

Dear New Jersey FBLA Members and Advisers:

I am excited to announce the 2020-2021 Community Service Project, *Operation: Uplift!* The goal of *Operation: Uplift!* is to provide resources and necessities to the homeless. Due to the pandemic, not only is there an ongoing health crisis, but there is also an economic crisis in which unemployment and homelessness has significantly increased. People everywhere are struggling to survive and take care of their families. NJ FBLA hopes to be able to help provide these people with the support they need to get through these difficult times.

Participating chapters will collect donated items and create care packages. In order to help as many people as possible across the state, chapters will individually contact and deliver packages to their local homeless shelters. More detailed information is listed in the instructions document. A list of items to place in the care packages, instructions, and social media graphic templates have been provided. If chapters wish to include items that are not specified on the list, please contact me first for approval, as some items may cause issues. All items in the care packages must either be an item that is on the list or one that has been approved. The social media graphic templates can be used by chapters to publicize the project to their local communities. Chapters are also encouraged to post their own graphics and pictures throughout the year to spread the word.

[Please submit this form](#) by February 20th, 2021, in which chapters will provide information about their experience along with a picture of all the assembled packages as proof. Chapters will compete against other chapters within their own tier; Tier 1 is for chapters with 50 or less members and Tier 2 is for chapters with 51 or more members. These are the same tiers used for the Passport of Progress. The chapter in each tier that assembles and delivers the most care packages will receive an award at the 2021 State Leadership Conference.

Make sure to get as many people involved as possible! This is *community* service after all. Please contact me at fblavpcs@njfbla.org with any questions. Let's make a difference together as New Jersey FBLA! Attached you will find an instructions document and an items list document.

Sincerely,



Sheikh Mahmud
New Jersey Future Business Leaders of America
Community Service Vice President



Instructions

Operation: Uplift

2020-2021 NJ FBLA Community Service Project

1. Before collecting donations, decide to which homeless shelter(s) you will be donating. Contact them (preferably by phone) and ask who their shelter serves (e.g. women, families, children, etc.) to understand what types of items you should provide.
 - For shelters that help children or families, include school supplies and baby essentials like diapers.
 - For shelters that help women, include feminine hygiene items like sanitary pads.
2. Using this information and the Items List document, create a list of items your shelter needs. If you wish to include items not specified on the list, please contact NJ FBLA Community Service Vice President, Sheikh Mahmud, first for approval, as some items may cause issues.
3. Set up a place for people to give donations. You could also set up a system to collect items from donors.
4. Promote your donation collection to your community. We have provided social media graphic templates and flyers that you can use. Get lots of people involved – not only is this community service, but it’s also a competition! Access the social media graphic templates [here](#), [here](#), and [here](#).
5. Post about your chapter’s progress on social media and tag NJ FBLA in it!
6. When your collection is over, it’s time to assemble the care packages. You can choose to hold an event where members create the care packages. Just make sure everyone is socially-distanced, wearing masks, and using clean hands to assemble the packages.
 - Each package should have a total of at least 10 items.
 - Try to include items from all the categories on the Items List in each package. Try to include envelope folders in each package because receivers without stable living conditions will typically have many important documents that need to be carried with them.
 - The bags for the care package should be large, easy to carry, and reusable. Preferably, it should be a large Ziploc bag. We recommend the one gallon size or larger (as listed under the “Miscellaneous” category).

- Food in the care packages should be separated in a smaller bag.
7. Once all the packages have been made, take pictures as both memorabilia and proof for the report form.
 8. Contact your predetermined shelter ahead of time and schedule a time to deliver the packages. Then deliver the packages at that time and take photos of the event!
 9. Send in the Community Service Project report form, which will ask for a picture of all the packages, the total number of packages delivered, and what shelter(s) they were given to. The submission form will close on February 20, 2021.
 10. At the State Leadership Conference, we will announce and award the top chapter from both the 1-50 member tier and the 51+ member tier that delivered the most care packages.

Thank you for choosing to participate in *Operation: Uplift!* If you have any questions or are unsure about anything in these instructions, please reach out to NJ FBLA Community Service Vice President, Sheikh Mahmud, at fblavpcs@njfbla.org.

Items List

Operation: Uplift

2020-2021 NJ FBLA Community Service Project

Before collecting donations, decide on which homeless shelter(s) you will donate to. Contact them (preferably by phone) and ask if they serve women, families, children, etc. to understand what types of items you should provide. For example, if a shelter includes families, you should include school supplies for the children and baby essentials like diapers.

If your chapter would like to collect items not included in this list, please contact NJ FBLA Community Service VP, Sheikh Mahmud, at fblavpcs@njfbla.org, as some items may cause issues.

General Information

1. Make sure food items are non-perishable, nutritional, not too sugary, not too sticky, and not hard to chew (the receiver might not have dental care).
2. Do not collect scented items (it can be insulting and can also make the food smell).
3. Keep food separate from other items.
4. Do not collect used/opened items.
5. Make sure gift cards do not require the user to pay an activation fee or don't require them to spend too much money in order to be able to use them - they should be easy to use.
6. Make sure there are no heavy items that will be hard to carry - give travel size items.

<p>Food</p> <ul style="list-style-type: none"> <input type="checkbox"/> Beef jerky <input type="checkbox"/> Slim Jims <input type="checkbox"/> Lunchables <input type="checkbox"/> Chex Mix <input type="checkbox"/> Cereal cups <input type="checkbox"/> Crackers <input type="checkbox"/> Trail mix <input type="checkbox"/> Dried Fruit <input type="checkbox"/> Mints <input type="checkbox"/> Tea bags <input type="checkbox"/> Hot cocoa or coffee mix <input type="checkbox"/> Sunflower seeds <input type="checkbox"/> Instant oatmeal <input type="checkbox"/> Applesauce <input type="checkbox"/> Pudding cups <input type="checkbox"/> Fruit snacks <input type="checkbox"/> Ramen <input type="checkbox"/> Plastic utensils <input type="checkbox"/> Bottled water <input type="checkbox"/> Tuna/chicken salad snack packs 	<p>Toiletries/Hygiene</p> <ul style="list-style-type: none"> <input type="checkbox"/> Lotion <input type="checkbox"/> Hand sanitizer <input type="checkbox"/> Lip balm/Vaseline <input type="checkbox"/> Disposable razors <input type="checkbox"/> Baby diapers <input type="checkbox"/> Baby wipes/wet wipes <input type="checkbox"/> Feminine hygiene products <input type="checkbox"/> Combs <input type="checkbox"/> Tissues <input type="checkbox"/> Sunscreen <input type="checkbox"/> Toothpaste <input type="checkbox"/> Toothbrushes <input type="checkbox"/> Mouthwash <input type="checkbox"/> Dental Floss <input type="checkbox"/> Nail clippers
<p>Miscellaneous</p> <ul style="list-style-type: none"> <input type="checkbox"/> Resealable 1-10 gallon Ziploc bags <input type="checkbox"/> Small flashlights <input type="checkbox"/> Band-Aids/bandages <input type="checkbox"/> Gift cards 	<p>Stationary</p> <ul style="list-style-type: none"> <input type="checkbox"/> Envelope Folder <input type="checkbox"/> Folders <input type="checkbox"/> Notebooks <input type="checkbox"/> Pens/Pencils <input type="checkbox"/> Paper <input type="checkbox"/> Erasers <input type="checkbox"/> Envelopes <input type="checkbox"/> Stamps <p>Clothing/Warmth</p> <ul style="list-style-type: none"> <input type="checkbox"/> Socks <input type="checkbox"/> Hand warmers <input type="checkbox"/> Scarves <input type="checkbox"/> Gloves <input type="checkbox"/> Hats