



# Rotarian CNY Books for the World

## *How to Improve literacy in the World?*

Rotarian CNY Books for the World is a collaborative effort between Rotary Clubs, affiliated youth clubs, other community and service organizations and The Second Wind Foundation. Together, they providing K-6th grade picture/story and K – 12<sup>th</sup> grade textbooks, library and professional books to needed regions of the world to create opportunities for a better way of life.

Books are shipped to Rotary club & district Distribution Centers in Africa and other locations throughout the world where English is one of the primary business languages. In addition Spanish and English books also are sent to locations in Latin America.

The Rotarian CNY Books for the World committee provides general book types and descriptions, packing specifications and delivery information to a central marshaling warehouse to the Rotary Club. The Rotary club buys, at cost, all the required packaging materials for the first leg of their journey to the final destination.

At the central warehouse boxed books are weighed, palletized and wrapped then shipped to The Second Wind Foundation in Houston, Texas. Here, in Houston, books from all USA Rotary collection centers are comingled, containerized and sent to third world Rotarian managed distribution centers.

### ***Where are these books currently hiding?***

Closets, book shelves, storage areas of homes, libraries, schools and churches, all looking for a home and children to read, learn from, love and cherish them. By combining our resources, we can give these books a fresh start, and make a significant difference in the lives of the children of the world.

### ***What are additional ways to support this project?***

If you are unable to support the project with books, financial support is needed for transporting books from Central New York to Houston TX and to purchase sea containers\*. *Send checks payable to "CNY Books for the World, Inc." to: CNY Books for the World, Inc., 27 Fennell St., #128, Skaneateles, NY 13152*

*After the boxes of books have been unloaded from the sea containers many of these containers are then converted to classrooms or libraries at the destinations.*

***How can you help? Get the word of this project out to your Rotarians and clubs and solicit participation by taking on a commitment for a pallet of books in cooperation with their youth, community and educational organizations.***

Learn more about the project on website at: <http://www.CNYBooksfortheWorld.org/>

***Every little book makes a BIG difference in a Child's life!***

# Rotary CNY Books for the World

## PACKAGING & COST

**Club Project Expense (at cost)** - per pallet load of 24 boxes - \$250. *Includes;*

- ☐ 24 – Heavy duty cartons: (18"x12"x12")
- ☐ 3 Rolls of Package Tape & dispenser
- ☐ Labels & Collection box posters
- ☐ Shipping (partial cost to final dest.)

### **What Kind of Books to Pack:**

- **Gently used or new**, children's books and K thru 6<sup>th</sup> Elementary School books
  - **Textbooks** - K thru 12th grades (gently used or new). Sets of 10 or more of same title with associated teacher's materials, when available. If there are multiple boxes of the same title for Text Books, then write the name of the title on the carton just below the contents label and mark the multiple boxes as: 1 of 3, 2 or 3, etc. Indicate if a teacher's manual is in a specific carton.
- **Library Books** – All library books in good condition, except service manuals. **Do not mix** with pallets of K through 12th grade text books.
- **College text books** - can be included in pallet of library books
- **Encyclopedias** – We accept only full sets, less than 20 years old and acceptable for children's use.
- **Magazines** - National Geographic & Smithsonian only
- **Professional Books** - Current medical, etc. Law (current international law only)
- **NO REPAIR manuals**
- **When in doubt**, call your regional-rep. or Pete Cardamone at 585-750-7211

### **Packaging Tips:**



#### **SORT BOOKS BY SIZE.**

- **LARGE**
- **MEDIUM**
- **SMALL**

**PACK THE LARGE FIRST, THEN THE MEDIUM, AND FILL IN WITH THE SMALL, LAYING FLAT** (standing on end can break the Spine)

**BE SURE BOX IS FULL TO THE TOP, THEN TAPE SHUT.**



#### **LOAD BOX TO THE TOP.**

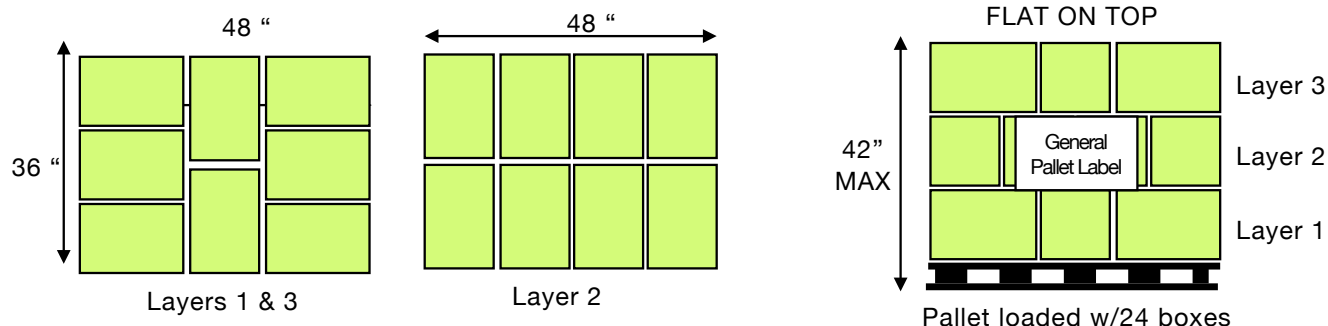
- **TAPE top bottom across the 12" width and the 18" length on the seam (see picture to left).**
- **CONTENT – On End & Top of carton**

**Contents:** Upon completion, check the type of books in the Contents label on the box.

- |  |   |
|--|---|
| <input type="checkbox"/> Children's Books              | <input type="checkbox"/> Fiction                              |
| <input type="checkbox"/> Primary School - Text Books   | <input type="checkbox"/> Non-Fiction                          |
| <input type="checkbox"/> Secondary School - Text Books | <input type="checkbox"/> Reference Books                      |
| <input type="checkbox"/> College - Text Books          | <input type="checkbox"/> Professional (type, subject, etc.)   |
|  | <input type="checkbox"/> Other (indicate type, subject, etc.) |

**Pallet Loading:** Load a standard 42 x 48 inch pallet with 24 cartons. (a 48 x 48 pallet may be used, and load it as follows); 8 cartons per layer, 3 layers with each layer alternated as pictured below and not to exceed 42" high, including the pallet. *Load the pallet so that the maximum number of content labels show as shown in the picture.*

**Placard the pallet** on all four sides with General Pallet 11" x 8.5' Content Description labels (these can be downloaded from the **Tool Box** web-page)



**Collections Boxes:** An excellent way to collect children's books is to place collection books through out your community in locations such as churches, stores, community centers, schools, etc. Your imagination is the limit. The shipping boxes serve this purpose well. Simply fold in three of the top flaps, position the remaining flap in the up position, and add the shipping labels, and the colorful project label on the 4th flap. Two of the labels are supplied with each pallet kit. They can also be attached to the display project flyer. This flyer is typically placed on a wall above the box and can be downloaded by clicking on the picture to the right

Goto the **Pack&Ship** page of the website to download additional display label and/or flyers. <http://CNYbooksfortheworld.org/>

**Materials Requisition form** – can be downloaded at website.

### **Contact Information:**

Program Coordinator: Peter Cardamone, [petrf7150@gmail.com](mailto:petrf7150@gmail.com), 585-750-7211

# Rotarian CNY Books for the World

## *Project steps and key points*

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*The following are the steps and key points to consider when implementing the Rotarian CNY Books for the World (BFTW) projects in your Rotary club.*

### **1. Review the BFTW project**

- a. On the web at: [CNYBooksfortheWorld.org](http://CNYBooksfortheWorld.org)
- b. Invite a member of the CNY BFTW team to visit your club and present the project to your club or organization.

### **2. Review resources**

- a. Sources of books (gentle used)
  - i. Homes of Rotarians, friends & neighbors
  - ii. Schools (text books\* and library books)
  - iii. Libraries
  - iv. Churches, synagogues & temples

\* *Textbooks in groupings (same title) of 10 or more with instructor's materials if available.*
- b. Community partners
  - i. Youth organizations (Rotary sponsored clubs, other)
  - ii. Other service & volunteer organizations
  - iii. Churches, synagogues, temples and community centers
- c. Funds for
  - i. Pallet(s) of book processing and/or
  - ii. Contributions for shipping, containers, etc,

### **3. Project champion(s)** – Find a few interested and dedicated club members to champion and manage the project.

### **4. Public Relations** – Spread the word of your Books for the World project in your community to garner support and gather books. Use local media & newspaper. Not only will you promote your project, but your club or organization will be promoted for its good works.

### **5. Contact the Books for the World committee for boxes and materials.**

Pete Cardamone, CNY Books for the World, Project Coordinator  
(585) 750-7211  
email: [peterf7150@gmail.com](mailto:peterf7150@gmail.com)

### **6. Gather books and sort books by type** (see below)

### **7. Organize the packaging of the books** (see Packaging instructions below)

### **8. Contact the Books for the World committee** for pick up and transfer of boxes to the BFTW warehouse facilities.

Gary Ozminkowski, BFTW, Operations Manager  
(315) 406-2341 email: [thewiziwas@gmail.com](mailto:thewiziwas@gmail.com)

### **9. Send any additional contributions to:** (optional) – Checks payable to: “CNY Books for the World, Inc.” and send to:

Pete Cardamone, PDG email: [peterf7150@gmail.com](mailto:peterf7150@gmail.com)  
CNY BFTW, Inc., Project Coordinator  
27 Fennell St., #128, Skaneateles NY 13152



## Rotarian CNY - Books for the World

Contact: Pete Cardamone at [peterf7150@gmail.com](mailto:peterf7150@gmail.com) or 1-585-750-7211 for materials

☐ Billing Copy (sent with materials) ☐ Project Coordinator Copy ☐ Material Control Copy

### Books for the World Project Materials Request/Receipt:

Date: \_\_\_\_\_

Rotary Club & District: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone No./email: \_\_\_\_\_

Shipped Via: \_\_\_\_\_ Date: \_\_\_\_\_ By: \_\_\_\_\_

Project Items:	Qty	Total
<input type="checkbox"/> Full Pallet (24 cartons) @ \$250.00 X [ _____ ] ----- (Includes 3 rolls of tape, a dispenser, labels, sorting & packing instructions & collection box labels)		\$ _____ . _____
<input type="checkbox"/> Contribution (to help finance program) -----		\$ _____ . _____
<input type="checkbox"/> UPS Delivery Charge (if required to ship materials) -----		\$ _____ . _____
<input type="checkbox"/> Project leader's pack (includes labels & instructions) -----		*****
<input type="checkbox"/> Total Cost (amount to remit to CNY Books for the World) -----		= \$ _____ . _____

### CNY Books for the World Project Materials Remittance:

***Make Check payable to: CNY Books for the World, Inc.***

*CNY Books for the World, Inc. is a Tax Exempt 501©(3) organization*

***Send Check and original, or a copy of this form to Project Coordinator:***

**Pete Cardamone  
Rotarian CNY Books for the World, Inc.  
27 Fennell St., #128  
Skaneateles, NY 13152**