

# Sorting and Packing Instructions for Containers



One Person at a Time,  
One Humanity Closer

## Materials

- Heavy duty packaging tape (Scotch Brand)
- Thick black permanent markers Sharpies
- Small and Medium sized Home Depot Boxes
- Force Flex Glad Kitchen Trash bags (white)

\*\*\* Brand names are important because we've found that the many brands do not hold up to the long journey. Home Depot boxes are stronger than similar brands and Glad Force Flex Kitchen Trash bags are the only ones that don't tear easily. Cheap packaging tapes often come unstuck causing boxes to fall apart.

## Clothes (sorted into medium sized Home Depot boxes or bags in the following categories):

\*\*\* Separate out coats, snow pants, cold weather gear, heavy sweaters, etc, and be sure to mark as WINTER

- Men's
- Men's winter \*
- Women's
- Women's winter \*
- Girls
- Girls winter \*
- Boys
- Boys winter \*
- Infants
- Shoes
- Winter boots
- Hats, Mittens, Gloves \*

## Other categories (to be packaged in med boxes or bags):

- Bedding (blankets, sheets, sleeping bags)
- Diapers
- Feminine pads
- Hygiene (toothpaste, toothbrushes, soaps, detergents, etc)
- Medical (things to be sent to hospitals)
- Toys
- Bags/purses

## Small Home Depot Boxes:

- Food; if heavy cans, fill boxes half with food and half with clothes
- Anything that is too heavy for medium sized boxes, such as certain medical supplies or liquid detergents.

## Special Instructions:

- All bags and boxes are to be **marked with the category** in permanent marker on two SIDES.
- **Fill boxes right to the top but not overfilled.** If they are overfilled, it will be difficult to stack them flat, and if they're underfilled, the tops will collapse.
- **Boxes should be sealed with one strip of tape on the bottom and one strip on top.** If high quality packaging tape is used, there is no need to use multiple strips.
- **Jagged and heavy items should be shipped in boxes or double bagged.** Remember that the bags and boxes will go through multiple rounds of loading and unloading before they reach their destination.
- **Do not overfill bags.**  $\frac{2}{3}$  full works well depending on weight.
- It is not necessary to fold clothes (but certainly a nice touch and a space saver when you have the time).
- **Tie one knot to close the trash bags rather than multiple knots.** This way they can be re-opened without destroying the bag. Do not leave bags untied or with a bow. They will open and content will spill.
- If you have items that do not fit into one of these categories or you're unsure, that's ok. Package them anyway and **label with something descriptive** and we will choose a category later or add it to our inventory sheet.