

My Family 2020 COVID-19 Time Capsule Instructions:

1. Choose Your Container

- a. If you got a time capsule kit from the Murphy Community Center, this part is already done! If not, decide what type of container you would like to use.
- b. Some common options are glass jars with metal lids, shoeboxes, tin boxes, plastic containers, or special containers that are created for burying your time capsule that will keep your items safe from the elements.

2. Determine Where You Will Store It

- a. This will likely depend on what type of container you chose to use.
- b. If you store your time capsule inside, pick a place where it will be undisturbed for the time you will be keeping your time capsule sealed. The back shelf of a closet, in an attic or crawlspace are all good options. Only airtight, watertight containers should be used if you plan to bury your time capsule.
- c. Make a note of where you stored your time capsule and keep in mind, if you bury your capsule in your yard, remember to dig it up if you move!

3. Decorate Your Time Capsule

- a. Personalize your Time Capsule by adding stickers, labels, draw on it! Whatever you want to make it special and fun!

4. Fill Out Your MY 2020 COVID-19 TIME CAPSULE Packet

- a. Each child should complete their own MY 2020 COVID-19 TIME CAPSULE Packet.
- b. Feel free to only use the pages that you feel best apply to your family and children.
- c. Parents or older siblings can help younger kids with filling out their sheets by reading aloud the questions and writing in the answers.
- d. Regardless of who fills in the answers, each page should be decorated and personalized by the person whose answers are listed. Make your packet special and colorful!

5. Choose Other Items to Include

- a. We have created a list of items and photos you may want to include in your family time capsule. Look over the list and decide what you want in your family time capsule or come up with your own items to include!
- b. **PRO TIP:** Perishable items are the only things we DO NOT RECOMMEND including in your time capsule. They will go bad and could cause all the other items to be ruined as well.
- c. When everything is ready to close your family time capsule make sure to seal it up with instructions on when to open it!