27th Lu`au Donation Guide

We always appreciate the support that we get from family, friends, and alumni every year in putting Lu`au together. Each of your donations goes a long way in helping us make the event special. While we appreciate every donation, here are few specific things that we always needed:

Financial Contributions:
Financial Contributions give us the flexibility to address unforeseen challenges and shore up support for areas in need. If you are interested in making a financial contribution, checks can be made out to Willamette University Hawaii Club. Please email rromero@willamette.edu with the amount being donated so donations can be logged. Please mail checks to:

Willamette University
Attn: Office of Multicultural Affairs
900 State St.
Salem, OR 97301

Country Store:
The Country Store is a way for us to showcase the diverse products that are a common part of everyday life in Hawaii and demonstrate the influence of the islands

Priority Items:
1) Macadamia Nut Products (Regular or Chocolate Covered)
2) Kona Coffee
3) Li Hing Products (Candy, Dried Fruits, etc...)
4) Jams and Jellies
5) Pineapples
6) Hawaiian Cookies/Chocolate Dipped Shortbread Cookies
7) Books w/ Pictures of Hawaii
8) Hawaiian Sun Juice (Oahu Only)
9) Hurricane Popcorn
10) Souvenir Merchandise (ABC Store typical things, Hawaiian Themed Coffee Mugs, keychains, stickers, etc...)

Decorations Foliage:
Donations of foliage are instrumental in helping us to bring an authentic atmosphere to Lu`au through the decoration of the gym and as a part of the costumes for our dancers.

Priority Items
1) Ti Leaves
2) Monstera
3) Heleconia
4) Ginger (Pink or Red Only)
5) Lau`e Fern
6) Orchids
7) Anthuriums
8) Palm Branches
9) Cowboy Hats

Due to USDA Inspections, foliage donations that do not meet the USDA standards will not be cleared for shipping. Please follow the instructions below to insure that foliage donations pass the inspections.
Willamette University Hawaii Club’s 27th Lu’au

Just in case you’re not quite sure how to get involved, here are places where we could use your support

1) Wash-all foliage so that it is thoroughly clean of dirt, moss, pollen, and bugs. Any detection these things could lead to rejections by the USDA

2) Pack-in boxes with plastic sheeting/nags to prevent water from leaking and damaging other goods. Do not seal with tape or string because donations need to be inspected

3) Inspect-All foliage must pass USDA inspection prior to drop off. Donations that pass inspections will receive stamp/sticker indicating clearance

4) Drop Off-Packed & Inspected donations at arranged time and place.

Contact Royce Romero
rrromero@willamette.edu
(808) 351-4158 to arrange drop off details

USDA Prohibited Items (Plant Protection Act of 2000)

- Fruits (Except Pineapple and Treated Papaya)
- Berries (Including fresh coffee beans)
- Cactus Plants or Plant Parts
- Fresh Flowers of Gardenia, Jade Vine, Mauna Loa
- Sweet Potato
- Cotton and Cotton bolls

- Live Insects and snails
- Soil or any plants in soil
- Seeds with fruit clinging and fresh seed pods
- Sugarcane
- Swamp Cabbage (unchoy)

***IMPORTANT DATES***

Monday, April 11, 2016:
- If you do not have alternative arrangements with CFI and Island Chairs (excluding Maui) ALL NEIGHBOR ISLAND donations must be delivered to CFI between 1-3PM
- Donations leave the NEIGHBOR ISLANDS to Oahu

Tuesday, April 12, 2016:
- If you do not have alternative arrangements with CFI and Island Chairs All OAHU donations must be delivered to CFI between 1-3PM
- All donations leave OAHU for Willamette

Saturday, April 16th, 2016 : Hawaii Club’s 27th Lu’au!

*All donations will be handled by CFI and ALL greenery items must pass agricultural inspection

**Due to new CFI policy, foliage donations will only be accepted on the day that cargo is being shipped from your island

FAQ: Frequently Asked Questions

How do I know what to donate? And how can I find out what other people are donating?
In the section above you can find a list of preferred donations, things that we are always grateful to have.
To avoid the instance where too much of one good is donated, we do have an online donation-tracking page, found at: http://willamette.edu/offices/oma/events/luau/donations/index.html. This may help you decide how you can help us, as it shows a weekly updated spreadsheet of our donation progress.

How does my donation get to WU?
Donations can be sent to Willamette University (WU) either through cargo or mail

To ship via regular mail (at your expense)
If sent through USPS MAIL, the sender will be responsible for paying for the package.
If you decide to ship your donation via regular mail, please label the box with the following information:
To: Willamette University
  Attn: Hawaii Club
  900 State St.
  Salem, OR 97301

From: Name

Address

To ship via cargo (at our expense)
If sent through CARGO, WU will pay for the transportation. If you choose to send through cargo, you need to contact your respective island chair and arrange to get the donation(s) to them, in a timely manner. Island Chairs will then be responsible for the shipping of all donations.

2016 Island Chairs

<table>
<thead>
<tr>
<th>Oahu</th>
<th>Maui</th>
<th>Kauai</th>
<th>Big Island</th>
</tr>
</thead>
</table>
| Pam Witherwax (Ashlyn)  
(808) 386-8525  
pamwax34@gmail.com | For Maui parents interested in donating, please contact Royce Romero at romero@willamette.edu to coordinate a shipping method. | Joni Hamada-Patricio (Joelle)  
(808) 639-3034  
joni.hamco@hawaiiantel.net | Diane Noda (Macy)  
(808) 936-2100  
di.noda@hotmail.com |
| Mark Lum (Andrew)  
(808) 294-1041  
mlum79@gmail.com | | | Dale Hayashi  
808-936-9801 |
| Pauline Lum  
(808) 294-1883  
lum.pauline@yahoo.com | | | Jeri Canniff (Megan)  
(808) 987-8997  
vjmccanniff@hawaiiantel.net |

If you are unable to meet your Island Chair, you may also arrange with CFI to drop off packages before April 11 (Neighbor Islands) or April 12 (Oahu). This year, since we do not have a chair for the island of Maui, you will need to directly contact Royce Romero via email at romero@willamette.edu to coordinate the shipping method. The CFI representatives are also listed below. Please contact your respective CFI rep if you plan to drop off your package directly to CFI.

<table>
<thead>
<tr>
<th>Oahu</th>
<th>Big Island (Kona)</th>
<th>Big Island (Hilo)</th>
<th>Maui</th>
<th>Kauai</th>
</tr>
</thead>
</table>
| Angela Sanders & Lole Malaepule  
2312 Kamehameha Hwy, Building B, Honolulu, HI, 96819  
P: (808) 833-0043  
F: (808)333-2308  
Hours of Operation: Open 24 Hrs/Day | Vicky Brandt  
73-400 Periphery Road  
Bldg #104  
P: (808)329-9030  
F: (808)329-3072  
Hours of Operation: 08:00 Monday to 12:00 Saturday (On call 24Hrs/Day) | PO Box 4565  
Hilo International Airport, Hilo, HI 96721  
P: (808)935-4811  
F: (808)935-4219  
Hours of Operation: 08:00 Monday to 12:00 Saturday (On call 24Hrs/Day) | Joey Lara  
124 Manea Place Unit 3  
Wailuku, Maui, HI 96793  
P: (808)871-0955  
F: (808)243-9301  
Hours of Operation: 07:00 Monday to 18:00 Saturday (On call 24Hrs/Day) | Sandi Acob  
Lihue Municipal Airport  
Lihue, Kauai, HI 96715  
P: (808) 246-0493  
F: (808) 245-7276  
Hours of Operation: 08:00 Monday to 12:00 Saturday (On call 24Hrs/Day) |
| <HNL-Domestic@cfi-hawaii.com> | <KOA-customerservice@cfi-hawaii.com> | <ITO-customerservice@cfi-hawaii.com> | <OGG-customerservice@cfi-hawaii.com> | <LIH-customerservice@cfi-hawaii.com> |

How should donations being shipped via cargo be labeled?
1) All donations that are collected to go to Willamette must be packed inside a box (items in garbage bags or wrapped in other alternative methods will not be accepted)

2) Prepare a copy of the form to the right in triplicate (one that will be placed inside each box, one to be given to the island chair, and one to be emailed to rromero@willamette.edu in order to track each donation)

3) On the outside of each box on the upper left hand corner either attach a label or handwrite the following information (see example to the right)
   a. Depending on the contents of the box please select one of the following: Frozen, Chill or Dry
   b. Willamette University
   c. April 16th, 2016
   d. Parent Name
   e. Parent Phone Number
   f. Box _of_

4) Depending on drop-off/pick-up arrangement, fill out and turn over the following form
   a) College Luau Packing List
      a. See sample list document to the right
      b. Ctn# should correspond to Box Label (_of_)
      c. For foliage donations in case an item is rejected during USDA inspection, please write one of the two options at the bottom of the form 1) please contact me at (phone number) or 2) discard the item

5) Once box is labeled and ready to be picked up, please contact an island chair about when an item can be dropped off

**NOTE: All necessary forms that are listed in the process above can be found at: http://www.willamette.edu/dept/oma/events/luau/donations/Forms.html

If there are any issues in finding the necessary forms, please contact <rromero@willamette.edu>
Can I send my child a personal box?
Yes! You can send your child a small box of whatever you would like. Please label the box the same as the process outlined above (refer to section: How does the donations process work?) Additionally please make sure to mark the box with your child's name and the word "Personal"

CHECK OUR LUAU WEBSITE FOR UPDATES
A new website has been created with information for Island Chairs and parents. If you find that we missed anything or if you have any questions, please call Royce Romero (808) 351-4158.
URL: http://www.willamette.edu/dept/oma/events/luau/donations/Forms.html

Donations that we are seeking are listed in the Donations List found under the Donations tab. Please check this page frequently for updates of donations needed, secured and received.

Important documents on the website about donations (under Donations tab):
1. Suggested Donation List: A list for parents of suggested items for our Lu’au needs.
2. Donation Form: Use this form to list items packed in each individual box for shipping. Use a separate form for each box. Include one copy inside the box being shipped and email second copy to rromero@willamette.edu or send to Willamette University, Hawaii Club – Attn: Royce Romero, 900 State Street, Salem, OR 97301
3. Donations FAQ: Explains the donation process.
5. USDA fact sheet for allowable foliage and greenery products.
6. Box Label: Use this sample form for filling out your own label to be placed on the outside of each box.
7. Luau Packing List: Use this sample form for filling out your own packing list that will be given to the CFI representative.
8. CFI Address and locations
9. CFI Oahu map

Final Reminders:
- Please email <rromero@willamette.edu> with your contact information and the type of donation
- Please make THREE copies of your donation form: one that will be placed inside each box, one to be given to the island chair, and one to be emailed to rromero@willamette.edu in order to track each donation
- Please be sure to contact your Island Chair or CFI representative and arrange a time to drop off your donation, if you are sending it through Cargo.

***If you have any other questions, please email rromero@willamette.edu

Maholo Nui Loa, & A Hui Hou

Lu’au Overall Chairs