



PACKING INSTRUCTIONS

This drive can be done at a workplace or as a family activity (within current COVID Guidelines)

1. PREPARE

- **Home-based project:** Find a sturdy box that can hold all items*. Amazon and other large delivery boxes work well. Purchase from the list below. Skip the workplace section and jump to 'Pack Box(es)' section
- **Workplace drive:** Use large boxes that employees can drop off the items in.
- Decorate the boxes for a fun employee drive (see <https://bit.ly/3tG3ICf> for graphics) including the list of suggested items from below. Have a deadline date and promote the list of items needed.

2. PACK BOX(ES)

- Wash hands well prior to packing** and use our checklist to pack each of the final boxes from the donations in the larger collection boxes.
- Place the heaviest items at the bottom (boots especially).
- Close but do not seal your box! We welcome your personal touches during this time of increased isolation. You may wish to write a small message of encouragement as a note inside each box, or your children/staff may choose to decorate the boxes themselves with their artwork.

3. DROP OFF

- Write '**United For Warmth Drive**' on top of each box and include the packing list from: <https://bit.ly/3hwwE14>
- Donations can be dropped off in the main lobby of United Way every Wednesday in the month of October at: **115 Clover St., Holland, MI 49423.****

4. SHARE YOUR LIVE UNITED SPIRIT ON SOCIAL MEDIA, AND TAG GREATER OTTAWA COUNTY UNITED WAY

- Post a video/picture to social media of your project, using the hashtag **#LIVEUNITED** and **#UnitedForWarmth**

SUGGESTED ITEMS:

(for men, women, and children - new and unused items only please)

- Coats
- Mittens
- Scarves
- Heavy sweatshirts
- Glove warmers
- Hats
- Gloves
- Boots
- Blankets
- Snow pants

*Please ensure your items are new and unused.

Health and hygiene precautions are extra important during these unprecedented times. Wash hands frequently and pack in a clean environment. **If anyone in your home is unwell, please do not join in at this time.

***If you pack more boxes than you are able to transport to us, congrats and thank you! For such high volume efforts, please contact Shannon at sbehm@ottawaunitedway.org to see if we can arrange a pickup from one of our Volunteer Emergency Response Teams.