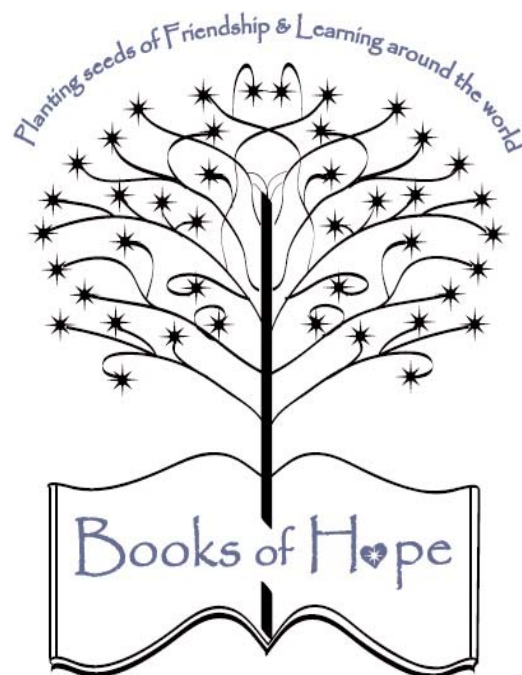
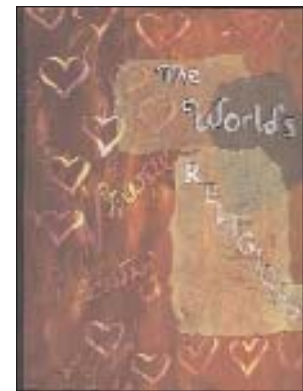
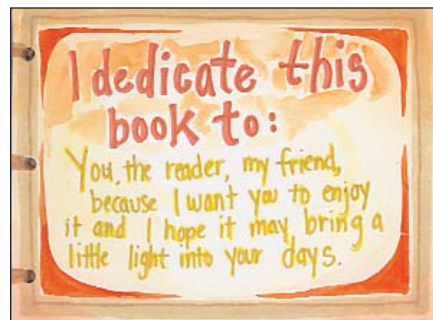
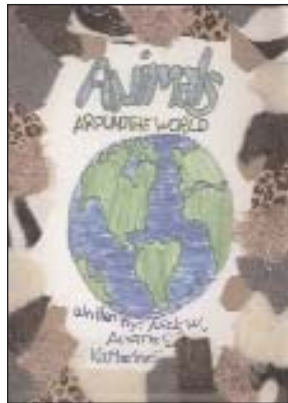


Facilitator's Guide



Books of Hope
Abha Thakkar, Director
483 Presidential Ln
Madison, WI 53711

www.booksofhope.org info@booksofhope.org 608.466.4534

08.25.09

Welcome to Books of Hope 2009-2010!

We greatly appreciate your participation. Please hold on to this information and copy this for your colleagues. You can reach Abha Thakkar at (608) 466-3534 or send an email to Abha or Katherine Krohn at info@booksofhope.org

Deadlines, Addresses, and Reminders

Immediately After Registering

- The username and password for the “Links for Registered Schools” page are:
Only for registered schools
- You’ll receive your invoice via email. Please print this out and submit it for payment.

Within One Month After Registering

- Send your payment, check made out to “Books of Hope,” and we’ll send you a receipt via email.

Books of Hope
483 Presidential Lane
Madison, WI 53711

Within Two Months After Registering (approx.)

- Choose which books you’d like to make and which sister school you’d like to be matched with through our online Sister School Selection Form. You can find this on our Links for Registered Schools page using the username and password above.

By March 15, 2010

- Your single book or item should arrive at our office for personal delivery by this date.
- On the cover of your book or item, please be sure to label your name, your school’s name, and your sister school’s name in large letters. Make the cover attractive, since it will appear in a photograph with children at your sister school.
- Please send only one 8.5” by 11” book or item to

Books of Hope
483 Presidential Lane
Madison, WI 53711

By May 10, 2010

- You’ll receive feedback from your sister school.

Between between May 15 - June 20, 2010

- The rest of your books and/or donated supplies should be postmarked between these dates.
- By May 15, you will be able to access the online shipping tutorial and inventory form at the “Links for Registered Schools” page. You will need to use the above username and password. Please fill this out to receive the warehouse address.
- Each United States Postal Service “ReadyPost 15 x 12 x 10-inch Mailing Carton” should be labeled clearly with your name and your school’s name. Please also write your sister school’s name on every surface in large letters. Please avoid any return street addresses for personal safety.
- Send books to our warehouse address (you’ll receive the address once you fill out the online shipping inventory form).
- If you would like to send financial donations, please send them separately to our office address with a note indicating how you would like them to be used.

Instructions for Making Books

Please copy this 2-page handout and go over this with your colleagues who are making books with their students. They are welcome to contact Abha directly at 608-466-4534 with any questions.

Before beginning, ask your students:

What makes a textbook more interesting or fun for YOU to read?

What helps you learn better and remember what you've learned?

Use those ideas when making books for Books of Hope!

Most important things to remember

- **All books must be type-written for the sake of legibility.** Please avoid using flowery fonts.
- **We no longer accept student-written autobiography, fiction, folklore, or poetry,** with two exceptions:
 - You are welcome to include story elements as a way to teach concepts in a book with instructional material.
 - You are welcome to include samples of student poetry or writing alongside classic or canonical samples of poetry, fiction or folklore.
- You can browse the Ugandan school profiles by clicking on “Our Sister Schools” and see our “Facilitator Resources” at our website: <http://www.booksofhope.org>
- **Please use the list of book topics that your sister school has requested when choosing what kinds of books to make.** In particular, our schools are most in need of more advanced books, with concepts appropriate for middle school students.
- Please help your school's Books of Hope contact person make an inventory of the book topics your students are writing about by using the book topics list included in this packet.
- **Quality is more important than quantity.** Our goal is to provide our sister schools with useful instructional material:
 - The books should be rich with instructional material. It's incredibly important that they are factually and grammatically accurate, since they are used primarily as teaching tools for English language learners.
 - Also, the books should be objectively beautiful to look at: lots of illustrations and visual aids, and lots of color. Remember that these children study many subjects verbally, without ever seeing any images of anything that isn't in their immediate surroundings. Pictures are perhaps the most valuable part of our books for them.
 - Include a glossary of English words to help introduce new vocabulary. Rather than avoiding sophisticated words or phrases, just define them at the back of the book. This will help expand your readers' vocabulary and teach new concepts.
 - Finally, the books should contain some form of interactivity. This could mean exercises, quizzes, coloring activities, word puzzles, math problems, reflection questions, fabric textures, pop-ups, or ideas for observation and experimentation.
- We know that quality books take a lot of effort to make, so you are encouraged to have your students work in groups to produce a few high-quality books and then make multiple copies of them so a Ugandan class can have several copies to use.
- **We don't accept binders, scrapbooks, or photo albums as they are very large, heavy and bulky to transport.** Prebound blank books are acceptable but are difficult to use with type-written text.
- Be sure to include at least a letter from the author(s) and photos, if possible. The letter should not only contain information about the author, but it should also be a message of hope and friendship to the reader. **Please do not include any return street addresses for your and your students' safety.**

Making Books for a Multicultural Audience

One of the greatest challenges in writing books for children half-way across the world is putting ourselves in their shoes. How much do they know about a subject already? How will their cultural values change their understanding of a topic? Here at Books of Hope, we hope to encourage books that reflect both academic excellence and an appreciation for the child's native culture. Most of all, we want to avoid imposing our own cultural values on our readers.

- Connect the topic back to your audience. Learning about your audience will help ensure that your books are as relevant and as culturally sensitive as possible. Familiarize yourself with the fundamentals of a culture before writing about it or writing for its members. Learn and understand its history, values, belief systems, and the behavioral expectations of its members.
- Take care not to imply that another culture is backward, primitive, or inferior; and also avoid treating any unfamiliar practices as exotic or peculiar. In reverse, be careful not to imply that your culture is somehow superior or preferable.
- Please avoid topics having to do with wealth and privilege.
 - For example, video games, cars, shopping malls, and expensive vacations are all out of the realm of experience of these children.
- Books in which students complain about homework, school, parents, siblings, cleaning the house or yard, or foods they don't like should be avoided as the children we serve often don't have any of these things and would love to have them.
- Most importantly, the content should never contain violence.

Suggestions for Illustrating Your Books

- DRAW! PAINT! COLOR!
- Cut pictures out of a magazine and make each page a collage
- Collaborate with your art teacher and make the books an interdisciplinary project
- Use a computer art program
- Use stencils to make creative shapes
- Use stickers
- Use ink stamps or other scrapbooking tools
- Use photographs taken by your students; students can even dress up like the characters and photograph themselves as if they were staging the book
- Create crayon rubbings of different objects
- Make a pop-up book!
- Use photographs and graphics from the Internet - just be careful of copyright and cite the artist when necessary.

Donated Supplies

- We encourage schools to collect donated supplies to be sent to their sister school. Please refer to the enclosed donated supply list so you know what supplies will clear international customs. Also, please help your school's Books of Hope contact person make an inventory of any supplies you've collected by using the form included with the list.
- Donated books, both fiction and nonfiction, are welcome in your final shipment as well. We ask that nonfiction books be timely, at least less than 10 years old and ideally less than five years old.

Financial Donations

If you would like to send financial donations, please make the checks out to "Books of Hope" and send them (separately from any books or payment) to our office mailing address. Please include a note indicating how you would like them used. We will send a receipt once we process the check:

Books of Hope
483 Presidential Lane
Madison, WI 53711

Payment Instructions

Please share these instructions, along with a copy of your email invoice, with whoever will be paying the Books of Hope participation fee on behalf of your school or organization.

Your Books of Hope contact person should have received a Books of Hope invoice via email immediately after they registered. If you need another email copy of your invoice or have any questions, please contact Abha at info@booksofhope.org or 608-441-3206.

Your school has registered for one of the following participation levels (indicated on your invoice):

- \$125 for international shipping for 1 box
- \$225 for international shipping for 2-3 boxes
- \$275 for international shipping for 4 boxes
- \$325 for international shipping for 5 boxes
- \$375 for international shipping for 6 boxes
- \$425 for international shipping for 7 boxes
- \$475 for international shipping for 8 boxes

Please note that the cost of your boxes and domestic shipping to our U.S. warehouse is NOT included in this participation fee.

Payment is due one month from the date of registration (the date of the email invoice).

Paying by credit card:

- If you would like to pay by credit card, you can do so on Razoo.com at the following website address:
<http://www.razoo.com/story/Books-Of-Hope-6>
 - Razoo is a safe, secure website designed for nonprofits to collect donations using credit cards.
 - Please do not hide your contact from us when making your payment. In either case, we will not receive your credit card info, but if the payment comes to us as anonymous, we won't be able to credit your account.

If paying by cash or check, please make checks out to “Books of Hope” and mail your payment to:

Books of Hope
483 Presidential Lane
Madison, WI 53711

Nonprofit Status, Vendor Applications, & Purchase Orders

- Books of Hope is a program of the 501c3 nonprofit organization My Class Cares Inc.
- EIN: 20-1802885
- If you need a copy of our W-9 form, you can find it at the following link:
<http://www.booksofhope.org/Files/BOH-W-9.pdf>
- **We prefer not to deal with purchase orders, as all we do is write the P.O. number on our invoice and resend it to you, but if you need to send us a purchase order or vendor application, you can do so at:**

Books of Hope
483 Presidential Lane
Madison, WI 53711

- We do not have a fax number. We work via email (preferred) or postal mail.

Individual Book / Item Instructions

Please share these instructions with whoever is in charge of assembling and shipping your individual book/item for personal delivery.

We take an individual book/item from each U.S. school along with us on our delivery trip and have it photographed in the hands of the students at your sister school to make sure you get feedback. Please contact Abha at 608-466-4534 with questions.

March 15, 2010 In-the-Office Deadline

- This single item must arrive at our office address by March 15, 2010. In other words, it will need to be postmarked BEFORE March 15, 2010 in order to make it on time.
- We leave for our delivery trip shortly after March 15, 2010 so there is very little flexibility with this date. Please plan ahead.

Feedback

- For logistical reasons, sending us this single book or item is the only way for you to get feedback from your sister school.
- You will receive photos and a written account from your sister school by May 10, 2010

The Cover of Your Book / Item

- Your book or item should have an interesting or colorful cover
- The cover should include:
 - your name
 - your school's name, city and state in large letters
 - your sister school's name in larger letters
- The cover will likely appear in the photo, and it's more meaningful when the cover conveys a message of friendship between the two schools.
- This cover does not necessarily have to relate to the book's contents.



The Book / Item should be no larger than 8.5" by 11"

Your Book / Item can be:

- Any one book that your students made for the project
- A compilation of photos of your students working on the project or holding books they've made
- A photo tour of your school or hometown.
- Letters from your students to the students at your sister school (bound together)
- A poster made by your students that folds to 8.5" by 11"

Your book/item should not be:

- More than one item from your school
- Loose sheets of paper or photos. Please be sure to bind them together and mount photos on cardstock.
- Any compilation in a binder, photo album, or scrapbook (12" square format) - these are large and heavy
- Glass or other breakable objects
- Anything that weighs more than one pound
- Anything that does not fold to 8.5" by 11"
- For personal safety reasons, any item that has a specific street address on it. City and State are okay.

Please bear in mind that we actually carry these books in our suitcases, and we need to take over 400 of them. There are limitations on how much excess baggage we can purchase, so please respect our guidelines. Please do not send more than one item and insure that your item is not too large, too heavy, or too fragile.

Please send this individual book/item to our office address, postmarked BEFORE March 15, 2010:

Books of Hope
483 Presidential Lane
Madison, WI 53711

It should be sent separately from your payment or any other books.

Packing & Shipping Instructions

Please share these instructions, along with a copy of the enclosed Shipping Inventory Form, with whoever will be in charge of packing and shipping the books and donated supplies from your school.

Please remember that the cost of your boxes and domestic shipping expenses are NOT included in your participation fee.

Online Shipping Tutorial & Warehouse Address

- In mid-May, we will send you an email to let you know that our online shipping tutorial is available at our “Links for Registered Schools” page. You will need to use the username and password to access this.
- At the end of this tutorial, you will arrive at our shipping inventory form, where you will be asked to let us know the contents of each of your boxes. Please use the enclosed Shipping Inventory Form to help you prepare for this
- After completing this form, you will receive the warehouse address through email.

Purchasing Your Boxes:

- We ask all participants to use the United States Postal Service “ReadyPost 15 x 12 x 10-inch Mailing Carton”
- These boxes are available at your local US Post Office and cost \$3.19 per box. This cost is not included in your registration fee.



Packing Instructions:

- You can fit as much as possible into these boxes, as weight is not a factor in your fee. In fact, for the sake of stability, we encourage you to pack them to the very top.
- Please wrap your books in a plastic bag to help weatherproof them. You don't need to wrap them individually in bags; one bag per box is fine.
- In general, we discourage any other kind of packaging material, as it takes up valuable space. However, if you need to use packaging material to fill up a little empty space, please use paper or newspaper.
- Please do NOT use styrofoam packaging peanuts or bubble wrap as this creates a lot of nonbiodegradable waste.
- Please make sure your boxes are taped securely.

Labeling Your Boxes:

- Please make sure that the outside of each box is labeled clearly with:
 - Your name
 - Your school's name
 - The name of your sister school, written clearly, in large letters, on every side of the box.
- For safety, please do NOT put any return street address on the outside of your box or in any of your books. City and state are okay.
- It's very important that the outside of the box is labeled clearly. The warehouse staff will not be able to send you a delivery confirmation if it's not clear whom the box is from. If your sponsored school's name is not labeled on the outside of the box, our logistics company in Uganda will not know where to deliver them.
- Books of Hope staff will not be able to make changes to boxes stacked in the warehouse.

Postmark Your Shipment Between May 15 - June 20, 2010

- It is VERY important that you do not postmark your final shipment of books before May 15 or after June 20. Since we are renting warehouse space only for May and June, there is no flexibility with these dates, so please plan ahead.
- PLEASE DO NOT SEND YOUR FINAL SHIPMENT OF BOOKS TO OUR OFFICE ADDRESS.
- We will be forwarding these boxes to your sister school without opening them. Please make sure that you send your payment and anything else you need us to see separately from the books.
- It is important to remember that you will not receive personal feedback about this shipment from your sister school.
- We will send you a confirmation once the warehouse informs us of receipt of your books.

Book Topic Descriptions & Tracking Sheet

Please copy these Book Topic Descriptions & share it with any teachers at your school who are making books with their students. Use the table on the following pages to help you track which books your students are making so you can be prepared to fill out our online sister school selection form.

Sister schools in our program have the opportunity to request books in the subject areas and at the “grade levels” described in this packet. Once you register, you can choose a sister school based on their book requests. **Please do not begin making books until you’ve registered and had a chance to choose a sister school so you know which books they need.**

A few quick reminders about your books:

1. We are no longer accepting student-written autobiography, fiction, poetry, or folklore.
2. All books must be type-written.
3. You can improve English language literacy in all of your books by adding a glossary of terms at the end to define advanced vocabulary.
4. The more pictures, the better! The students learn orally and rarely get to see images of the things they are learning about.
5. Your books should be as interactive as possible, including reflection questions, quizzes, math problems, word puzzles, fabrics and textures, pop-ups, and suggestions for simple science experiments and observation.
6. There is a great need for maps, charts, posters, flash cards, and all sorts of visual aids
7. Art supplies, sports equipment, and simple musical instruments are great supplements to your books, too, provided they fit in your boxes.

What do the “grade level” categories mean when making the books?

It’s extremely difficult to generalize grade levels in Uganda because many students have missed years of schooling due to war and displacement. Below, we have tried to summarize what we mean on the topics list by each general grade level:

Elem = Elementary Level Books (ages 3-8) *Students are learning to read and count in English.*

English Language Literacy: Students are acquiring basic skills: identifying the alphabet, reading and pronouncing simple words.

Mathematics: They are learning to count and doing simple arithmetic. They are beginning to understand measurement.

Science & Social Studies: Students are learning basic concepts about the world around them mostly through observation and experience of their family, community and natural environment.

Health: They are learning about basic hygiene and health practices. They are not yet personally aware of sexuality but basic lessons start at this time about personal decision-making.

Art & Crafts: They enjoy drawing and coloring, but there is very little formal art education (mostly because of the lack of supplies).

Music: They are practicing rhythm and memorizing songs taught to them. They use rhythmic call and response to learn concepts.

Recreation: Children spend a lot of time playing outdoors, though mostly not through organized sports.

Int = Intermediate Level Books (ages 9-13) *Students can now “read to learn.” They are now taught all subjects in English.*

English Language Literacy: Students are now able to read a book on their own. They can learn by reading now, and they are able to verbally summarize and report back on their learning. They are learning the basic elements of grammar in order to learn English. They are beginning to write their own poetry, and they are now learning the structures of writing (organizing an essay or a research paper, for example). Their English vocabulary is now beginning to expand.

Mathematics: They are moving on to more advanced arithmetic and possibly being introduced to simple algebraic concepts.

Science: They are involved in more sophisticated scientific reasoning and are fascinated by earth sciences such as archeology, geology, weather, and astronomy.

Health: They begin to get more in-depth sexuality education, particularly in regards to personal decision-making and the consequences of being sexually active. They begin to learn about disease, and they continue to learn about hygiene.

Social Studies: They are learning to read maps (if available).

Art & Crafts: At home, the girls are cooking and sewing. It’s not clear whether there is any other formal art education.

Music: They continue to sing songs as part of their school day, though it’s not clear if they’re receiving any formal instruction.

Recreation: Most of the students are actively involved in outdoor sports, especially soccer and volleyball (or “netball”).

Adv = Advanced Level Books (ages 14-18) *Students are now capable of dealing with more abstract material.*

English Language Literacy: They may study poetry, literature, and philosophy, when it’s available. They are acquiring more advanced English vocabulary words, now in specialized subject areas (science, political science & government, etc.)

Mathematics: They are learning algebra, geometry, trigonometry, calculus, probability and statistics.

Science: They are now studying scientific subjects in-depth, such as physics, chemistry, and biological sciences. They are beginning to learn to use computers when they have access to them.

Health: They continue to receive sexuality, disease, and hygiene education.

Social Studies: They are much more aware of world history, of politics, of current events, of issues of poverty, war and human rights.

Art & Crafts: It’s not clear whether there is any art education. Some students enter vocational school to learn sewing or carpentry.

Music: Some students are involved in the school choir and learning traditional folk dances.

Recreation: Students (especially boys) are now involved with competitive sports across the District.

These descriptions are here to give you a sense of the kinds of books that are most helpful to our sister schools. They are meant to be general guidelines and were left intentionally vague so you could fit a variety of material into these categories.

	Topics	Description	Elem	Int	Adv
English Language Literacy Remember that you can enhance English Language Literacy in all of your books by adding a glossary of terms at the end.					
1.	Alphabet	Alphabet books can be created for a variety of grade levels. For younger students, they can help teach the recognition and sounds of letters. For older students, they can help teach increasingly advanced vocabulary, though we want to be careful not to supplement these with illustrations that are too childish for older students.			
2.	Grammar & Mechanics	Books about the logical and structural rules that govern the composition of sentences, phrases, and words. This can include parts of speech, syntax, and punctuation.			
3.	Vocabulary	The purpose is to help expand the English vocabulary of our readers. Consider making subject-specific vocabulary books (like science terms) to support learning through English. This can also be accomplished in all of the other subject areas simply by adding a glossary to the end of the book.			
4.	Poetry	Poetry books should not solely contain student-written poetry. By poetry, we mean the study of poetry and its form and history. For example, terms such as rhyme, meter, verse, repetition, alliteration, assonance, onomatopoeia, metaphor, and simile. We encourage you to include samples of published, canonical poetry to illustrate these terms, and student examples are welcome alongside these. Ideally, these would include some poetry writing exercises to give our readers some practice.			
5.	Writing Instruction	Books should be about "How To Write" in various forms, including creative fiction, nonfiction essay, prose, research papers, persuasive essays, etc. You can cover terms such as outline, plot, theme, voice, tone, characterization, point of view, narrative, transitions, descriptive language, etc. You can also teach the process of writing a research paper, right down to creating the bibliography. Ideally, these would include some writing exercises to give our readers practice.			
6.	World Literature	These books can include a discussion of fictional literature from any part of the world, but should not be focused solely on American literature. Comparative literature is ideal. This could include short stories, dramas, and novels, and discuss terms such as plot, theme, symbolism, and character. You can also compare eras of literature, such as Romanticism, Realism, etc.			
Mathematics Books in this category would have sample math problems and solutions guides. You can also include manipulatives and tools to help teach concepts.					
7.	Counting	Counting books can be created at various grade levels and can be used to help teach English number vocabulary. For example, counting by 10s to a trillion for an Intermediate level book: you can show the number and the words (one million and 1,000,000). You can also introduce other vocabulary words for the objects being counted. For example, "5 balloons" with pictures of balloons.			
8.	Arithmetic	This includes addition, subtraction, multiplication, division, fractions and decimals, and can be modified for advanced grade levels (for example, division with fractions).			
9.	Algebra	This can include the introduction of variables, constants, operations, equations and equation solving, polynomials (algebraic expressions), factorization, etc.			
10.	Geometry	Topics related to the size, shape and relative position of figures, including concepts such as area of 2D figures and volume 3D figures, circumference, coordinate systems, Pythagorean Theorem, and proofs. Also introducing tools such as the compass and straightedge.			

11.	Trigonometry	Books related to trigonometric functions which describe the relationships between sides and angles of triangles.			
12.	Calculus	Books related to calculus as the mathematics of change, including topics such as limits, functions, derivatives, and integrals, and the various applications of calculus.			
13.	Probability & Statistics	Books about probability theories, particularly discrete probability distributions with terms such as set, subset, sample space, event, element, etc. Statistics topics relate to the collection, analysis, interpretation and presentation of data (surveys, models, etc.).			
Science					
Ideally, books in this category would have ideas for simple experiments, activities and observations that don't require equipment. You can also include simple science experiment kits (as long as none of the objects are breakable) in your final shipment.					
14.	Scientific Method & History	Books should discuss the scientific method, scientific reasoning, scientific theory vs. hypothesis, experimentation, and the fundamental nature of science. You can also write about the history and development of various scientific theories and models.			
15.	Earth Sciences	Can include books about Geology, Archeology, Dinosaurs, Astronomy, Oceanography, and Weather Systems.			
16.	Chemistry	Books about the composition, behavior, structure and properties of matter. This can include topics such as atomic structure, organic chemistry, analytical chemistry, etc.			
17.	Physics	Books about the study of matter and its motion through spacetime. Topics can include energy, force, magnetism, electricity, thermodynamics, Chaos Theory, classical physics, Relativity, Quantum Mechanics, String Theory, etc.			
18.	Environmental Sciences	Can include books related to ecology, conservation, endangered species, pollution, habitat destruction, climate change, etc.			
19.	Biological Sciences	Can include books about cellular biology, animal biology, plant biology (botany), human biology and anatomy (physiology), Evolution, etc.			
20.	Agricultural Sciences	Books should be about topics in crop choice, crop rotation, planting, harvesting, fertilizing, composting, raising livestock, marketing and selling agricultural products, and especially subsistence vs. commercial agriculture.			
21.	Computer Science	Books can be an introduction to modern-day hardware and software. Commonly used software packages available in Uganda include Microsoft Windows, Microsoft Office, and Internet Explorer. Many Ugandans also use webmail, including Yahoo and Gmail. Students can write simplified software guides (how to use Microsoft PowerPoint), HTML reference guides for simple webpage creation, a tour of a computer's hardware components (how a computer works), or guides about basic computer skills (turning on and off, using the mouse to right-click, using the Start Menu, etc).			
Health Sciences					
Feel free to enclose wash clothes, tooth brushes, floss, tooth paste, bar soap, deodorant, and other personal hygiene items.					
22.	Hygiene	Topics include basic hygiene practices and their health consequences, bearing in the limited access to soap, washcloths, and dental cleaning supplies (feel free to include toothbrushes!).			
23.	Sexuality	Topics related to the biological aspects of human sexuality and development, the health consequences of being sexually active (early pregnancy and diseases such as HIV), the personal decision-making that goes into being sexually active. You can also discuss options such as birth control and abstinence.			
24.	Disease	Books should primarily be about diseases found in East Africa, such as HIV, Malaria, Ebola, and various other parasites, bacteria, fungal infections, etc.			

25.	Nutrition	Books related to the components of a healthy diet and the consequences of not getting certain nutrients. Bear in mind that not everyone has consistent access to food so the books should not scold its readers for not eating properly. The Gulu diet consists mostly of beans, millet, sorghum, wheat (bread), cassava, bananas, spinach, potatoes, sweet potatoes, noodles, chicken, beef, goat, fish, eggs, tomatoes, eggplant, onions, mangoes, peanuts (ground nuts), and salt.			
26.	Exercise	Books should discuss the importance of regular exercise, including cardiovascular, flexibility, and strength training. Share examples of exercises (possibly even routines) that do not require equipment.			
Social Studies There is a great need for maps, particularly world maps and maps of Africa.					
27.	Geography	Books about the Earth and its lands, features, and inhabitants, describing the way things are and how they got that way, with a special emphasis on maps and map-reading skills, since the students have almost no visual aids to help them understand the world. This also includes both human geography, which describes human interactions with their environment, and physical geography, which is primarily earth science.			
28.	World Cultures	These can be books about traditions, clothing, holidays, music, architecture, family structures, social mores, and lifestyle of any country in the world. We ask that the focus not be on U.S. culture as they do get a lot of that through the media.			
29.	World Religions	These books should be objective comparisons of various religions throughout the world. Their purpose is not evangelical. We want to give students the opportunity to learn about the different faith traditions that people around the world practice.			
30.	World Folklore	These books can include stories and folklore from countries around the world, such as creation myths, legends, proverbs, nature myths, etc. You can also discuss different elements of folklore. Student-written folklore is welcome as a teaching tool if it's included alongside well-known examples and terminology.			
31.	World History	This topic can include the history of any region or country in the world. This might involve biography, illustrated timelines, essays on specific events, or a study of a major civilization or other modern-day entity. U.S. history is fine; we just ask that not all of your books focus solely on American history, as it is not part of their curriculum.			
32.	Political Science & Government	Books in this topic can describe different forms of government, the history and attributes of democracy, the rights and responsibilities of citizenship in a modern-day democracy, and movements involving the suffrage of various minority groups.			
33.	Current World Issues	These books can cover any contemporary world issue, group, or person in the last 5 years. They should discuss the history and the implications of the event or figure.			
34.	Human Rights & International Relations	Books in this category can help our readers, as former child soldiers, learn about their rights as human beings. Books can rely on various U.N. documents and discuss other times in history when people have been oppressed or enslaved.			
35.	Economics	Books about the production, distribution, and consumption of goods and services, including terms from micro- and macroeconomics and international economics, such as resources, scarcity, supply & demand, Gross Domestic Product, inflation, monetary policy, fiscal policy, globalization, tariffs, international trade, etc. This may also include international economic organization and important figures in economic history.			
36.	Philosophy	Philosophy incorporates many subjects, such as ethics, logic, the fundamental nature of existence, justice, truth, beauty, etc. You can also discuss famous figures in philosophy and their theories.			

Art Pencils and paper are relatively common (though not for our more remote schools), but any other supplies will most likely not be found there. You are welcome to include supplies to supplement your instructional materials. You can also include small sewing kits.					
37.	Drawing & Painting	“How To” books related to various drawing and painting techniques, concepts, and tools. This could include life-form or human figure drawing, portraiture, shading, perspective, depth, scale, color, etc. You can discuss various mediums such as pencil, colored pencil, charcoal pencil, oil pastels, watercolor, oil, and acrylic.			
38.	Craft Skills	Books about metal working, wood working, sewing/needlework (some do have access to sewing machines – you could include sewing patterns).			
39.	Cooking	Books about cooking techniques, scientific basis for cooking methods, or recipes containing the following foods available in Gulu: beans, millet, sorghum, wheat (bread), cassava, bananas, spinach, potatoes, sweet potatoes, noodles, chicken, beef, goat, fish, eggs, tomatoes, eggplant, onions, okra, mangoes, peanuts (ground nuts), corn, and salt.			
40.	Art History	Art history can have examples of important pieces of art from around the world and discuss its form, medium, context, history, the biography of the artist, its symbolism, its style, etc. The purpose is to expose students to different kinds of art and artistic movements and their context in history and culture.			
Music You are welcome to send along small musical instruments.					
41.	World Music	This topic can include a history and explanation of musical traditions from around the world, including an illustrated guide to various instruments or a description of when and how music is used in different cultures. If you would like to send along a CD, please consider making a financial donation with a note for us to purchase a battery-operated CD player on our trip. We can also buy a year’s supply of batteries to make sure it keeps working. Otherwise, our schools do not have electricity, and CD players are likely to break when shipped.			
42.	Notation, Theory & Rhythm	These can be books that teach students about the underlying structure of how music works, including the language and notation of music. This can include rhythm, harmony (harmonic function), melody, structure, form, texture, pitch, scales, dynamics, etc.			
43.	Musical Instruments	If your school would like to donate some small musical instruments, you can include books that teach the students how to use them to play some simple songs. These books can also be surveys of musical instruments from around the world.			
Recreation You are welcome to include games and sports equipment in your shipment, just please be aware of volume. For example, an inflated ball will take up a lot of your allotted space. You can send shoes, play clothes, board games, decks of cards, volleyball nets, chalk, etc.					
44.	Indoor Games	These books should include ideas for games that children can play inside with minimal equipment. These could be word games, math games, card games, etc.			
45.	Outdoor Games & Sports	This topic can cover a wide range of outdoor sport and activities. You can include descriptions of games that don’t require equipment (for example, Red Rover or Hide and Seek). You can also write about sports or sports figure from other countries.			

If you have any questions, please contact Abha at 608-466-4534 or info@booksofhope.org

Requested School Supplies & Inventory Sheet

Please share this with any colleagues at your school who will be helping to collect supplies. You can use this sheet to track your supplies so you are prepared to fill out our Online Shipping Inventory Form in May 2010. Just fill in the number of each supply that will be packed in each box. Make multiple copies of this sheet if you have more than 3 boxes.

You do not need to send us this inventory sheet. It is only to help you collect and track your donated supplies so you are prepared to fill out our Online Shipping Inventory Form. This information is critical for international customs purposes. We could be charged large fines if this information is not accurate. Thank you!

Unfortunately, we cannot accept used clothing or blankets due to international customs law (they would require an official certificate of disinfection, and that will complicate our import process in Uganda). If you do include any clothing or blankets, please make sure that they are new. This is indicated by "NEW" on the list below.

For items such as crayons, pens, colored pencils, etc. please note that we need a per item count. This means that if you are sending a 24-pack of crayons, it would count as "24." If you are sending 3 8-packs of crayons, it would also count as "24." This is slightly cumbersome, but it's the only way we can standardize all the different-sized boxes and quantities that are available. Do your best to approximate accurately.

Please indicate the number of items in each box using only whole numbers (no words or decimals.)

	Box Number 1	Box Number 2	Box Number 3
Weight of Box (please round up to nearest whole number)			
Number of Student-Made Books			
Number of Published, Donated Books			
Balls			
Bar Soap - <i>no liquid soap</i> (# of bars of soap)			
3-Ring Binders			
Blankets - <i>NEW</i>			
Bookbags			
Bookmarks (# of individual bookmarks)			
Calculator			
Chalk (# of pieces of chalk)			
Chalkboard Eraser			
Colored Pencils (# of individual pencils)			
Compass - <i>for math</i> (# of individual compasses)			
Compass - <i>for directions</i>			
Construction Paper (# of sheets of paper)			
Crayons (# of individual crayons)			
Dresses - <i>NEW</i>			
Erasers - <i>pencil or art erasers</i> (# of individual erasers)			
Fabric - <i>NEW</i> (# of yards)			
First Aid Kits			
Flashcards (# of individual cards)			
Floss (# of individual packs of floss)			
Folders - <i>file folder or other</i> (# of individual folders)			
Games - <i>board games, cards</i>			

Glue Bottle (# of bottles)			
Glue Stick (# of individual sticks)			
Hole Punch			
Index Cards - <i>blank</i> (# of individual cards)			
Jacket/Coat - <i>NEW</i>			
Latex Gloves (# of pairs of gloves)			
Letter-Sized Envelope (# of individual envelopes)			
Manila Envelope - <i>any size</i> (# of individual envelopes)			
Manipulatives - <i>for math</i> (# of individual pieces)			
Maps & Charts & Posters			
Markers (# of individual markers)			
Musical Instruments			
Notebooks or pads of paper - <i>lined or blank</i> (# of notebooks)			
Oil Pastels (# of individual oil pastels)			
Paint brush (# of individual brushes)			
Paints (# of individual paints)			
Pants - <i>NEW</i> (# of pairs of pants)			
Paper - <i>white lined or blank</i> (# of sheets of paper)			
Paper Clips (# of individual paper clips)			
Pencil Pouches/Organizers			
Pencil Sharpener (# of individual sharpeners)			
Pencils (# of individual pencils)			
Pens (# of individual pens)			
Protactor			
Ruler			
Scissors			
Sewing Kits			
Shirt - <i>NEW</i>			
Shoes - <i>NEW</i> (# of pairs of shoes)			
Shorts (<i>only boys</i>) - <i>NEW</i>			
Socks - <i>NEW</i> (# of pairs of socks)			
Sports Equipment (# of pieces of equipment)			
Stapler			
Staples (# of individual staples)			
Stickers (# of individual stickers)			
Sweaters/Sweatshirts - <i>NEW</i>			
Tape - <i>Masking or Scotch</i> (# of rolls of tape)			
Tooth Paste (# of tubes of toothpaste)			
Tooth Brushes (# of tooth brushes)			
Toys - <i>NEW stuffed animals, etc</i>			
Underwear - <i>NEW</i> (# of pairs of underwear)			
Wash Clothes - <i>NEW</i> (# of wash clothes)			
White Out (# of bottles of white out)			