

## Hosting a Packing Session...

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

### Preparation:

- Contact the GAIN team [info@globalaidnetwork.org.uk](mailto:info@globalaidnetwork.org.uk) to let us know what you are planning and we can see how we can help, either with boxes or even coming along!
- Make sure you have the items below so that you have all that you need ready to go.

### List of Supplies:

- |                                                                   |                                                                                                              |
|-------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Boxes                                    | <input type="checkbox"/> Black bin bags                                                                      |
| <input type="checkbox"/> Parcel tape                              | <input type="checkbox"/> Marker pens                                                                         |
| <input type="checkbox"/> Black gaffer tape                        | <input type="checkbox"/> GAIN sign-up forms so people can hear what happened to their donations              |
| <input type="checkbox"/> Soft drinks, tea and coffee and biscuits | <input type="checkbox"/> Printed out signs for clothing categories (available to download from the website). |
| <input type="checkbox"/> Plastic gloves and hand gel              |                                                                                                              |

### 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 packed and sorted
- Place personal items away from packing area (don't want them to get sent to Greece!)
- Make sure people are careful when lifting heavy items and ask for help.
- 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.

### During the break:

Here are some ideas for sharing more about the project in Lesvos.

- Explain more about who GAIN is and our focus with refugees arriving into Greece.
- There is a short video on the website that shows more of the camp
- Ask one of the GAIN team to let you know a story that you can share
- Let the group know that they can leave their details to receive updates on the work of GAIN and how they can be involved.

### 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.

## 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, mark on the 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 and other reusable bags
  - to be washed
  - charity shop (e.g. army print or inappropriate logos or labels)
  - rubbish (some charity shops take rags to be recycled)

### Clothing Items – used for packs given out to new arrivals:

We aim to use consistent words for the clothes that we send as this helps our partners when they receive them to know what they have. We collect the following list and sort into separate categories for **men, women, boys, girls** (3 -17 years) and **babies** (0 -24 months).

- “word we use in English” = “word we write on the box”
- T-Shirt = Light Shirt, short sleeves
- Shirt = Light Shirt, long sleeves
- Jumper = Warm Sweater
- Coat = Warm Jacket
- Summer Coat = Light Jacket
- Trousers = Pants
- Underwear NEW only!

(Please do not write jumpers, cardigans, summer shirts, coats, blouses...)

These items for babies only:

- Baby grows = Onesies
- Baby grow that covers the feet = Sleepers

### Non-Clothing Items:

- Shoes - flat heel only, max size 11. sorted by season winter/summer, gender/unisex
- Nappies
- Feminine Hygiene (sanitary pads, do not pad tampons)
- Baby Wipes
- Sleeping bags
- Blankets
- Tents – to be packed separately



Good to know:

- Clothing items that do not fall into any of those categories go into the “Community Box”. (They go to community centers and other good purposes) e.g.: Vests, sleeveless shirts, short pants for women or girls, blazers, skirts and dresses, rain pants, working overalls, ponchos...

Things that we are not sending:

Household items, used underwear including socks, accessories like belts & ties.

All finished...

- Make sure to count up the number of boxes packed per category and let us know.
- Collect any completed sign-up forms and keep them in a secure place to pass onto one of the GAIN team.

**Thank you for all your efforts!**

**#helping with heart and hand**