

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:

- Category & Contents labels:
<https://www.fscinet.org/wp-content/uploads/2020/02/Customs-label-OWN-PRINT-2020-A4.pdf>
<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!

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