



## NEWS RELEASE

(SAMPLE)

### News Release distributed via e-mail

#### Department of Community and Recreation Services

Address

Phone:

**Media Contact:** Name, Public Information Officer

E-Mail address

www.americasadoptasoldier.org

Date

### Help Send Packages to Our

#### Troops Deployed Overseas through the America's Adopt A Soldier Program

Our troops need support from us at home. Please join us in supporting our men and women deployed overseas by participating in an ongoing project called, Americas Adopt-A-Soldier. "Our soldiers deserve to know that we care about and support them in their extremely dangerous assignments abroad," says America's Adopt-A-Soldier Chairman Mary Keeser. This project is being conducted in conjunction with the *(It's a good thing to add this project to an already existing community Annual festival, fair or other Community wide activity such as) National Make a Difference Day held annually throughout the United States.*

We are asking all members of the community to come together and help us achieve our goal of packing and shipping \_\_\_\_\_ boxes to our service members abroad.

1. Give a few hours of your time on Date / Time at Location / Address to pack "Care Packages" for the service members.
2. Collect or donate items to pack in the boxes. Individuals or groups can collect items to be placed in the boxes (see list of suggested items below). Items can be dropped off at Locations/Addresses. A list of the sites is posted on the \_\_\_\_\_ website at www.\_\_\_\_\_. Items must be dropped off by Date.
3. Donate funds to ship one or more boxes. The cost to mail one box is \$(Check the amount with your local post office). You can make your check or money order payable to the USPS (United States Postal Service) Check with your local post office. Checks or money orders can be mailed or delivered to: Your Local Chapter of America's Adopt A Soldier at Address. The following is a listed of suggested items for our "Care Packages" packages:

#### Personal Care Items

Eye Drops  
Chapstick, Blistex  
Shampoo/Conditioner (travel size)  
Deodorant - Men and Women  
Toothpaste (travel size), Toothbrushes,  
Dental Floss  
Mouthwash (travel size)  
Soap, Body Wash, Hand Sanitizer  
Foot Powder  
Tube Socks (cotton)  
Lotion (small size)  
Feminine Hygiene Products  
Razors, Shaving Cream (in tubes) **no aerosol**  
Travel Size Tissues  
Baby Wipes  
Baby Powder  
Q-Tips  
Tums or Rolaid  
Tylenol, Advil, Sinus Meds  
Gel Insoles

#### Food Items

Small bags or individually wrapped snacks or cans of Pringles, pretzels, cookies, crackers, nuts, trail mix, peanut butter/cheese crackers, sun flower seeds  
Hard Candy (Lifesavers, Jolly Ranchers), Mints  
Chewing Gum, Blow Pops  
Individual servings of powdered drinks for water bottles such as Lemonade, Gatorade, Kool-Aid, Tang, Lipton To Go Tea, Crystal Light On The Go, energy drinks, Propel (powder)  
Individual coffee, tea bags  
Beef Jerky, Slim Jims (no pork allowed)  
Pop Tarts, NutriGrain, Granola, Cereal Bars, trail mix  
Cups & small flip top canned fruit, applesauce, pudding  
Peanut Butter (small) No Glass Please  
Chocolate between the months of October and April only (M&Ms are acceptable anytime)

#### Other Items

Crossword Puzzles  
Playing Cards  
Stationery & Envelopes  
Pens/Pencils  
Disposable Cameras  
Assorted Greeting Cards for Soldier to send to family & friends  
Journals  
AT&T Global Prepaid Phone Cards  
Batteries  
DVDs, CDs  
Video Games  
Small board games  
Flystrips  
Febreze or other freshening spray, no aerosol  
Glade Stick-ups or room deodorizers  
Small battery operated fan  
Bug Repellent in lotions & pump-spray bottles-- NO AEROSOLS  
Sun Screen

Won't you join us in this effort? Individuals and groups interested in volunteering on Date should call Number, and add your name to the list of people supporting the America's Adopt A Soldier program or to find the nearest drop-off center for collected items. Think of it as an opportunity to engage the whole family in doing something that benefits others. Refreshments will be served.