

Books of Hope Pre-Registration Packet

Thank you for your interest in Books of Hope!

We've designed this pre-registration packet to help answer your questions and prepare your school to participate in the Books of Hope program. If you need a shorter version to share with your colleagues (at staff meetings, etc), we've included a flyer you can copy at the end of this packet.

We're providing this information to help you decide whether you'd like to participate, but please do not begin making books until after you've registered and selected a school to sponsor. We cannot accept books without pre-registration and payment.

Once you've registered we'll also send you your facilitator packet, invoice, and username and password to access the "Links for Registered Schools" section on our website.

You can get started by registering online at www.booksofhope.org and clicking on "Register & Get Involved!"

Thanks again!

Sincerely,

Abha Thakkar
Books of Hope, Director
(608) 466-4534
483 Presidential Lane, Madison, WI 53711
info@booksofhope.org
www.booksofhope.org



Quick Reference

To get started with Books of Hope, just register on our website at "Register Now!"

www.booksofhope.org: you'll take our online tutorial and learn everything you need to know about the project.

DEADLINES:

Individual Book/Item:

Must arrive at our office by March 15, 2010

Final Shipment of Books/Donated Items:

Postmarked to our warehouse between May 15 - June 20, 2010

MAILING ADDRESS:

for payments, purchase orders, individual books, etc.

Books of Hope
483 Presidential Lane
Madison, WI 53711

WAREHOUSE ADDRESS:

for final shipment of books and donated items

Made available to registered schools in May 2010 after completing the online shipping tutorial and shipping form.

What is Books of Hope and who can participate?

What is Books of Hope?

Books of Hope is a service-learning program where U.S. schools select a sister school in Uganda and create instructional books, collect donated school supplies, and raise funds to help meet the students' educational needs. It's an ideal way to incorporate service learning into your curriculum while also helping you meet your academic standards. What better way for your students to learn a subject than to teach about it through writing a book?

Schools, organizations, and individuals can participate in Books of Hope by registering for the program and selecting a sister school or organization that serves vulnerable children in Uganda. Based on their sister school's needs, students write, illustrate and bind books that will then be delivered to their sister school. They also have the option of collecting financial donations or donated books and supplies to send to their sister school. In exchange, teachers will receive instructional resources to help them facilitate the project and all schools will receive feedback from their sister school before the end of the school year.

Books of Hope allows teachers to seamlessly incorporate service into practically any unit of any classroom at any level. Whether you teach reading or science, math or social studies, Books of Hope is a great fit. Since the children at your sister school study many of the same subject areas that American students do, books with specific, accurate educational content can help provide instructional materials for their classrooms.

Over 50,000 students, teachers, parents and community members from over 1500 schools across the country have been involved in Books of Hope. During the 2008-9 school year, we collected over 14,000 pounds of books and donated supplies.

Who can participate in Books of Hope?

Anyone can participate as long as they are able to pay the participation fee and can designate one contact person who checks email regularly. The majority of our participants are schools, but we also have student organizations, after school programs, neighborhood centers, home school students, church youth groups and Sunday school classes, university residence halls, special education classes, and a variety of other kinds of organizations involved in the program. Our participants range from first grade to university level students.

What if I don't teach art or writing?

We have requests for tens of thousands of books in every subject area. In fact, we are greatly in need of math and science books, along with books in social studies, health science, physical education, music, English language literacy, and art. Books of Hope allows you to integrate literacy into your curriculum, regardless of the subject you teach. You can see all the possible book topics at the end of this packet.

What better way for your students to learn about a topic than to write about it? Rather than writing an essay or solving problem sets, consider having your students write a short book for an eager audience! Your books can include puzzles, quizzes, simple science experiments, math problems (and answers!), glossaries, diagrams, activities, etc.

Participation Process

1. A representative from your school or organization should register through our website. This person will then act as the contact person for all correspondence.
2. After registering, your contact person will receive an invoice for the participation fee via email. We ask that your payment be submitted to us within one month of receiving the invoice. We will send a receipt once we process your payment.
3. Immediately after registering, your contact person will receive a username and password for our "Links for Registered Schools" page. From here, they can fill out our Sister School Selection Form and, later in May 2010, fill out our Online Shipping Form.

4. On the registration form, your contact person will have the option of immediately printing out our Facilitator Packet or having us mail it to them. If they choose to have us mail it to them, they will receive it within ten days. This has a summary of the project timeline, helpful tips and reminders, information about the shipping process, and handouts for other teachers at your school who will be helping to facilitate the project.
5. Within two months of registering, your contact person should submit our online Sister School Selection Form from the "Links for Registered Schools" page to be paired with a Ugandan school. You should choose a school that needs the kinds of books your students would like to make.
6. You can begin making books!
7. You can send ONE book or item to our office by March 15, 2010 to be personally delivered and photographed in Uganda. This is the ONLY way to get feedback from your sister school before the school year ends.
8. You will receive feedback from our delivery of your individual book/item as well as a photo and written update of your sister school by May 10, 2010.
9. Starting on May 15, 2010, you can take our online shipping tutorial and fill out the Online Shipping Form. You can access this from the "Links for Registered Schools" page with your username and password. After doing this, you will receive an email with our new warehouse address. You can send your complete shipment of books and donated goods to our warehouse, postmarked between May 15 - June 20, 2010. Your finished books will be sent to Uganda via shipping container after the school year ends. You will not receive feedback on these books.
10. You can choose to send optional donations along to your sponsored school. Financial donations should be sent separately to our office address and should include instructions about how you would like the donation to be used.

Participation Fee & Fundraising

How much does it cost to participate?

The participation fee is based on the number of boxes you'd like to send. 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.

You can fit as much as possible into these boxes, as box weight is not a factor in your fee. In fact, for the sake of stability, we encourage you to pack them to the very, very top.

Also, please be aware that domestic shipping expenses to our warehouse in the United States is not included in your participation fee.

The participation fee for the 2009-2010 school year is:

The boxes can include any combination of student-made books, donated books, and donated supplies

\$125 to send 1 box

This is generally best for small groups or a single classroom

\$225 for 2-3 boxes

This is generally best for 2-4 classrooms

\$50 for each additional box

For example, \$275 for 4 boxes, \$325 for 5 boxes, etc.

There is no weight limit on any of the boxes, and we encourage you to fill them to the very, very top for the sake of stability during shipping.

What does the Participation Fee include?

1. International freight forwarding and customs clearance from our warehouse in the United States. This includes preparing the shipment and the documents and inventory that are required.
2. Direct delivery to your sister school (many of our schools are so remote that they have no way of retrieving shipments from their P.O. Box in Gulu).
3. Facilitating your sister school relationship
4. Books of Hope instructional & support materials, both online and mailed to you
5. Photograph of one of your books at your sister school
6. Dozens of photographs and a written update about your sister school after our annual delivery trip
7. Books of Hope has contracted with Dorothy Anena Otika of the Latigi Orphan Care Center to help with on-the-ground work during the times when our staff aren't there. As part of that contract, we pay Dorothy a monthly stipend which not only covers her work for us, but also a significant portion of her expenses related to her other projects on behalf of local children who have been orphaned by the war or HIV. In other words, we're supporting the work of a highly respected organization in Gulu and making sure that they can do their work even more effectively.
8. Oversight and accountability of how your donations are being used. We have developed extensive and ongoing relationships with almost 20 schools, their staff and administration, and a dozen government officials that serve Acholi children. These relationships make this project possible. Dorothy helps us monitor the status of the donations to your sister schools, to make sure they are being used for their intended purposes. Books of Hope staff also spend a significant portion of each year's delivery trip conducting evaluation and assessment in order to make the project more effective.

What does the fee not include?

1. Cost of purchasing the United States Postal Service "ReadyPost 15 x 12 x 10-inch Mailing Carton". At the moment this is \$3.19 per box.
2. Domestic shipping to our United States warehouse. This address will be made available to registered schools, and you are welcome to use whichever parcel service gives you the best rate (USPS, UPS, FedEx, etc). Just to give you an estimate, if you are sending a 35 pound box of books and supplies, you could use the USPS Parcel Post rate which is \$24.08 per box. If you were only sending books, you could use the USPS Media Mail classification, and this would cost \$15.64 for a 35 pound box. These costs will vary with the weight of your box.
3. Supplies and costs related to constructing, assembling, printing, and copying (when relevant), etc. your books

How and when do we pay the participation fee?

After you register on our website, your school's contact person will receive an invoice via email. We ask that payment be submitted within one month after you've received the invoice. We accept checks (made out to "Books of Hope") or cash.

Can we get a receipt for our payment?

As soon we process your payment, your school's contact person will receive a confirmation and a receipt via email.

What if we can't afford the participation fee?

Due to the cost of international shipping and delivery, we unfortunately cannot accept books without a participation fee.

If your school or organization cannot afford the participation fee, please consider seeking out sponsor organizations or individuals to help defray the expenses. We find that Rotary and Kiwanis clubs are often very willing to assist. Another option is to ask for a small contribution from each family to cover the cost of shipping their child's book. Other schools have held book festivals to show off their students' books and raise money. Sponsors who contribute a \$1 can sign the inside cover of the book.

We encourage smaller groups to collaborate with larger institutions. We see this as a win-win-win situation - collaboration provides even more books for vulnerable children while spreading awareness among more of our own community members and allowing us to cover our shipping expenses.

Fundraising

While fundraising sounds like an extra task to complete, it actually can become an important part of the service-learning experience. Three reasons to fundraise (even if your principal is willing to pay the fee):

- It extends the act of service to more than making books
- It teaches students about the challenges of international relief work. The truth is that it takes money and resources to help people half-way around the world. Raising funds is an important aspect of service.
- It asks students to raise money for someone else rather than for something they want. Most students are unaccustomed to giving away money; they're used to being recipients. This gives them a chance to give something away that they personally value.

Consider seeking out sponsor organizations or individuals to help defray the expenses. Another option is to ask for a small contribution from each family to cover the cost of shipping their child's book. Other schools have held book festivals to show off their students' books and raise money. Sponsors who contribute a \$1 can sign the inside cover of the book.

Individual Book/Item

What is this individual book/item that's due by March 15, 2010?

We deliver and photograph one book or item (per school) personally so your school can get feedback within the same school year. All other books are sent after the school year ends in a shipping container. Sending this individual book or item is the only way to receive feedback from your sister school.

This item should be sent to us separately from other books so as to avoid confusion in shipping.

Your book or item should have an interesting or colorful cover, with your school's name and 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.

This book or item should be no larger than a standard book (8.5" by 11") and can be:

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

Please do NOT send the following:

1. More than one item from your school
2. Loose sheets of paper or photos. Please be sure to bind them together and mount photos on cardstock.
3. Any compilation in a binder, photo album, or scrapbook (12" square format) - these are large and heavy
4. Glass or other breakable objects
5. Anything that weighs more than one pound
6. Anything that does not fold to 8.5" by 11"
7. 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:

Books of Hope
483 Presidential Lane
Madison, WI 53711

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

The cover of this book/item should be labeled clearly with:

1. Your name
2. Your school's name, city and state (preferably in large letters)
3. Your sister school's name (preferably in large letters)

How do we select our sister school?

At any time, you can browse all of our sister school profiles at the following link: [Our Sister Schools](#). Here you can read about each school's demographics and book requests. We have tens of thousands of book requests in dozens of subject areas at every grade level. You can decide which school you'd like to be matched with based on their book requests.

Once you are registered, you receive a username and password that allows you to access our "Links for Registered Schools", here you will find our Sister School Selection Form. Fill out the form to choose your Sister School and the books you'll be making.

If you are registered for this school year, but you no longer have access to the page, please contact Abha at info@booksofhope.org and we'll be happy to send you a copy of the link again.

How do we choose our book topics?

We have thousands of books requested in dozens of different subject areas (fiction and nonfiction, including math, social studies, English language literacy, science, health science, recreation, arts and crafts, and music. See our [Book Topics Page](#) at the end of this packet.) and you get to pick which school you'd like to be matched with based on what books they've requested. For example, if you would like to make elementary level science books with your students, you can school a sister school in Uganda that has requested elementary science books.

Constructing Books

Do we need to buy blank books?

No, we do not recommend that schools use blank books. Blank books are costly for schools to purchase and heavy (and thus expensive) for us to transport. Blank books are also more challenging to work with, as students would need to cut out type-written text and paste it into the blank book. See below: "What is the best way to make books?" for our recommendations.

Can we use 3-ring binders to make books?

No, we ask that you do not use 3-ring binders, scrapbooks, or photo albums as they are awkwardly shaped, very bulky and heavy and increase the costs of international shipping.

What is the best way to make books?

ALL books must be type-written. No handwritten books allowed for the sake legibility.

Here are some other recommendations in case you'd like them, but this is only one way to construct your books. As long as the books as legible, durable and colorful, feel free to experiment and be creative!

1. Books must be printed on a computer for the sake of legibility
2. Please use clean, easy-to-read fonts instead of flowery fonts (our readers are English language learners)
3. Once the text is printed, hand-made illustrations are great. Students are also welcome to be creative and use any medium they'd like. You can also collaborate with your art department for the illustrations.
4. Make the books colorful and attractive. Like children everywhere, our young audience is more likely to be drawn to a book that's fun to look at.
5. Please include a letter and photograph (if possible) from the authors/illustrators. Rather than simply a biography of the author, this letter should be a message of hope and friendship to the children who will be reading the book.
6. Laminate the front and back covers; it's not necessary to laminate every page. It'll save you money and it'll be more ecologically friendly.
7. Three-hole punch or spiral bind the books or be creative with the binding. Just be sure the book bindings are solid and secure for durability. However, we don't recommend binders or photo albums as they are very heavy and bulky to transport.

Monetary Donations, Donated Books, & Donated Supplies

Can we send donated or purchased books or textbooks?

Yes, donated or purchased books are welcome as part of your allotted number of boxes for shipping. We just ask that textbooks and other nonfiction books are not too outdated: no more than 10 years old and ideally less than five years old. Please include donated books in the same box as your final shipment of finished books.

How do we send financial donations?

Please send financial contributions separately to our office mailing address, in their own envelope (NOT with any shipment of books) with a letter indicating where you'd like your donation to go (the name of your sponsored school, the NGO you'd like to support, Books of Hope, etc). Please make checks out to "Books of Hope" Cash is fine, too. We will insure that your contributions arrive properly at your school and will send you a receipt.

Can we send supplies?

We have a list of requested donations that you can browse at the end of this packet. You are welcome to send any combination of student-made books, donated books, or donated supplies.

Packaging and Shipping

How should we pack our books?

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.

You can fit as much as possible into these boxes, as box weight is not a factor in your fee. In fact, for the sake of stability, we encourage you to pack them to the very, very top.

Please carefully follow the packaging instructions in our online shipping tutorial

Where should we send our final shipment of books and donated items?

Your final shipment should be sent to our warehouse address, which will be made available to registered schools after they complete our online shipping tutorial in May. The address has changed since last year, so please do NOT send your books to the previous warehouse address.

Volunteer Opportunities and Travel

Do you take teachers or volunteers along on the delivery trips?

No, we have not taken teachers with us yet, though we have had several requests. At this time, we have no plans to bring volunteers along. Our delivery trips must take place during the school year in order to get feedback to schools before summer, so even if we were able to take volunteers, this might be an insurmountable limitation for most teachers.

Do you have any other volunteer opportunities available through the program?

We do have occasional volunteer opportunities for anyone in the Madison, WI area. Opportunities will vary throughout the year. Please contact Abha at 608-466-4534 if you're interested.

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)			

Books of Hope

a sister school program

www.booksofhope.org

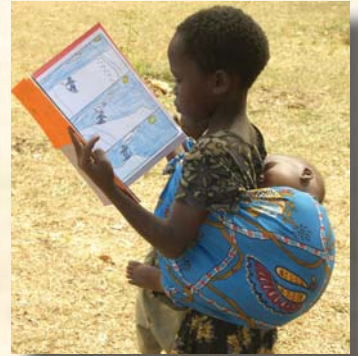
service & learning

Give your students the opportunity to help another child learn through Books of Hope!

The children we serve are refugees, orphans, former child soldiers and former child slaves. They all need to learn English, and they have no access to books.

Instead of having your students produce a report about science or social studies or fill out a math or grammar worksheet, why not have them turn their work into a simple nonfiction book that another child will cherish for a long time to come? Your students' books will help provide that child with the education he or she so desperately needs.

The schools we sponsor have requested books in every subject area: English, music, art, science, math, health sciences, physical education, and social studies. Books of Hope can fit into almost any classroom at any grade level.



Through Books of Hope, you're providing an invaluable service while still following your own curriculum. Over 60,000 students across all 50 states have participated!

visit our website to learn more!

"This has been a great project that has literally changed my students' lives. 7th graders often have a hard time looking outside of their own little world, and this has truly helped them expand their view and see things from a new perspective. I was truly touched when I showed my students the pictures and videos and so many of them asked, 'What more can we do?'"

Sincerely, Trent M.

"You are inspiring me as well as my classmates to go out and make a mark on the world. This has been a truly uplifting and amazing experience for me, and I hope to do something like this again."

Sincerely, Lauren H.

"We thank you for the good number of well designed books made by our fellow young children. The books will strengthen our ability and understanding. They will also help us in acquiring many vocabulary words, hence strengthening our English speaking. We kindly request for more copies just in case there is another chance."

Yours Faithfully, K. Gonzaga



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