITARY ADDRESSES:** *We are not allowed to give out military addresses for security purposes. If you do not know anyone that is deployed and are looking for an address, we will not be able to provide you with an address. We can, however, give you a few suggestions as to how to obtain an address. Start asking people you see on a regular basis. Start asking people who you come into contact with if they know anyone deployed. Ask at work, at school, at church, in the neighborhood, and any other places that you attend where you are mingling with other people. There is always someone that knows of one that is deployed. Get that individual to give you the name and address of the soldier that is deployed.*

Once you have the military name and address, follow the general guidelines on our website and download a care package suggestion list. With that information you should be able to pack a great box to send to a deployed troop.

If you don't have a military name and address, you can mail your donations to us and we can send them to someone on our list. We don't suggest this as a first option. You end up spending postage money to get the care package to us and then we spend postage money to get the box to the troops. Rather than send items to us, you can donate to pay for postage costs as well as donate to fill a box with goodies and supply the postage as well.

**CUSTOMS FORMS:** All boxes going overseas to our military will need a customs form. These forms can be picked up at the USPS or ordered online at their website. They are free. You can usually find a postal clerk that will be able to help you fill the form out properly if you have any questions.

**POSTAGE DONATIONS:**

If you prefer to make postage donations, you can write a check or you can donate via Google Checkout or Paypal directly from our website.

**CARDS:**

Cards are the best part of the care package. The personal messages of thanks and encouragement mean the most to the soldiers receiving the boxes.

We don't have any specific guidelines with regard to how people make the cards. Giving no guidelines usually lends itself to much more creativity. We suggest that people of all ages make their own cards because they share their hearts in their personal notes and their drawings, whether they be brilliant designs or the most simplistic stick figure.

Many people feel stifled by the fact that they don't know who is going to get the card or they simply don't know what to say. Some suggestions to get started: Dear Friend, Dear Warrior, Dear Freedom Fighter, Dear Protector, Dear Soldier, Dear Marine, and on and on..... It is not even necessary to start with a salutation which makes it even easier.

Additionally, a simple message of thanks for their service or letting them know that someone here in the states is thinking about them and/or praying for them is nice. Thanking them for keeping America safe and free is always a good choice too. Seasonal greetings are perfect to include in your message.

We try to gently steer people away from talking about death or wounds or anything that would be negative or sad. One never knows if the guy that receives the card has just lost a buddy in the days prior to opening the card. Sometimes we need to explain this to our children who are making the cards. We often get cards that say "Have you killed anyone?" or "Do you know anyone that died?" The children are simply asking, but we just can't send a card out with that type of statement.

Please do not send the cards in envelopes. We screen the cards looking for target words that would indicate a negative message or a negative picture as stated above. All cards will be inside boxes being mailed and do not need envelopes.

Including your first name, city, and state is definitely a good idea. It is so interesting to see all the different places that the cards come from. It gives our troops the knowledge that people from all over the country care about them. It also gives the card a real genuine feeling. It's best not to include your address. Boxes are going to a war zone. You don't want your information falling into the wrong hands. Once it leaves our office, we can't guarantee who will end up with your personal information.

Cards can be made by ALL AGES! We want our heroes to receive cards from the young, the old, and everyone in between.

**TAKE PHOTOS OF YOUR EFFORTS:** Take pictures of your event and send them to us in an email. We often put pictures of the groups that participate and we make a video for the troops to watch for Christmas and other seasons during the year. You can look at some of our videos to see the photos of the groups or individuals who participate. When we send out our boxes, we send the troops a letter that tells of all the groups that participated to make the boxes possible. Then we give them a webpage to visit so they can see the video of the people who they have just seen listed in their care package. It's a great way to make the whole connection personal for the troops and those that want to encourage them. Please check out our website to see some of the videos we have made in the past. Go to <http://www.military-missions.org/media/videos/> or visit our YouTube channel at <http://www.youtube.com/militarymissions>

We hope this has answered most of your questions. Feel free to contact us if you think of anything else you would like to ask. If you decide to participate with Military Missions, please check our website for up to date information on our mailing address.

[www.military-missions.org](http://www.military-missions.org)

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