



***Forgotten Soldiers Outreach, Inc***

***www.forgottensoldiers.org***

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

# ***Educator's Packet***

## ***Contents:***

- ***Getting started.....p. 2***
- ***Guidelines.....p. 3***
- ***Sample parent letter and permission slip.....p. 4***
- ***List of items requested by service members.....p. 5***
- ***Examples of school-wide projects.....p. 6-9***
- ***Contact information.....p. 10***

Created: May 2004  
Updated: January 4, 2022

## ***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 parent letter/permission slip. 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. You may want to mention that you could incorporate this project with your letter-writing curriculum, poetry curriculum, Veteran's Day, Thanksgiving (give thanks to a service member) and/or Memorial Day lessons. Students will be applying their language and writing skills in a real-life, meaningful situation
  
2. Review and revise the parent letter as needed to represent the needs or requirements of your school and/or grade level.
  
3. 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 23rd Avenue South, Suite 7  
Lake Worth, FL 33461
  
4. Please adhere to the guidelines listed on page 3.
  
5. Forgotten Soldiers Outreach accepts letters and donations all year round. You may choose your level of involvement. Any and all contributions are greatly appreciated!
  - Letter writing, only
  - Letter writing and donations (see page 5 for a list of items needed)
  - Monetary fundraising (see pages 6-9 for examples)

## ***Guidelines for Students' Letters to Soldiers***

# ***Forgotten Soldiers Outreach, Inc.*** ***Year-Round Letter-Writing Campaign***

*Have your students apply their language and writing skills while showing compassion and gratitude to members of our Military.*

### ***How to Write a Letter:***

- At the top of each letter, use the teacher's name and school's return address, so the service member may write back. Please do not put the date on the letter.
- Use a generic greeting such as Dear Service Member or Dear American Hero. (We send letters to all branches of the Armed Forces, not just to soldiers in the Army.)
- The body of the letter must be positive and upbeat. Here are some suggestions:
  - Tell about yourself. (school, grade, sports, hobbies)
  - Tell about a positive current event. (field trip, birthday, a movie you've seen)
  - Ask a question. (What branch of the service are you in? Where are you stationed?)
  - Give a compliment. (Thank you for serving our country. You are very brave.)
- Close the letter with the student's FIRST NAME only.

### ***Teachers:***

- ✓ All letters will be proof-read by volunteers at Forgotten Soldiers Outreach, so please do not put letters into individual envelopes.
- ✓ Artwork is greatly appreciated, but please do not use glitter.
- ✓ Bring letters to the nearest drop-off location. For a list, go to [www.forgottensoldiers.org](http://www.forgottensoldiers.org). Or mail them to:
  - Forgotten Soldiers Outreach, Inc.
  - 3550 23rd Ave. South, Suite 7
  - Lake Worth, FL 33461
- ✓ Thank you for your interest and involvement in this outreach!

## Sample Parent Letter & Permission Slip



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, which include friendly letters and requested items, to the service members.

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 only, 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,

\_\_\_\_\_

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



## ITEMS NEEDED FOR FORGOTTEN SOLDIERS OUTREACH “WE CARE” PACKAGES

Below is a list of items that we need on a regular basis to fill our packages. This list is subject to change.

**We appreciate all the items that we receive; however, we cannot ship aerosol cans, pork products, tobacco, lewd/pornographic materials or alcohol. We do not accept hotel toiletries, canned food, boxes of pasta, cereal or expired and/or used items.**

### Toiletries/Hygiene (prefer travel size)

Baby Wipes	Baby/Foot Powder
Dental Floss	Tampons
Lip Balm/Chapstick	Mouthwash
Hand Sanitizer	Lotion
Shave Cream Packets	Sunscreen
Shampoo	Body Wash
Deodorant	Bar Soap
Razors	Q-tips
Toothbrushes	Toothpaste
Conditioner	Tissues

### Additional Items

Crew Socks    Insect Repellent Wipes  
 Scotch Heavy Duty Packing Tape  
 Snack and Sandwich Storage Bags  
 Hand Warmers

### Food Items

Trail Mix	Sunflower Seeds
Individual Crackers	Fruit Roll Ups
Beef Jerky/Sticks	Rice Krispies Treats
Microwave Popcorn	Bagged Popcorn
Ramen Noodles	Candy/Gum
Dried Fruit Snacks	Breakfast Bars
Individual Cookies	Snack Bars
Protein Bars	Cup of Noodles
Foil Tuna & Salmon Packets	
Individual Packed Drink Mixes	
Oatmeal/Grits Packages	
Microwavable Ravioli & Mac & Cheese	
Individual Packages Nuts or Dried Fruit	
Peanut Butter Cups (Jif to Go)	

Revised 01/04/2022

Forgotten Soldiers Outreach 3550 23rd Avenue South, Suite 7 Lake Worth, FL 33461 561-369-2933  
 forgottensoldiers.org

# ***School Project: A Little Change Goes a Long Way***

## ***Press Release: December 1, 2008***

STUDENTS AT MANATEE ELEMENTARY SCHOOL PRESENTS \$5,000 TO FORGOTTEN SOLDIERS OUTREACH ON DECEMBER 5TH, 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 5th, Manatee Elementary will hold a special Veterans Assembly for their students to present Forgotten Soldiers Outreach 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 20th-October 24th. Each class received a gallon jug to decorate for the coin collection. On Monday, October 20th, 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.

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 harm's 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 they also 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 harm's 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 people's pockets are so tight. But, these children found a way. Many of our troops are now on their 5th and 6th deployment and actually registering themselves to become a monthly recipient of Forgotten Soldiers Outreach. We are so grateful to these students, the PTA and Manatee Elementary School in assisting Forgotten Soldiers Outreach 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.

# ***School Drive: Pennies Per Patriot Project***

## ***Press Release: February 2011***

Woodland Middle School, Lake Worth, Florida  
Instructor, Mr. Organ, 7th 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 is 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

# ***School Project: Operation Home Sweet Home***

## ***Press Release: September 2012***

Fred DePrez, Educator; 7th Grade Language Arts; Team 705--Orange Crushers;  
Payne Junior High School; Queen Creek, Arizona; September 2012

SEPTEMBER 2012 CAMPAIGN; COLLECTED OVER 100 LETTERS OF ENCOURAGEMENT AND RAISED \$525 TO HELP FORGOTTEN SOLDIERS OUTREACH WITH THE SHIPPING COSTS FOR THE MONTH OF OCTOBER! THANK YOU PAYNE JUNIOR HIGH SCHOOL 7TH GRADE LANGUAGE ARTS STUDENTS FOR SETTING SUCH A GREAT EXAMPLE!

MR. DEPREZ SAID: "The kids were really excited and already have ideas for expanding. Interestingly, a number of other teachers also liked the concept, so next year we hope to include more classes. That said, I hope to keep this a part of my yearly curriculum because I believe it really brought home a lot of the work we have been doing."

The Orange Crushers get together on the last day of each quarter to celebrate their successes and build comradery between team members. This year, we will also be including at least two service projects.

The service projects are intended to:

- 1) Support the community and build citizenship;
- 2) Allow students an opportunity to connect their learning to real-world issues;
- 3) Allow students to see the impact of their work in a real-world context.

This quarter, the Orange Crushers will be supporting Forgotten Soldiers Outreach, an outreach organization for American service people. We will do so through writing letters and running a penny drive. The activities are an extension of work being done in social studies and language arts, focusing on the Civil War and functional text. Our involvement with the charity and activities will all be apolitical.

The classes will all write and edit letters in the computer lab between September 12 and September 20.

Additionally, Honors language arts will design and compose the posters, flyers, and announcements for a three-day penny drive campaign which will be run September 25-27. All classes will help collect the funds and keep a tally.

During team day on September 28, the kids will address their letters and a check for the money they have raised to be sent off to the organization.

We are very excited about this project. Please let us know if you have any questions or concerns or can think of way in which you might be able to help out!



# ***School Project: March Madness Donation Drive***

## ***Press Release: October 2021***

Emerald Cove Middle School, Wellington, Florida  
Instructor, Mrs. Cory Berkowitz, 6<sup>th</sup> & 8<sup>th</sup> Grade History

STUDENTS AT EMERALD COVE MIDDLE SCHOOL COLLECT ITEMS WORTH OVER \$13,000 FOR OUR TROOPS TO FORGOTTEN SOLDIERS OUTREACH

Wellington, Florida – Emerald Cove Middle School held a donation drive for items in the months of September and October. They based their donation drive on the March Madness Bracket.

They started by printing a bracket form for the entire school. They would divide the 1<sup>st</sup> period (or homeroom) teachers into 4 sections. Each quadrant had their specific types of classes (Science, Math, ELA and Social Studies). Every week the students were given a list of 10 to 12 items for the Forgotten Soldiers Outreach website list of items. That list was disbursed every Friday and classes had until the next Friday to turn them in. The class that collected the most items, moved to the next round and a new list of donations was given. They counted a box of 12 items as 12 items.

The competition continued for 5 weeks until one class was declared the winner. A local restaurant was kind enough to donate a complete lunch for the entire winning class.

Each week donations were picked up from Emerald Cove Middle School and completely filled the vehicle. Next year the students of Emerald Cove plan on filling that vehicle with twice as many items. That comment came straight from many of the students.

This donation drive was greatly appreciated by Forgotten Soldiers Outreach as the timing was perfect as we were extremely low on care package items. Donation drives in this magnitude, where the entire school participates, is overwhelmingly a good site to see.

Created and Implemented by Mrs. Cory Berkowitz, a 6<sup>th</sup> & 8<sup>th</sup> Grade History Teacher at Emerald Cove Middle School in Wellington, Florida.

# Contact Us

---

Mail: Forgotten Soldiers Outreach, Inc.  
3550 23rd Avenue South, Suite 7  
Lake Worth, Florida 33461

Main Office Phone: 561-369-2933

Main Office Fax: 561-493-9819

General Email: [contact@forgottensoldiers.org](mailto:contact@forgottensoldiers.org)

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

To sign up for packing events: [jeanelle@forgottensoldiers.org](mailto:jeanelle@forgottensoldiers.org)

## Website:

---

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

## Note:

---

Dear Educator,

This package was put in place by one of our initial Forgotten Soldiers Outreach 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 National Operations Center at 561-369-2933 or at [contact@forgottensoldiers.org](mailto:contact@forgottensoldiers.org). Thank you for your interest and involvement in this outreach.

Lynelle Chauncey Zelnar, Executive Director and Founder

*Our troops fight for our FREEDOM, we must support them! “DON’T FORGET THE SOLDIERS!”*