Assembling Whistle Kits

Grab some baggies, then each baggie gets as many of these as you're willing to include, or as deemed appropriate to your intended recipients:
- A whistle zine: 4 language (English, Spanish, Somali, Hmong), single language, or one of the older 2 language English/Spanish or Somali/Hmong if you already have some printed
- Whichever language red cards your intended recipients are likely to speak/read
- Emergency ID cards in the same language(s)
- A whistle on a lanyard or key ring

Whistle Kit Printing Guide

NOTE: Visual guides for all printables are at the end of this document.

ZINES
NEW – we now have 3 kinds of whistle zines available!
- A 4 language (English, Spanish, Somali and Hmong) condensed half-sheet double sided trifold zine. This one is our favorite (shh, don't tell the other zines).
- Single language quarter sheet double sided zines in English, Spanish, Somali and Hmong.
- The original zines, one English/Spanish and one Somali/Hmong, full page printed double-sided zines that get folded. We are considering these the "old" version and highly recommend considering one of the previous 2 types instead.

Printing tips:
- These print files are each 2 pages because they are intended to be printed double sided. If your printer can print double sided, you'll want to use "flip on short edge" for the single language quarter sheets and "flip on long edge" for the 4 language half sheets.
- Each printer is different. Printing "actual size" rather than "shrink to fit" or "fit to printable area" gives bigger text but if your printer cuts off close to the edge you'll want to try shrinking it. It's a good idea to do test prints before printing a big batch (not every time, just each time you're using a new printer or a new file).
- If you are printing in black and white, make sure you use the provided black and white print files (abbreviated bw). If you print the color files in black and white, the red text will come out gray.
- If your printer will not print double sided, you can print one page of the file then put the paper back into the paper tray then print the other side. It may take some experimenting to learn which way to put the printed paper in the tray to get everything facing the correct way. Once you get it figured out, you can print multiples at a time this way.

EMERGENCY CONTACT TOOLS
- Emergency Contact Cards are available in English, Spanish, Somali and Hmong. The intent is that the user fills them out in advance, cuts the paper into 2 different cards, keeps the bottom one with them and hands to top to a bystander or drops it on the ground if they are about to be detained or arrested. The cards print double sided; when printing double sided, choose "flip on long edge". Printing "actual size" with these might be a little big, experiment with "fit to page". These are all in black and white and print 4 to a page; after printing, cut them into fourths (consider trimming off outer margins first if they're wide). Do not cut into smaller pieces than

fourths as the recipient is intended to receive 2 connected cards that they cut apart themselves. We generally fold them in half to fit them into a whistle kit baggie but if you have a bigger baggie or are not making whistle kits, this may not be necessary.

- We are promoting an app called "Ready Now" which prompts the user to enter contact information for loved ones and legal support then has a button the user can press to alert their contacts if they are being detained or arrested. This app may be offered or used in place of the Emergency Contact Cards. There is information about this app already in the 4 language half sheet trifold zine; there isn't room in the single language zines. There is also available a printable 2 sided sheet (print "flip on short edge") that can be cut into 8 cards and has information about the app in English, Spanish, Somali and Hmong (note: at this time, the app does not support Somali or Hmong. These cards alert the reader of this information and suggest they have someone fluent in one of the supported languages help them get it set up). If you are printing the app cards to add to whistle kits, consider printing on bright paper so they stand out.
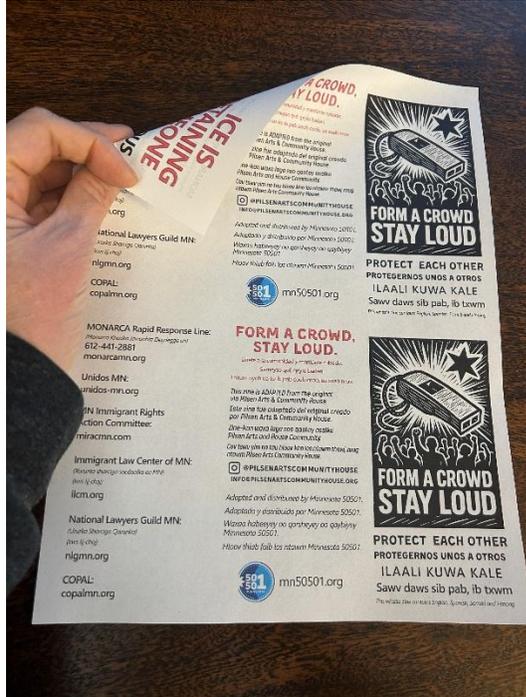
RED CARDS

Red cards are immigrants' rights cards. They can be ordered online or printed at home. If printed at home, it is recommended they be laminated (use business card sized laminating pouches). All of our red cards originally came from the Immigrant Legal Resource Center, but the files available on our page have had the following improvements made:

- Replaced the instructions at the top of the printable pages with another printable red card (see any red card file on the ILRC website if you need instructions for printing).
- Spaced the cards further apart to minimize cards ruined by mis-cutting.
- Added 2 letter language codes to each card for faster identifying.
- Added the phone number for Monarca.
- Each printable file is 2 pages so you can print double sided to get 10 red cards for each piece of paper (print "flip on long edge"). Red cards can also be printed single sided – simply cut out horizontal red card strips (5 per page) and fold over. Printing "actual size" with these might be a little big, experiment with "fit to page". Trim all 4 outer edge paper margins before cutting out the cards.
- We have available English, Spanish, Somali, Hmong and Karen with the above improvements. Many more languages are available on the ILRC website here: ilrc.org/redcards
- It is recommended that you print these on red paper as red cards are widely recognized and many people will know what they are by the color. If you are tempted to print on thicker cardstock, please consider finding out the maximum thickness your printer can take; most home printers cannot print on cardstock.
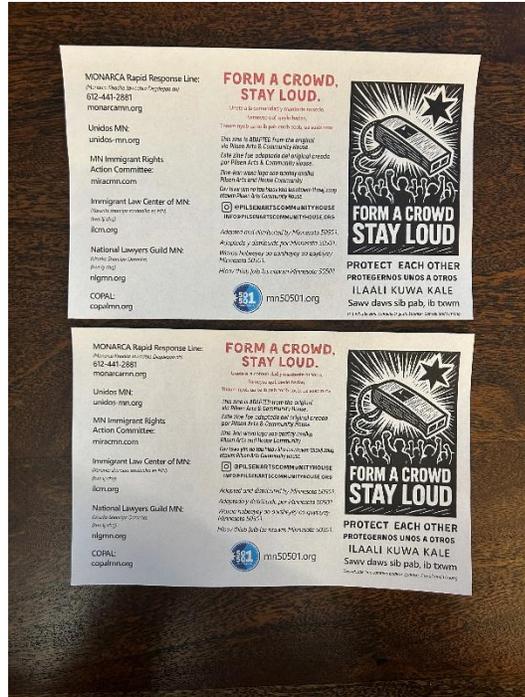
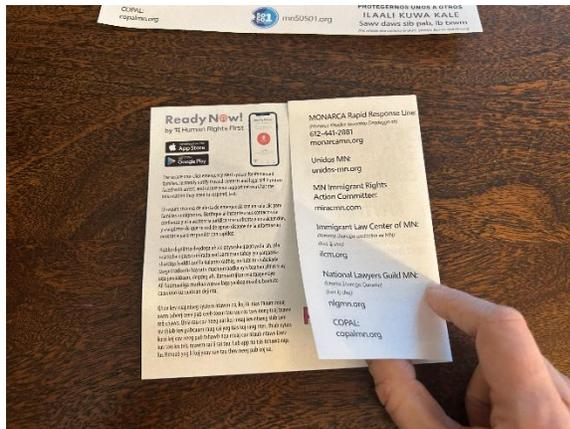# VISUAL PRINTING GUIDE

4 Language Half Sheet Zine

Print the page:

Then cut it in half like this:

Put the half sheet whistle graphic side down, & fold the right third of the paper over like this:
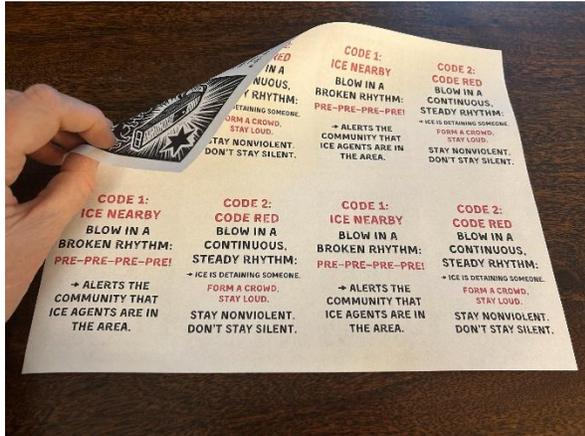

Then fold the left third of the paper over like this:

Single Language Quarter Sheet Zine:

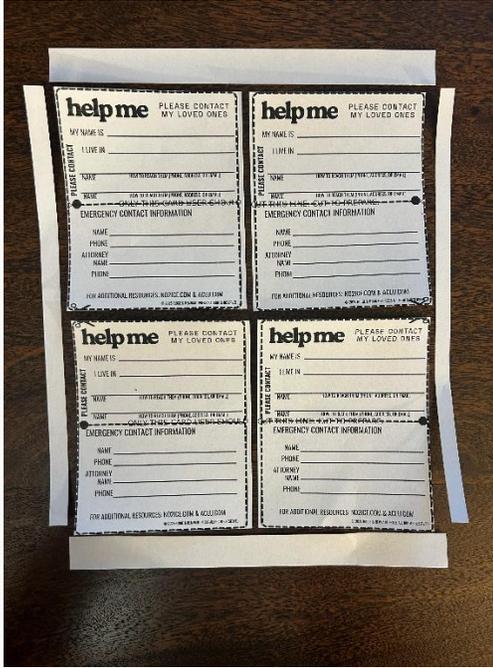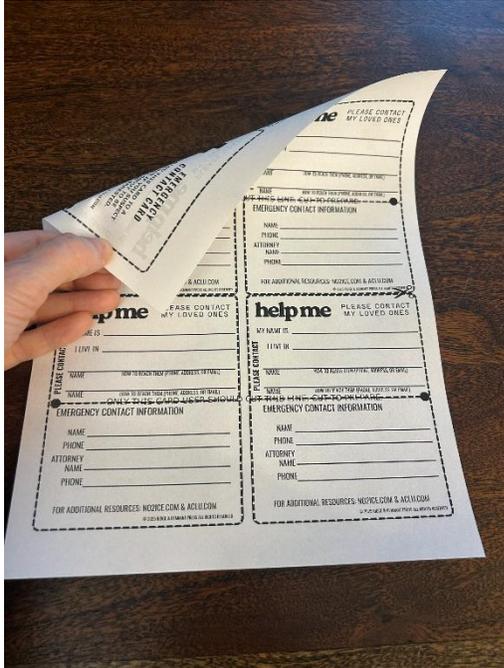Print the file double sided:

Then cut into fourths like so:

Fold each paper in half to make a mini zine like this:

Emergency Contact Cards:

Print the file double sided:

Then trim the outer margins and cut the cards like this. Do not separate the pairs of cards that are still connected in this picture.
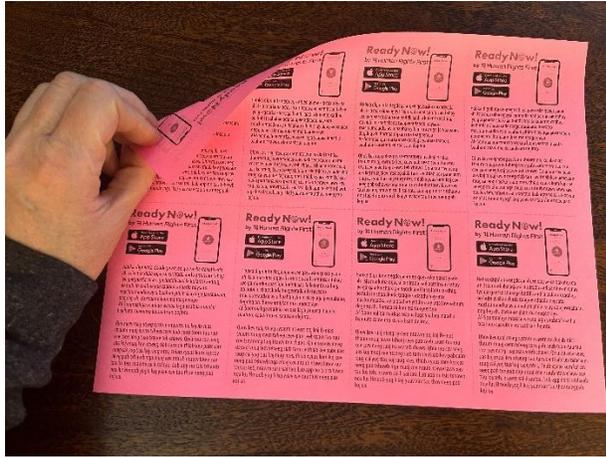

You can fold each card in half if you'd like. This is handy if putting whistle kit items in a baggie that won't fit an unfolded card.

Read Now App Cards:

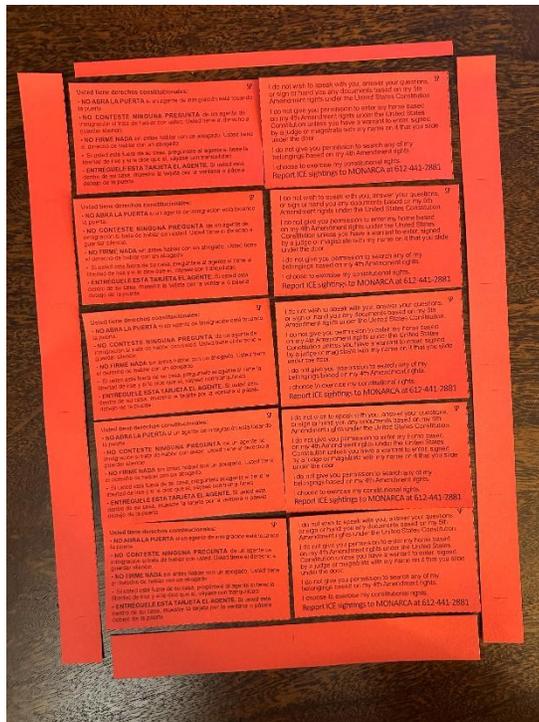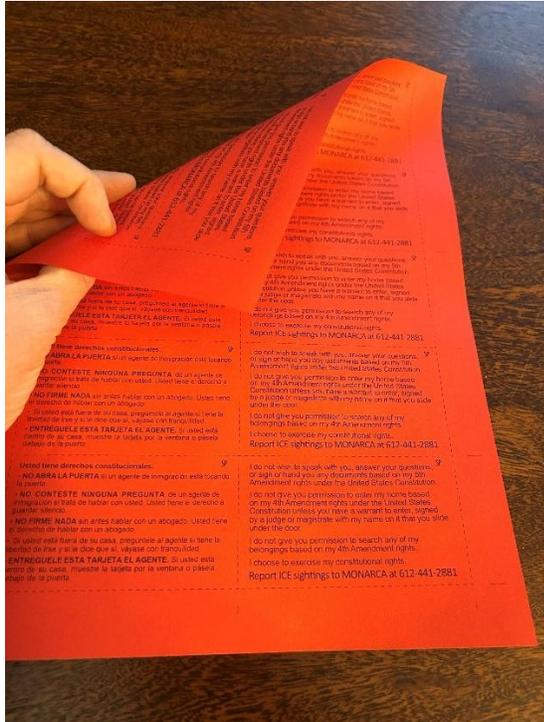Print the file double sided. Consider bright paper:

Cut into eighths using the dotted line guides to prevent cutting text on the back:
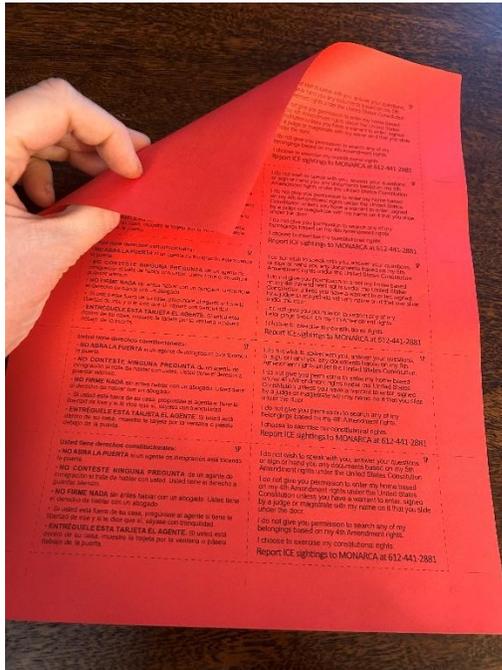

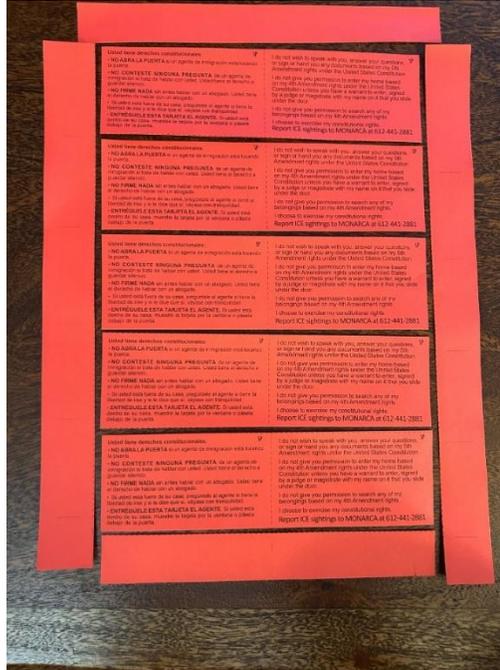**Red Cards:**

Print the file double sided:

Trim the outer edges off then carefully cut out the 10 double sided red cards:

OR – print single sided:

And trim off the edges then cut out the 5 red cards in horizontal strips like this:

Then fold each red card strip in half like this:

Whether you printed double sided or printed single sided and folded it over, the final step is to laminate in a business card sized laminating pouch:

**Shadow says thanks for helping us get whistle kits
out into our communities!**

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