

BALL PACKING

To prepare balls for shipment (whether to Kick For Nick in Wilton, CT or whether you are sending them directly to the troops), please follow these steps. Shipping instructions are below as well.



- Write - PFC NICK MADARAS - 2 or 3 times on each ball in permanent marker

- Deflate each ball as much as possible (25 - 30 deflated balls will fit in a box of 4.0 - 4.5 cubic feet)

- If you are able to include a ball pump and a pack of extra needles in every box or every other box that would be greatly appreciated – it helps facilitate re-inflation (we understand the cost factor so this is not absolutely necessary).

- In each box we like to put an **acknowledgement** so the troops know that although the balls are coming to them through the KICK-FOR-NICK program, the support for this program, and for the troops, is coming from all across the country.

If you are shipping the balls directly to the troops, please include a sheet that indicates the name of your group and anyone else that made a significant contribution to your collection effort (a church, company, scout troop, school, team, community, town, etc.) whether it be for balls, boxes, shipping costs, etc.). An acknowledgement document is available on the “Send Soccer Balls” page of the Kick for Nick site. You can download this and personalize it with your group’s information or feel free to create your own (please include the Kick For Nick logo and some US flag graphics if possible. You might want to put it in a plastic sleeve to protect it in transit.)

If you are shipping the balls to Wilton, CT for distribution, we can create the acknowledgment for you if you give us the names to be included. Of course if you want to create it yourself that would be fine.

- In each box we put a short BIO about Nick (so the soldiers know something about him). You can download this bio from the “Send Soccer Balls” page on the Kick For Nick site. If you can put the BIO in a clear plastic sleeve it will be protected in transit, but the sleeve is not absolutely necessary. (For those shipping to Wilton, CT it is not mandatory to include the bio, we can take care of it. **Direct shipments to the troops should always include the BIO.**)

SHIPPING TO WILTON, CT for distribution by Kick For Nick

Pack your boxes as indicated above and send them to:

Bill Madaras

35 Signal Hill Road South

Wilton, CT 06897

203-563-0013

SHIPPING DIRECTLY TO THE TROOPS:

Let us know when your shipment is ready and we will give you a name & APO address to send it to. Shipments will be by US Postal Service to a stateside APO address.

How to fill out the shipping label for direct shipments:

The **Return Address** should show **KICK-FOR-NICK** with your street address.

The **Send To** address will be provided to you by us.

CUSTOMS FORM 2976-A (These are available from the Post Office and are required for shipments to military addresses.)

SEND TO: same as on the shipping label

RETURN ADDRESS: this **MUST** match the return address on the shipping label (Kick for Nick with your street address)

DESCRIPTION OF CONTENTS:

- . • # of soccer balls @ us\$ 1.00 each
- . • 1- ball-pump @ us\$ 1.00 each (if applicable, also there is no need to declare needles)
- . • Question # 10: check either airmail/priority –or- surface/non-priority depending on how you are sending them. Airmail is slightly more costly but will arrive sooner. We usually ship airmail.
- . • Question # 11: check **“GIFT”**
- . • Question # 17: check **“TREAT AS ABANDONED”**
- . • Question # 16: date & sign the form

*** If you have a lot of boxes, you might want to give your P.O. a heads-up in advance.