

UNDIES FOR CHANGE

VOLUNTEER PACKING EVENT INSTRUCTIONS

1 SET UP PACKING AREA

2 WELCOME VOLUNTEERS

Introduce UFE, why chosen to support, how to get involved
Announce the organization chosen to receive undies donation

3 GIVE PACKING INSTRUCTIONS USE THE POWERPOINT – “HOW TO PACK UNDIES”

No food/drinks should be allowed at packing tables
Volunteers must wash/sanitize hands before packing
Follow packing instructions — 7 pair in each bag, 1 size sticker, 1 UFE sticker
Each table should unpack ONLY 1 Box at a time! Undies/supplies are counted out in exact amounts which can easily get mixed up if not kept separated.
Assign one person per table as quality control.
Manage event time — Complete packing ALL opened boxes. Do not open a new box unless time allows for it to be completed.

4 WRAP UP

Packs of undies should be kept organized to make delivery and distribution of undies easier.
Deliver ALL (not part) of the undies to recipient organization at one time.

Thank the volunteers!

- Ask all to visit undiesforeveryone.org, at bottom of home page, sign up to receive our newsletter to keep up with the great work going on at UFE.
- Encourage them to continue supporting UFE (donations, virtual drive, etc.)

YOU WILL NEED:

- Tables/Chairs
- Boxes of flat undies (with supply pack for each)
- Sample pack of undies
- Scissors
- Tape
- Trash cans
- Hand sanitizer
- Boxes or baskets to collect packed undies

IDEAS TO KEEP THE MOMENTUM GOING:

- Play music!
- Give updates on progress!
- Have a contest!
- Let volunteers pose for photos!

READ MORE ►

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SOCIAL MEDIA

Do NOT take photos of minors faces or of the kids (recipients) receiving packs of undies (we must be mindful of their dignity & privacy)

- 4-5 pics of volunteers rolling undies and/or holding completed packs of undies.
- Photos must have your organization sign/logo in it.
- At least 2 photos at delivery (with recipient organization's sign/logo in it).

**PLEASE POST TO SOCIAL MEDIA
AND TAG @UNDIESFOREVERYONE!**

**All photos and forms should
be completed/uploaded
through the program event
link provided to you.**

THANK YOU!

**CALL US WITH
ANY QUESTIONS!**

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