



Forgotten Soldiers Outreach  
www.forgottensoldiers.org

*A tax-exempt 501(c)(3) Not-for-profit Corporation*

# Forgotten Soldiers Outreach, Inc.

## Educator's Packet



### Contents

- Getting Started at Your School
- Teacher Guidelines for Students' Letters to Soldiers
- Sample Parent Letter and Permission Slip
- List of Items Needed
- List of Websites Related to the Middle East
- Contact Information

## Getting Started at Your School with Forgotten Soldiers Outreach, Inc.

1. Speak with administration for approval of participation in our outreach and use of the Teacher Guidelines and Parent Letter. Forgotten Soldiers Outreach, Inc. is a not-for-profit organization with a goal to encourage servicemen and women who are deployed by sending care packages filled with food, hygiene items and letters of encouragement.
2. Review the Teacher Guidelines and Parent Letter. Revise them as needed to represent the needs or requirements of your school and/or grade level.
3. Set up a location in your school for collection of letters and/or items.
4. Designate a contact person to deliver letters and items to a drop-off location or mail them to Forgotten Soldiers Outreach, Inc. The drop-off locations are listed on the website at [www.forgottensoldiers.org](http://www.forgottensoldiers.org). The mailing address is:  
  
Forgotten Soldiers Outreach, Inc.  
3550 23<sup>rd</sup> Avenue South, Suite 7  
Lake Worth, FL 33461
5. When introducing the project to students, you may want to focus on these points:
  - a. You are involved in a service project where the goal is to encourage soldiers who are deployed overseas. Contents of letters need to be uplifting, not about death or expressing any negative opinions.
  - b. Locate and/or research the countries that some of our soldiers are deployed: Iraq, Afghanistan, Kuwait, Korea. Please see the Educator links in "Other Resources" on our website for information on these countries.
6. Student project ideas:
  - Friendly letters
  - Poetry
  - Post cards
  - Greeting cards
  - Art work, no larger than 9"x12"

Dear Educator,

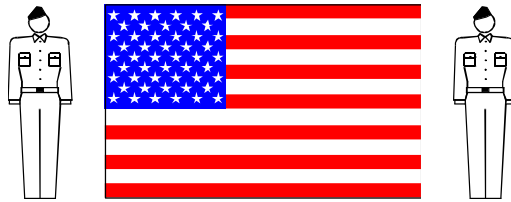
This package was put in place by one of our initial FSO volunteers, Suzanne Arruda Drummond, who has had to step down from her "volunteer position", but is still involved behind the scenes. This package was put in place by Suzanne to assist schools and educators on how to get started in this outreach. She developed this form along with teacher guidelines, a parent letter and a student permission slip in which she utilizes in the elementary school where she has been a school teacher. You may download any of these forms from our website. If you have any questions or comments, please contact our corporate office at 561-369-2933 or at [info@forgottensoldiers.org](mailto:info@forgottensoldiers.org). Thank you for your interest and involvement in this outreach.

Lynelle Chauncey Zelner  
Executive Director and Founder  
[www.forgottensoldiers.org](http://www.forgottensoldiers.org)

## Teacher Guidelines for Students' Letters to Soldiers

- The purpose of the Forgotten Soldier Outreach, Inc. is to *encourage* the soldiers. Please reinforce that with the students and discuss topics that could help lift the soldiers' spirits. Any mention of death or negative comments on worldly events would not be appropriate.
- Letters may be address as "Dear Soldier." If you have received names of specific soldiers, please include their first and last names on their letters.
- For their safety, do not have students include any identifiable information. They may include their first name and initial of their last name. Please instruct your students to not give out their phone numbers, e-mail addresses or home addresses. Students may describe some information about themselves, such as what school they go to, the grade they are in and what hobbies they have.
- If you would like to receive correspondence from a soldier, I would recommend including a cover letter, letting the soldier know you received their name from FSO, Inc. and include your name and the school's address as the return address. You may also include your e-mail address, if you choose.
- All soldier and student correspondence must be made with the teacher as the mediator in order to monitor what is written. For example, if you receive an e-mail from a soldier, you may conduct a "shared writing" lesson where the students dictate their response as you type it.
- Please proof read all letters for content appropriateness and make sure that the soldier's first and last name is included. Please do not submit letters in *sealed* envelopes since volunteers at Forgotten Soldiers Outreach, Inc. will also proof read the letters.
- Please submit all letters and donated items to (please fill in name of contact person and/or location of drop-off box at your school.)

Created: May 2004  
Updated: August 16, 2010



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

Dear Parent/Guardian,

Our class is participating in helping Forgotten Soldiers Outreach, Inc., a not-for-profit organization whose focus is to encourage United States servicemen and women who are currently deployed in countries overseas. This organization sends monthly “we care” packages to soldiers at least monthly, which includes friendly letters and items that they have requested.

Without taking a political standpoint, but rather an act of compassion, I would like the students to have the opportunity to help encourage these soldiers by writing letters and giving them gifts that they can use.

This is a great opportunity for students to use their writing skills. All letters will be proof-read for content appropriateness by the teacher and volunteers at Forgotten Soldiers Outreach, Inc. Also, students are instructed to not give any identifiable information. They may give their first name, initial of last name, while using the teacher’s name and school’s address as a return address.

Items will be collected for periodic donations to this outreach. Attached is a list of some items the soldiers have requested. You may also visit this website for more information: <http://www.forgottensoldiers.org>.

Thank you for your contribution.

Sincerely,

-----  
✂ Cut here and return the lower portion to school.

Please indicate below if you would like your child to participate in this activity. If you would not like your child to participate, I will provide an alternate activity for your child.

\_\_\_\_\_ Yes, my child may write a letter to a soldier.

\_\_\_\_\_ No, I do not want my child to participate in writing a letter to a soldier.

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Parent/Guardian Signature

# Forgotten Soldiers Outreach, Inc.

[www.forgottensoldiers.org](http://www.forgottensoldiers.org)

## Needed Items

- Sweetened Kool-Aid (powdered packets)
- Orange Gator-Aid (powdered packets)
- Foiled packets of Tuna, Chicken, Meats
- Hard Candy, Gum
- Letters of Encouragement
- Cereal Bars
- Beef Jerky, Slim Jims, Pepperoni Sticks
- Flavored Coffee (instant)
- Crackers
- Newsweek & Other Magazines
- Phone Cards, purchased from the post office (They have minute for minute value.)
- AA Batteries
- Sun Block
- White and Black Tube Socks
- Hygiene Products (deodorant, toothpaste, toothbrushes, etc.)
- Chap Stick
- Baby Wipes and Cottenell Wipes
- Sunflower Seeds
- Disposable Cameras
- Dental Floss
- Potato Sticks
- Small Plastic Jars of Peanut Butter
- Playing Cards/Chess/Checkers/Dominos
- Frisbees, Nerf balls
- Foot Powder
- Music (CD's, tape cassettes, headsets)

FOR MORE DETAILED LIST:

GO TO: <http://www.forgottensoldiers.org/help/donate-items-list/>

## Websites related to the Middle East

### Time for Kids

Reproducible student-friendly maps of Afghanistan and Iraq.

<http://www.timeforkids.com/TFK/class/reproducibles/theme/0,17836,Middle~East,00.html>

## Scholastic News

Online activities and information related to Iraq.

<http://teacher.scholastic.com/scholasticnews/indepth/iraq/index.asp>

**Another program that has proven to be successful throughout the country, primarily with elementary schools, but not limited to, is the *“A little change goes a long way”*....**

**Here are a couple of sample Press Releases from schools regarding this program:**

February 10, 2010  
For Immediate Release

Contact: Lynelle Chauncey Zelnar, Executive Director  
305-378-6437 or cell: 561-248-6064

### **STUDENTS AT WHISPERING PINES ELEMENTARY COLLECTS OVER \$1,800 ALONG WITH ITEMS AND VALENTINES FOR OUR TROOPS TO FORGOTTEN SOLDIERS OUTREACH**

Cutler Bay, Florida -- Whispering Pines Elementary School held a “heart felt” fundraiser drive the week of January 25<sup>th</sup> for Forgotten Soldiers Outreach, Inc. (“FSO”/www.forgottensoldiers.org) and presented a check exceeding \$1,800 to Lynelle Chauncey Zelnar, Executive Director and Founder of Forgotten Soldiers Outreach, Inc. and resident of Cutler Bay. A major collection of donated items and hundreds of Valentine’s to be included in FSO’s Valentine’s Day/February We Care Packages were also presented to FSO.

The students raised these funds in ONE week via a coin drive project, collection of items and Valentine Cards for the project they called, , *‘WPE Has a H.E.A.R.T for the U.S. Troops’*. Each class participated in collecting coins. On Monday, January 25<sup>th</sup> students donated pennies, Tuesday-nickels, Wednesday-dimes, Thursday-quarters, and Friday-dollars. The PTA kept track of the coins donated and updated the school on their morning announcements as to the contributions. There was competition between grade levels and classes, in which *the winning participants (grade and classes) will be the recipients of a pizza party and ice cream party, partly sponsored by FSO and the PTA. Soldiers will assist in serving the pizza and ice cream later this month.*

“Whispering Pines participation in the *WPE has a H.E.A.R.T.* program; (Hope, Encouragement, And Remembering Troops) benefiting the Forgotten Soldiers Outreach (FSO) was very rewarding and a great way for us to show our support. I am very proud to be a part of a school whose outstanding amount of donations will provide several soldiers with a little bit more hope and encouragement. Our school’s involvement will hopefully set an example for other schools in our community to do the same”, says Nicole Barczak, PTA Vice President.

“What an honor to be the recipient charity of such a creative and successful fundraising drive. FSO is thrilled by the results and compassion from these students. These students “truly get it” and realize how important it is this day and age to send “a little bit of home” to our troops who are putting their lives in harms way to protect all of us. What an incredible example this sets to others. These children are our future, we are extremely proud of them. It is our hope that the students and families of Whispering Pines Elementary will set the precedents for other schools throughout the county”, comments Lynelle Chauncey Zelnar, Executive Director and Founder of Forgotten Soldiers Outreach.

The monies couldn’t come in at a better time, especially when our economy is taking such a hard hit, and when more deployments of our military personnel are occurring, including to Haiti. These children found a way. Many of our troops now on their 5<sup>th</sup> and 6<sup>th</sup> deployment and actually registering themselves to become a monthly recipient of FSO. We are so grateful to these students, the PTA and Whispering Pines Elementary School in assisting FSO to assure that our troops are not forgotten”, Zelnar added. “We challenge the schools of Miami-Dade to see if they can exceed WPE with a collection drive of “A little change goes a **long way**”.

For more information about Forgotten Soldiers Outreach, a national 501(c)(3) charitable organization registered with the State of Florida please log on to [www.forgottensoldiers.org](http://www.forgottensoldiers.org) or call 561-369-2933 or locally at 305-378-6437. Whispering Pines Elementary School is located at 18929 SW 89<sup>th</sup> Road, Cutler Bay and can be reached at (305)238-7382 or Nicole Barczak, PTA Vice President can be contacted via email at [nicbarczak@yahoo.com](mailto:nicbarczak@yahoo.com) or phone at 305-992-0436.

*Forgotten Soldiers Outreach has been sending out monthly "we care" packages to our United States Servicemen and Servicewomen serving overseas since 2003 and is a South Florida based, National 501(c)(3) Not for profit organization.*

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## **And another sample:**

December 1, 2008                      Contact: Lynelle Chauncey Zelnar, Executive Director  
For Immediate Release              561-369-2933 or cell: 561-248-6064

### **STUDENTS AT MANATEE ELEMENTARY SCHOOL PRESENTS \$5,000 TO FORGOTTEN SOLDIERS OUTREACH ON DECEMBER 5<sup>TH</sup>, 2008**

Lake Worth, Florida -- All media are encouraged to come for this wonderful Holiday Story...Manatee Elementary School held such an incredible fundraiser in October for Forgotten Soldiers Outreach. On Friday, December 5<sup>th</sup>, Manatee Elementary will hold a special Veterans Assembly for their students to present FSO a check exceeding \$5,000 that they raised by holding a coin drive project called, , *'A Little "Change" Goes A Long Way'* .

This fundraiser occurred during the week of October 20<sup>th</sup>-October 24<sup>th</sup>. Each class received a gallon jug to decorate for the coin collection. On Monday, October 20<sup>th</sup>, students donated pennies, Tuesday-nickels, Wednesday-dimes, Thursday-quarters, and Friday-dollars. The PTA kept daily track of the coins donated and updated the school on their morning announcements as to the daily contribution. There was competition between grade levels.

There will be two 45 minute assemblies held to accommodate all the students. The first one will begin at 8:15AM, followed by an assembly at 9:30 AM for the rest of the students.

Forgotten Soldiers Outreach will be providing honorary speakers, which will encompass Vietnam Veterans and recipients of "we care" packages. This will be a very special day for not only Forgotten Soldiers Outreach, but for the students who all pulled together as a community to send "a little bit of home" to our U.S. Armed forces serving in harms way throughout the world.

"What an honor to be the recipient charity of such a creative and successful fundraising drive. We are extremely excited by the results and compassion from these students, as they not only raised an incredible amount of money in one week, but also they collected "We Care" packages items, as well as wrote letters of support to our U.S. servicemen and women serving overseas. These students "truly get it" and realize how important it is this day and age to send "a little bit of home" to our troops who are putting their lives in harms way to protect all of us. What an incredible example this sets to others. These children are our future, we are extremely proud of them. It is our hope that the students of Manatee Elementary will set the precedents for schools throughout the country", comments Lynelle Chauncey Zelnar, Executive Director and Founder of Forgotten Soldiers Outreach.

The monies couldn't come in at a better time, especially when our economy is taking such a hard hit, and peoples pockets are so tight. But, these children found a way. Many of our troops now on their 5<sup>th</sup> and 6<sup>th</sup> deployment and actually registering themselves to become a monthly recipient of FSO. We are so grateful to these students, the PTA and Manatee Elementary School in assisting FSO to assure that our troops are not forgotten", Zelnar added.

For more information about Forgotten Soldiers Outreach, a national 501(c)(3) charitable organization registered with the State of Florida please log on to [www.forgottensoldiers.org](http://www.forgottensoldiers.org) or call 561-369-2933. Manatee Elementary School is located at 7001 Charleston Shores Blvd. Lake Worth and can be reached at (561) 357-1800 or Karen Folino, PTA Vice President of Fundraising can be contacted via email at [manateehelper@yahoo.com](mailto:manateehelper@yahoo.com).

*Forgotten Soldiers Outreach is a member of America Supports You, an ongoing, nationwide program organized by the Department of Defense to showcase Americans' support for the men and women of the Armed Forces and their families.*

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## **ANOTHER SUCCESSFUL SCHOOL DRIVE:**

**February, 2011**

**Woodland Middle School, Lake Worth, Florida**

**Instructor, Mr. Organ 7<sup>th</sup> Grade Civics Class**

### **PENNIES PER PATRIOT PROJECT**

This program started from a simple comment from a student "So what's the big deal about 4,000 dead in Iraq - that's not a lot - you can't even buy a good car for that amount".

It occurred to me (like being hit by a brick), that many middle school students have a concept of just how many of anything represents a large number - particularly that of people who have given their life for America.

To drive home a point, I took a single penny - and declared that "this penny now represents the life of a single soldier killed in Iraq - who will not grow up to raise a family, be a good uncle/aunt to you, or become a productive citizen - and what a shame it is". This can also be applied to a fallen veteran of any U.S. war. My own namesake- Patrick Organ - was a 20-year old that was killed on the island of Iwo Jima.

The penny that I dropped in the bucket was named "Patrick Organ", and the rest is history.

Students at first brought in single pennies, or whatever they had in their pockets -and were actually reverent to the atmosphere of dropping the penny into a large jar. Students emptied piggy banks, cleaned off desks, and emptied pockets to contribute. Many have asked for a moment of silence, gave the jar the sign of the cross, or just pressed their fingers to the side.

This year, 34,430 pennies were collected. A donation of \$ 343.30 will be forwarded to the local chapter of Forgotten Soldiers Outreach.

This not just a request for pennies. It is a symbolic gesture / educational tool for each student to realize that our fallen veterans are not just numbers for the history books, but that they are real people.

*Created and Implemented by Mr. Patrick Organ, Civic Teacher at  
Woodlands Middle School, Lake Worth, Florida  
February 2011*

## GENERAL INFORMATION

### Contact Us

#### Mail:

Forgotten Soldiers Outreach, Inc.  
3550 23<sup>rd</sup> Avenue South, Suite 7  
Lake Worth, Florida 33461

#### Phone:

561-369-2933  
Fax: 561-493-9819

WEBSITE: [www.forgottensoldiers.org](http://www.forgottensoldiers.org)

Email: [info@forgottensoldiers.org](mailto:info@forgottensoldiers.org)

#### Additional Contact information:

- Lynelle Chauncey Zelnar, Executive Director, Founder  
[lynelle@forgottensoldiers.org](mailto:lynelle@forgottensoldiers.org) Cell: 561-248-6064
- General Email – [info@forgottensoldiers.org](mailto:info@forgottensoldiers.org)
- Jeanelle Lenow, Assistant to Executive Director [jeanelle@forgottensoldiers.org](mailto:jeanelle@forgottensoldiers.org)  
Office 561-369-2933 Cell: 951-536-4283
- Sue Beard, CFO, [sueb@forgottensoldiers.org](mailto:sueb@forgottensoldiers.org) or call 561-281-5465
- Michael Coleman, Veterans Affairs Outreach Manager,  
[michael@forgottensoldiers.org](mailto:michael@forgottensoldiers.org) Cell: 561-558-3279 or the office at 561-369-2933
- John Oldham, Networking Events/Public Relations/Fundraising  
[john@forgottensoldiers.org](mailto:john@forgottensoldiers.org) Cell: 561-503-5819 or the office at 561-369-2933
- Tom Whelan, Sponsored Events Manager, [tom@forgottensoldiers.org](mailto:tom@forgottensoldiers.org)  
Cell: 561-312-1400 or the office at 561-369-2933
- Chrissy Jorgensen, Photo Uploads & Social Networkinger,  
[tom@forgottensoldiers.org](mailto:tom@forgottensoldiers.org)  
Cell: 561-312-1400 or the office at 561-369-2933
- Helen Saucier, Packing Events Manager [packingevents@forgottensoldiers.org](mailto:packingevents@forgottensoldiers.org)

To volunteer at events, [volunteer4events@forgottensoldiers.org](mailto:volunteer4events@forgottensoldiers.org)

## Miami-Dade/Florida Keys FSO Representative Contact Information

- **Lynelle Chauncey Zelnar, Executive Director, Founder –**  
[Lynelle@forgottensoldiers.org](mailto:Lynelle@forgottensoldiers.org) Cell: 561-248-6064

### Board of Directors:

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<b>Joseph Hansen</b>	<b>Director</b>

**Our troops fight for our FREEDOM, we must support them!**  
**"DON'T FORGET THE SOLDIERS!"**