Christmas box making: guidance for supervisors

Donations: Keep cash/cheque donations for shipping of the boxes and hand them to FSCI driver on collection day or make other arrangements with Rich Parsons at rich.parsons@fscinet.org

Making up the Christmas boxes – enabling participants to make up boxes in a consistent way

1. **Read the "How to make a Christmas box" process guide**

2. **Now set out the "making" room**
   It's best to put donated items for boxes together by type. Each box made has to fall into an age/sex category so pre-sorting items into age/sex groups will help makers as they choose items.

   Have tables set up where people can fill their boxes. Each table will need:
   - Labels: https://www.fscinet.org/what-we-do/christmas-box-appeal/christmas-box-appeal-your-org/
   - Pens
   - Elastic bands
   - A copy of the "How to make a Christmas box" process guide

3. **Brief people before they start using the "How to make a…"**
   Give them the chance to read the guide and ask questions.

4. **Make sure people choose a variety of items to put in their boxes**
   It's tempting to fill them with just sweets and toys… It's better to have fewer, high quality boxes than lots of half-empty boxes.

5. **Double-check where possible that boxes are correctly labelled**

Thank you!

FSCI
Foundation for Social Change and Inclusion

Preventing modern slavery, changing lives

FSCI (UK) is a registered Charity in England & Wales, no.1170914