
Protocols for Requesting Church World Service (CWS) Disaster Kits & Blankets

- Have a LOCAL agency complete the online request form found at: <https://cws.tfaforms.net/437165>
- There are three types of CWS Disaster Kits
 - Clean-up Buckets
 - Hygiene Kits
 - School Kits
- The contents of each kit type can be found on the CWS website (<http://cwskits.org>).
- At a minimum CWS will need to know:
 - Agency name and address
 - Delivery address
 - Kit type(s)
 - Quantity
 - Contact person's name, title, email, and cell phone number
 - Accessibility to a loading dock at the delivery address (If no loading dock, then the trucking company has to deliver via a truck with a lift gate.)
 - Specific hours for delivery (e.g., 8am to 4pm, M-F).
- Kit shipping units:
 - Hygiene kits are 60 per carton, so a number divisible by 60 is best.
 - School kits are 30 per carton, so a number divisible by 30 is best.
 - Buckets are stacked 36 to a pallet so a number divisible by 36 is easiest, but they can break a pallet if needed.
- Blankets can be ordered for disaster distributions or for chronic situations like working with homeless. There are summer weight or winter weight blankets and come 50 to a bundle.
- CWS will ship from Maryland or Arkansas; whichever is closer and has the inventory.
- CWS requires a final report on the use of material resources that includes two stories with accompanying photos that document the benefit of the resources on individuals and the community.