

# Share the Joy

## Collection Partner Packing Instructions



Thank you so much for partnering with Anglicare to share the joy with those who need it most this Christmas. As a valued 'Collection Partner' your support, through gathering donations of food and toys, will have a positive impact on the lives of vulnerable families.

You should have received the resources listed below to help support your collection:

- Flat-packed Cardboard Boxes
- Packing Tape
- Toy Bags (large reusable plastic bags)

These resources have been provided to assist in the safe and efficient packing of donated food and toys at your collection. They are also provided to help ensure these items can be processed quickly, packed into Christmas Hampers, and made ready for distribution!

Please see below for some instructions on how to make the best use of the resources provided:

### How to Pack the Cardboard Boxes – Product Categories:

Wherever possible please pack 'like with like' products. For example, an entire box of pasta or an entire box of pasta sauce, is much easier to process than a box full of assorted items. The extra time taken at your end to sort these products makes a huge difference at the Christmas Warehouse!

If you run out of cardboard boxes then please let our team know, and we can bring extra boxes on the day of pick up, to quickly pack the extra item into!



Help us share the message of joy this Christmas by tagging your social media posts with **#toysntucker**

## Sealing & Marking the Cardboard Boxes:

Once you have packed a box full of one product type (i.e. Spaghetti tins) then please seal the box with the packing tape provided. Once you have secured the box with tape, then please take a 'Sharpie or marker' and clearly write the 'Category' of product on the side of the Box. For example, if the box is full of 1kg Spaghetti tins, then please write 'Spaghetti tins' in large letters on the short side of the box



Marking the boxes is an important step, making it faster and easier for Anglicare staff to get the contents of the box packed into Christmas Hampers and into the hands of people in need!

### PRO TIP:

If you have a large collection and want to be extra organised, then some pre-printing category names onto labels/stickers can help make this process even easier!

## Packing Toys into Bags:

Large reusable plastic bags have been provided to pack any donated toys into. If you require additional bags do not hesitate to let our team know and we can bring additional bags on the day of pick up to pack these extra toys into!

## Take a Photo of your Packed Donations:

Once you have finished packing the contents of your collection into cardboard boxes and bags, please consider taking a photo. This can be a great resource to share with others, to encourage and thank them!

It is also useful for sharing with Anglicare's driver on the day of pick up, to assist them in bringing the right sized vehicle to collect your donation.

Thanks so much for partnering with Anglicare to bring joy and practical support to people experiencing hardship. If you have any questions or require additional resources to support your collection, then please get in touch with us at [toysntucker@anglicare.org.au](mailto:toysntucker@anglicare.org.au)



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