



Joint Base San Antonio  
Military Child Education Program  
School Liaison Office



# 8<sup>th</sup> Annual Build-A-Backpack

School Year 2018-2019  
Program Dates: July 23 - Aug 3

JBSA Military Child Education Program - School Liaison Office kicks off its 8th annual Build-A-Backpack program to provide backpacks full of school supplies to local military community kids in need. Our goal is to provide children of our local military community 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. During the past 7 years, we've handed out over 4,500+ fully filled backpacks to military families and youth within the local community.

**Backpacks filled with supplies will be accepted  
July 23 – Aug. 3 2018 at the following locations:**

### **JBSA-Lackland**

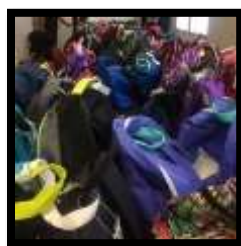
- M&FRC - 2160 Kenly Ave., Bldg. 1249  
Mon.-Fri., 1000-1500
- Lackland Library -1930 George Ave., Bldg. 6114  
Mon.-Thur., 0900-1900 and Fri.-Sat. 1100-1700

### **JBSA-Randolph**

- M&FRC - 555 F Street West, Bldg. 693  
Mon-Fri, 1000-1500
- Randolph Library - 5th St East, Bldg. 598  
Mon.-Thur., 0900-1800 and Fri. 1100-1700

### **JBSA-Fort Sam Houston**

- M&FRC - 3060 Stanley Rd, Bldg. 2797  
Mon.-Fri., 0730-1500
- Keith A. Campbell Memorial Library, 2601 Harney Path, Bldg. 1222  
Mon.-Wed. 0900-2000 and Thur.-Fri. 0900-1700



# NOMINATE A FAMILY IN NEED

Referral Agents are asked to contact the JBSA-School Liaison Office at their respective location and provide names of potential families to receive a donated backpack.

## **Backpack distribution is tentatively scheduled for the week of Aug. 6-10.**

First Sergeants, referral agencies, and/or nominated families members will be notified and receive details about distribution locations, time and dates for picking up the requested backpacks. Please bring a Military or DoD ID when picking up a backpack.



## **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)
- Wounded Warrior
- Unique circumstances or hardships

**Please note:** Patrons unable to qualify for our Build-a-Backpack Program may qualify for a backpack with school supplies through Operation Homefront's annual Back-to-School Brigade™. Visit [www.operationhomefront.org/backtoschool](http://www.operationhomefront.org/backtoschool) for eligibility. Families are NOT be eligible to receive backpacks from both programs. The JBSA-SLOs, Military Child Education Coalition, Operation Homefront, and UTSA Center for Military Families will co-host Operation R.I.S.E., Aug. 19 at TriPoint Community Center.

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

- First Sergeant or Equivalent
- Military & Family Readiness Financial Counselors
- Family Advocacy
- Military Family Life Consultants
- School District Counselors/Admin

## **How do I request a backpack for one of my members?**

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

Members Name, Rank

Grade of Children Requiring Backpacks

Male/Female

Contact Information (Email/Phone #)

Contact the JBSA-Military Child Education School Liaison Office at [Jbsa.slo@us.af.mil](mailto:Jbsa.slo@us.af.mil) or call

JBSA-Fort Sam Houston:

JBSA-Lackland:

JBSA-Randolph:

210-221-2214 or 221-2256

210-671-8388

210-652-5321

All emails containing PII or other sensitive information must be encrypted. If you are not able to encrypt your email, please use <https://safe.amrdec.army.mil> to submit PII or sensitive information.

# DONATION INFORMATION

## **Anyone can donate a backpack.**

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

Donated backpacks and supplies will be collected July 23 through August 3 and may be dropped off at any of the JBSA-Military & Family Readiness Centers or Libraries.

## **Our squadron/office to participate in the donations of backpacks – how do we get started?**

- Establish a POC and send information to JBSA Military Child Education Program SLO
- Establish a collection point for your squadron – send out the listing and collect the backpacks!
- Drop them off at a designated collection time.
- Ensure that the backpacks are **properly labeled with the correct age group** prior to dropping off at one of the designated locations.
- Count your backpacks (by age grouping) prior to drop off and send email to [jbsa.slo@us.af.mil](mailto:jbsa.slo@us.af.mil) with #s in age group and drop off location and squadron POCs for final number disbursement

## **Getting Started**

We encourage you (if possible) to purchase all listed items for your group. You may also purchase above and beyond the required numbers, just ensure it all fits in the backpack. However, we will accept all donations. **Money and gift cards cannot be accepted.**

The age group listings provided are a general idea of what is needed. The lists were compiled from required listings from 5 of our largest military populated schools.

1. Select a grade (List A–D) below to purchase supplies to fill the backpack.
2. Make sure bags have a form or label distinguishing the designated age group.
3. Include a supportive note or card of encouragement to help your student start the year off right. (Optional)
4. Return the filled backpack at a designated drop-off location July 25 - 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.

**PLEASE DO NOT DONATE USED ITEMS**

## Elementary

<b>List A: Pre-Kindergarten - 3rd Grade</b>	<b>List B: Grades 4-5</b>
Backpack	Backpack
#2 Pencils (No Mechanical)	#2 Pencils (No Mechanical)
(1) Box of Crayons (24 Count)	(1) 2" 3-Ring Binder
(1) pkg pencil top erasers	(1) Box of Crayons (24 Count)
(1) Pkg. Colored Pencils	(1) Pkg Notebook Paper (Wide Ruled)
(1) Pkg. Glue Sticks	(1) Pkg. 5 Tab Dividers
(1) Pkg. Pink Erasers	(1) Pkg. Colored Pencils
(1) Pkg. Washable Markers (Classic Colors)	Highlighters
(1) Plastic Supply Box (5x8)	(1) Pkg. Pink Erasers and 1 pkg top erasers
(1) Ruler (inches & centimeters) – No Wood	(1) Pkg. Washable Markers
(2) Bottles of Glue (8 oz.)	(1) Plastic Supply Box (5x8)
(2) Composition Notebook (Wide Ruled)	(1) Ruler (inches & centimeters) – No Wood
(5) Plastic/Vinyl folders with brads/pockets (No design)	(2) Bottles of Glue (8 oz.) & 1 Pkg. Glue Sticks
1 pair Fiskars scissors (Blunt-tipped scissors)	(2) Composition Notebook (Wide Ruled)
Spiral Notebooks (1 Subject) Wide Rule 60-100 pages	(5) Plastic/Vinyl folders with brads/pockets (No design)
	Pens (Blue, Red, Black)
	Spiral Notebooks (1 Subject) Wide Rule 60-100 pages

<b>Middle School</b>	<b>High School</b>
<b>List C: Grades 6-8</b>	<b>List D: Grades 9-12</b>
Backpack	Backpack
#2 Pencils	#2 Pencils
(1) 2" 3-Ring Binder	(1) 1 GB Jump Drive
(1) Pkg Notebook Paper	(1) 2" 3-Ring Binder
(1) Pkg. 8 Tab Dividers	(1) Pkg Notebook Paper (College Ruled)
(1) Pkg. Colored Pencils	(1) Pkg. 8 Tab Dividers
(1) Pkg. Glue Sticks	(1) Pkg. Colored Pencils
(1) Pkg. Index Cards	(1) Pkg. Glue Sticks
(1) Pkg. Markers	(1) Pkg. Index Cards
(5) Plastic/Vinyl folders with pockets	(5) Plastic/Vinyl folders with pockets
Spiral & Composition Notebooks (1 Subject)	Composition Notebook (College Rule)
Highlighters	Pens (Blue, Red, Black)
Pens (Blue, Red, Black)	Spiral Notebooks (College Rule)
Post-It Notes (3x3)	

## **FREQUENTLY ASKED QUESTIONS**

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

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

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

- Collection/Turn In: Jul 23 – Aug 3
- Distribution: Aug 6-10

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

- Establish a POC and send information to your locations respective Military Child Education Program – School Liaison Office
- Establish collection point for your squadron – send out the listing and collect the backpacks!
- Drop them off during the designated collection time.
- Ensure that the backpacks are **properly labeled with correct age group** prior to dropping off at one of the designated locations.
- Count your backpacks (by age grouping) prior to drop off and send email to [jbsa.slo@us.af.mil](mailto:jbsa.slo@us.af.mil) with #s in age group and drop off location and squadron POCs for final number disbursement

### **I would like to donate money to purchase school supplies?**

- We cannot accept money or donations of gift cards. You may purchase additional supplies and turn them in if you wish. **Please do NOT donate USED items.**

### **Do I need to purchase everything on the list?**

- The age group listings provided are a general idea of what is needed. The lists were compiled from required listings from 5 of our largest military populated schools.
- We encourage you if possible to purchase all listed items for your group. However, we will accept all donations.
- You may also purchase above and beyond the required numbers, just ensure it all fits in the backpack.

### **If I want to include a gift card or toy or a note may I?**

- We encourage you to write a note of encouragement for your backpack recipient. No toys or gift cards please.

### **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 6-10. Referral Agents may pick up for members. Members picking up will need Military ID to pick up requested backpacks.

## **POCs – QUICK TIPS FOR A SUCCESSFUL BACKPACK DRIVE**

- **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
  - Take pictures and share - If you have a social media account tag us! Facebook: JBSA School Liaison Office, Twitter: @jbsa\_slo, Instagram: jbsa.slo **Use Hashtag:** #jbsabackpack18
  
- **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.
  - Please make sure no USED items have been donated.
  
- **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
  
- **Place in the backpack wishing the recipient to have a great day or school year! (Optional)**
  
- **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.
  - Excess school supplies donated will be accepted as well
  
- **Share your success!**
  - At the end of the backpack drive (after distribution), squadron POCs will be notified (approx. 2 weeks) 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

**Grade 9-12**

**Grade 9-12**

**Grade 9-12**

**Grade 6-8**

**Grade 6-8**

**Grade 6-8**

**Grades 4-5**

**Grades 4-5**

**Grades 4-5**

**Kindergarten – 3rd Grade**

**Kindergarten – 3rd Grade**

**Kindergarten -3rd Grade**