

Please use the following as a guide to run a safe and enjoyable packing session!

Preparation:

- **Feel free to contact the GAIN team info@globalaidnetwork.org.uk to let us know what you are planning and we can see how we can help, either with boxes or coming along if you'd like that!**
- **Make sure you have the items below so that you have all that you need ready to go.**

List of Supplies:

- **Boxes**
- **Parcel tape**
- **Soft drinks, tea and coffee and biscuits**
- **Plastic gloves and hand gel (Covid relevant)**
- **Bin bags**
- **Marker pens**
- **Packing labels (available in your collector's kit or from GAIN UK)**
- **Signs for clothing categories (If you are packing in a big area and want to mark sections for packing)**



HOSTING A PACKING SESSION

Welcome & Introductions:

- Welcome people and offer drinks
- Introduce yourself and perhaps share what motivated you to get involved with GAiN
- Give clear instruction for the items that are being sorted and packed (details below)
- Place personal items away from packing area (we don't want them to get sent too!)
- Make sure people are careful when lifting heavy items
- Let people know how long you plan to pack for and perhaps plan a time to stop for a cuppa
- Make sure that if you plan to take any photos that you ask people and let them know where you want to post or share them. (This is really encouraging to share with the collectors WhatsApp chat).

During the break:

Here are some ideas for sharing more about GAiN.

- Explain more about who GAiN is and our focus with relief and development.
- Ask one of the GAiN team to let you know a story that you could share.
- Let the group know that they can sign up to receive updates on the work of GAiN and how they can be involved. Via the instagram bio link, facebook page or website. This is also a great way for people to stay connected with where the aid they've packed/donated goes to.



HOSTING A PACKING SESSION

Closing-up:

- Thank everyone for coming and let everyone know if you plan to do another one.
- Ask a few people to help with clearing up and taking any items to a local charity shop/washing.
- Give thank you cards, leaflets, direct people to social medias.

PACKING INSTRUCTIONS

- Check each item: Make sure the items that are packed in the boxes are clean, without marks and in good condition. If you think they would be sold in a charity shop, then they are okay to send. We want to send them a message of care in sending these items, so we won't send items that have broken zips or missing buttons etc. We also won't send items that have army print, political or religious statements or that are revealing.
- Fold the item neatly
- Put it in the appropriate labelled category (station/box), see category list below.
- Once a box is filled (not over or underfilled as these don't transport well), mark on the label/box what is inside using the consistent categories.
- Place the packed boxes in their categories in a clear space to be counted.
- Any miscellaneous things to be put in a separate place
- Sort items that can't be sent into black bags or other reusable bags
- to be washed (items okay to send other than needing a wash)
- charity shop (e.g. army print or inappropriate logos or labels)
- rubbish (some charity shops take rags to be recycled)



HOSTING A PACKING SESSION

Clothing Items:

We aim to use consistent categories for the clothes that we send as this helps our partners when they receive them to know what they have. We collect clothes and sort into separate categories for men, women, children – boys and girls (5-12 years) and babies (0-4 years).

Completely fill one box with the same category, select the correct section on the label and write in any more specifics ie. If a box is filled with girls' clothes, mark the children's section with an X and write girls in the description category.

Non-Clothing Items:

- Shoes - flat heel only, max size 11.
- Nappies
- Feminine Hygiene (sanitary pads only)
- Baby Wipes
- Sleeping bags
- Blankets
- Tents – to be packed separately

Things that we are not sending:

- Household items, used underwear including socks, accessories like belts & ties. Any damaged items that have broken zips or missing buttons etc. We also won't send items that have army print, political or religious statements or that are revealing.

All finished...

- Make sure to count up the number of boxes packed per category and let us know.

THANK YOU FOR ALL YOUR EFFORTS!