

# 2018 Blanket and Coat Drive for Refugees



## Boxing Instructions

### Inspect donated items. If not new:

- 1- Clean and washed
- 2- No foul odors
- 3- No tear or stains
- 4- Not overly worn
- 5- No undergarments

### Sorting Instructions:

- 1- Separating categories Into Men coats and sweater, women coats and sweater, boys coat and sweater, girls coat and sweater, and infants coat and sweater, and Blankets
- 2- If anything, other than these items, then same categories in terms of men, women, girls, boys, and infants with respect to its category like pants or shirts.
- 3- Each item should be in their respective box and the categories should not be mixed.
- 4- Counting the number of items in the box and writing it Outside, so it is visible even after the box is closed and packed.

### Packing Instruction:

- 1- The box should be full and packed neatly
- 2- Tape it neatly and tightly
- 3- Making sure it is labeled properly on the outside, so anyone can identify after the box is closed for inventory purposes