

COLLECTION KIT PACKING RECOMMENDATIONS

If you are hosting a collection drive at your workplace, you can also host a volunteer opportunity to assemble the kits! When hosting a collection drive leading to the final packing day it can be difficult to estimate the incoming supplies ahead of time. You may need to supplement collected donations to offset low participation or missing items. There are also times when your colleagues exceed your expectations. Be prepared for either situation.

PROJECT TIPS

- Have the participating employees sign-in. This allows the opportunity to track the number of employees who volunteered, and the amount of time spent on the project. United Way tries to track and report back to you your workplace engagement: number of employees engaged, time spent, and the impact made.
- Take pictures along the way and share them with the United Way Team
- Consider asking a United Way Staff member to come on site and talk about the insecurity a child feels when they lack essential hygiene items necessary for feeling confident.
- Clean and/or prepare your project space. United Way advises all volunteers to abide by the CDC health and safety guidelines when shopping for, preparing your select projects, and delivering completed kits to agencies.
- Estimated time per kit.
 - Each paper bag takes 5-10 minutes to decorate.
 - The assembly of one hundred snack packs typically takes 15 minutes, depending on the number of volunteers present.

SET UP TIPS FOR ONSITE PROJECTS

- Quality Check Remember to check for expiration dates and damaged goods for items used. This is a task you can ask volunteers to help with to add tasks to your project time.
- Supply Count Prior to the project time, coordinators should ensure there is an assortment of snacks to add to the pack. A good target for a Shine Bright kit should be no less than 6 items; however, 6 – 9 items are the typical kit, which allows for sealing it closed.
- Decorated a larger brown or white paper lunch bag with a seal or a larger Ziplock bag with stickers works well for packing your kits.
- Set up two areas: Volunteer workspace for decorating the bags and an assembly area for placing the items in the bags. The food items can be unboxed and placed in a bin or sorted for easy access.

(continued the next page)

COLLECTION KIT PACKING RECOMMENDATIONS

- **Decorating Area:** This area is where you should place the brown paper bags, markers, stickers, and other bag decorating supplies on tables for volunteers to utilize. Consider writing words of encouragement on the bag. Volunteers may decorate all the bags first before assembling the kit packs,
- **Assembly Area:** There are a couple of methods you can use to place the items in the bags:
 - **Assembly Line style.** This is the most efficient method and takes the shortest amount of time.
 - Volunteers should choose a position around the assembly line. This process works best when there are two lines simultaneously moving at once, one on each side of the table.
 - The first position of volunteers is responsible for opening the plastic or paper bags and then passing them on to the first item. As the process moves along, each volunteer positioned at the assembly table will put their designated item in the bag, then pass the bag to the next volunteer.
 - Once you have a completed hygiene pack the last volunteer will fold the top of the bag over and place a piece of tape or sticker to close the bag, keeping the items from spilling out.
 - Place all completed kit packs placed in boxes for easy storage.
 - **Individual Assembly style.** This style will take a bit longer.
 - Lay out the supplies along a table with the bags at one end, supplies in the middle, and tape at the end. This is much like the set-up for an assembly line.
 - Each volunteer can walk down the line, fill a bag and place the completed kit packs in a box.
 - This method may allow for greater social distancing and hygienic conditions by limiting the number of people touching each bag.
 - Place all completed kit packs placed in boxes for easy storage.

When your selected kit packs are complete, United Way staff will work with you to coordinate delivery of the bags to a community partner. This may require someone from your organization to assist by dropping off the completed kits at a mutually agreed time.

I you have any questions please contact Robin Seemann, Donor Experiences Coordinator at:

330-491-9989 or robin.seemann@uwstark.org