



The Ladybug Project
12721 Dresden Court, Fort Myers, FL, 33912
www.theladybugproject.com

How to pack donated school supplies!

Thanks for donating supplies to The Ladybug Project Inc! We know it's a pain, but these directions need to be followed to a tee so that we accurately report what we are sending without unpacking everything, and so that we can be sure that the schools are getting the supplies that they need.

Note: You will need a scale to weigh the stacks of paper and used crayons, in addition to the weight of the final packed box.

Packing the Boxes:

- 1) Use the inventory checklist provided – please fill out to copies of the form for each box. One copy will go into the box when you are finished packing it, and the second copy will be returned to The Ladybug Project Inc. You can return this second copy by sending us an electronic copy (kereuter@theladybugproject.com) or via mail (The Ladybug Project Inc., 12721 Dresden Court, Fort Myers, FL, 33912, USA).
- 2) As you pack supplies, please make sure you indicate the EXACT number of new and used items on the form. In the case of looseleaf paper and used crayons, please indicate the amount by weight and not by number (it would take a long time to count individual sheets of paper!). Please be as exact as possible, for customs and IRS purposes.
- 3) If you have an item that is educational in nature, but you do not see it listed in the form, you may pack it but be sure to list it in the appropriate spot on the form. If you are not sure whether you should be sending the unlisted item, please do not hesitate to email us for guidance (kereuter@theladybugproject.com).
- 4) Be sure to take pictures of the packing process, especially if you have several people helping! We would love to have them for our records!

Once the box/boxes are packed:

- 1) Remember to place a complete and checked inventory sheet into the box! In addition, you're welcome to place a personalized letter to the headmaster into the box as well...but remember, not many people at our target schools speak English so if you've got a French or Spanish speaking friend, perhaps they can help you put something together!
- 2) Securely tape the box shut and email us the dimensions of the box (height, depth, and width) as well as the final weight along with a copy of the inventory sheet



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- 3) Approximately 2 weeks later, we will arrange for a fedex pick-up of the supplies courtesy of our sponsors, and the supplies will be shipped directly to our schools in Equatorial Guinea.

Thanks for agreeing to donate supplies to The Ladybug Project Inc. schools, and we look forward to hearing from you!