



# Joint Base San Antonio (JBSA) School Liaison Office Build-A-Backpack Program School Year 2016-2017

Program Runs: July 25-Aug 10

JBSA School Liaison Office kicks off its 6th annual Build-A-Backpack Program to provide backpacks full of school supplies to local military/community kids in need. Our goal is to give the children of military/local community families the opportunity to start school with all the supplies they need to be successful. Many families, especially those in the lower and mid-grade ranks, can see a real money crunch at back-to-school time. Squadrons, private orgs, offices and individual groups can help make a difference!

Here's how it works:

1. Please choose either List A (K-5<sup>th</sup>) or List B (6<sup>th</sup>- 12<sup>th</sup>) below and use the checkboxes as you purchase items to fill the backpack.
2. Please ensure all backpacks have a form/label distinguishing the age group designation or use the strips in the packet to identify the age group.
3. If you would like to include a supportive note or card of encouragement to help your student start the year off right, you are welcome to do so!
4. Return the filled backpack the drop off location listed below no later than Aug 10.
5. If you wish to receive the final distribution information, please contact [jbsa.slo@us.af.mil](mailto:jbsa.slo@us.af.mil) with the request.

## **Completed backpacks will be accepted July 25 - Aug 10 at the following locations:**

JBSA-Lackland Military & Family Readiness Center  
(210) 671-3722      2160 Kenly Ave., Bldg. 1249      Mon-Fri, 1000-1500

JBSA-Randolph Military & Family Readiness Center  
(210) 652-5321      555 F Street West, Bldg. 693      Mon-Fri, 1000-1500

JBSA-FSH Keith A. Campbell Memorial Library  
(210) 221-4702      3011 Harney Path, Bldg. 1222  
Mon 1100-1800, Tues-Thur 0900-2000, Fri 1100-1800, Sat-Sun 1000-1700

JBSA Lackland Library  
(210) 671-2673      1930 George Ave, Bldg. 6114  
Mon 1100-1900, Tues-Thur 0900-1900, Fri 1100-1800, Sat 1100-1700

JBSA Randolph Library  
(210) 652-5578      5th St E, Bldg. 598      Mon-Thur 0900-1900, Fri 1100-1800

School Liaison Office Point of Contact:

[jbsa.slo@us.af.mil](mailto:jbsa.slo@us.af.mil)

First Sergeants are asked to contact the School Liaison Office with names of potential families to receive a donated backpack. Information must include the age group of the child/ren that the school supply backpack is needed. After filled backpacks have been collected, families will be contacted for distribution. **Dates/Times of Backpack distribution are tentatively scheduled for the week of Aug 15-19.**

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<b>List A - Kindergarten through 5th Grade</b>
<input type="checkbox"/> Backpack
<input type="checkbox"/> #2 Pencils
<input type="checkbox"/> (1) Pkg. Colored Pencils
<input type="checkbox"/> (1) Pkg. Glue Sticks
<input type="checkbox"/> (1) Pkg. Pink Chunk Erasers
<input type="checkbox"/> (1) Pkg. Washable Markers
<input type="checkbox"/> (2) Bottles of Glue (8 oz.)
<input type="checkbox"/> (2) Composition Notebook
<input type="checkbox"/> (5) Plastic/Vinyl folders with pockets
<input type="checkbox"/> Crayons (24 Count)
<input type="checkbox"/> Plastic Supply Box
<input type="checkbox"/> Ruler (inches & centimeters) – No Wood
<input type="checkbox"/> Spiral Notebooks (1 Subject)
<input type="checkbox"/> Wide-Rule Loose-Leaf Paper
<b>Grades 3-5 Only (Above List + these)</b>
<input type="checkbox"/> (1) 2" 3-Ring Binder
<input type="checkbox"/> (1) Pkg. 5 Tab Dividers
<input type="checkbox"/> (1) Pkg. Index Cards
<input type="checkbox"/> Highlighters
<input type="checkbox"/> Pens in Blue and Red

<b>List B - Grade 6 through High School</b>
<input type="checkbox"/> Backpack
<input type="checkbox"/> #2 Pencils
<input type="checkbox"/> (1) 2" 3-Ring Binder
<input type="checkbox"/> (1) Pkg. 8 Tab Dividers
<input type="checkbox"/> (1) Pkg. Colored Pencils
<input type="checkbox"/> (1) Pkg. Glue Sticks
<input type="checkbox"/> (1) Pkg. Index Cards
<input type="checkbox"/> (1) Pkg. Markers
<input type="checkbox"/> (1) Pkg. Pink Chunk Erasers
<input type="checkbox"/> (5) Plastic/Vinyl folders with pockets
<input type="checkbox"/> Highlighters
<input type="checkbox"/> Pens in Blue, Black and Red
<input type="checkbox"/> Post-It Notes (3x3)
<input type="checkbox"/> Ruler (inches & centimeters) - Not Wooden
<input type="checkbox"/> Spiral Notebooks (1 Subject)
<input type="checkbox"/> Wide-Rule Loose-Leaf Paper (6-8 Grade)
<b>Grades 9-12 Only (Above List + these)</b>
<input type="checkbox"/> (1) 1 GB Jump Drive
<input type="checkbox"/> College-Rule Loose-Leaf Paper
<input type="checkbox"/> Dictionary/Thesaurus
<input type="checkbox"/> Spiral Notebooks (3 Subject/5 Subject)

## **Frequently Asked Questions**

### **Who can donate backpacks?**

- Individuals, Groups, Squadrons, Offices, Everyone – it's easy, just print the listing and fill the backpack!

### **I would like our squadron to participate in the donations of backpacks – how do we get started?**

- Establish a POC and collection point for your squadron – send out the listing and collect the backpacks!
- Drop them off during the designated collection time. If the lists are filled out correctly at the conclusion of the drive, the POC will receive an email with the results of the backpack drive.
- Ensure that the backpacks are properly labeled prior to dropping off at the M&FRC

### **What dates is the program running?**

- Collection & Turn-In: Jul 20 – Aug 5
- Distribution: Aug 15-19

### **Who is eligible for a backpack?**

- Active Duty (E-5 & Below)
  - Potential Financial Hardship Risk
- Active Duty (E-6 & Above)
  - More than 3 Dependents
  - Potential Financial Hardship Risk
- Member currently Deployed, Extended TDY or on a Remote tour of duty
- Air Force Families Forever (or service equivalent)
- Unique circumstances or hardships

### **Who can refer a member to receive a backpack if they meet the criteria?**

- First Sergeant or Equivalent
- Military & Family Readiness Center Financial Counselors
- Family Advocacy
- Military Family Life Consultants

### **How do I get a backpack for one of my troops?**

Send an email to your installation POC with the following information:

Members Name, Rank  
Grade of Children Requiring Backpacks  
Male/Female  
Contact Information (Email/Phone #)

### **When will the member receive the backpack?**

Installation POCs will send the distribution date/times to the requesting First Sergeant or Referral Agent. Distribution Week is tentatively scheduled for Aug 15-19. Referral Agents may pick up for members. Members picking up will need Military ID to pick up requested backpacks.

## Squadron POCs – Quick Tips for a Successful Backpack Drive

- **Make sure each backpack is properly identified for appropriate age group**
  - Creating labels and adhere them to outside of backpack with designated age group visible **or**
  - Cut strips and attach to handle of backpack
  
- **Print enclosed or write a note and place in the backpack wishing the recipient to have a great day or school year!** (Optional)
  
- **If you want to be contacted with the final distribution numbers:**
  - At the end of the backpack drive (after distribution), those that contributed will be notified of the total number of backpacks donated and the total number of families that were helped
  - Create a way that people will be notified of results of backpack drive if they don't fill out the information sheet
  
- **Promote! Manage marketing and communications**
  - Print fliers, publish information, send emails and use social media
  - Use whatever medium you can to get the word out and engage people in the effort
  
- **Set-up and Disseminate Your Collection Containers**
  - Obtain collection containers (plastic bins, heavy cardboard boxes, etc.), label them properly and strategically place them in convenient and targeted locations to make it easy for people to donate.
  
- **Sort and Transport Donations to the Drop-off Site**
  - It is easy to forget that a big part of organizing a drive is sorting the goods and transporting the products to the site. Don't forget to ensure that all information is included and dropped off at any of the sites listed.

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**Contact Information:** Please fill out only if you want the **final number of backpacks donated as well as total families helped.** You can also email the request to [jbsa.slo@us.af.mil](mailto:jbsa.slo@us.af.mil)

<b>Name</b>	
<b>Squadron/Unit</b>	
<b>Email Address</b>	

**Grade 9-12**

**Grade 9-12**

**Grade 9-12**

**Grade 6-8**

**Grade 6-8**

**Grade 6-8**

**Grades 3-5**

**Grades 3-5**

**Grades 3-5**

**Kindergarten – 2<sup>nd</sup> Grade**

**Kindergarten – 2<sup>nd</sup> Grade**

**Kindergarten -2<sup>nd</sup> Grade**



**YOU ARE BRAVER THAN YOU BELIEVE,  
STRONGER THAN YOU SEEM  
AND SMARTER THAN YOU THINK.**  
- Winnie the Pooh

You are allowed  
to scream.  
You are allowed to cry.  
You are allowed to scream.  
But, you are  
**NOT ALLOWED  
TO GIVE UP.**  
- unknown

Become a  
**POSSIBILITARIAN**  
No matter how dark  
things seem to be or  
actually are, raise  
your sights and see  
**POSSIBILITIES**  
- always see them, for they're  
**ALWAYS THERE.**  
- Norman Vincent Peale



Courage doesn't always roar.  
Sometimes courage is the quiet  
voice at the end of the day  
saying I will try again tomorrow.  
- Mary Anne Radmacher

Be **CURIOUS**  
**NOT** judgmental  
Walt Whitman

Just believe in  
**YOURSELF.**  
Even if you don't,  
**PRETEND**  
that you do and,  
at some point  
**YOU WILL.**  
- Venus Williams

**Your work is to  
discover your world  
and then with all  
your heart give  
yourself to it.**  
— Buddha

  
*It is our choices  
that show what we  
truly are, far more  
than our abilities*  
Dumbledore

  
Be yourself. Everyone else is  
already taken. — Oscar Wilde  


  
I'm not telling you it's going  
to be easy. I'm telling you  
it's going to be worth it.  
ART WILLIAMS  


  
**Be nice to yourself.  
It's hard to be happy  
when someone's  
mean to you all the time.**  
CHRISTINE ARYLO

**YOU HAVE BRAINS  
IN YOUR HEAD.  
YOU HAVE FEET  
IN YOUR SHOES.  
YOU CAN STEER  
YOURSELF IN ANY  
DIRECTION  
YOU CHOOSE.**  
  
DR. SEUSS

Try not.  
*Do or do not,*  
there is no try  
Yoda



TODAY IS YOUR DAY.  
YOUR MOUNTAIN IS WAITING  
SO GET ON YOUR WAY. dr seuss



we *all* must make  
the *choice* between  
what is *right*,  
and what is *easy*.  
dumbledore



MAKE YOURSELF  
PROUD

Peter W. Smith

There are far  
better things  
ahead than any  
we leave behind  
- C.S. Lewis

ABCDEFGHI  
JKLMNOPQR  
STUVWXYZ

If Plan A didn't work, the alphabet has  
25 more letters. - Unknown

JKLMNOPQR  
ABCDEFGHI