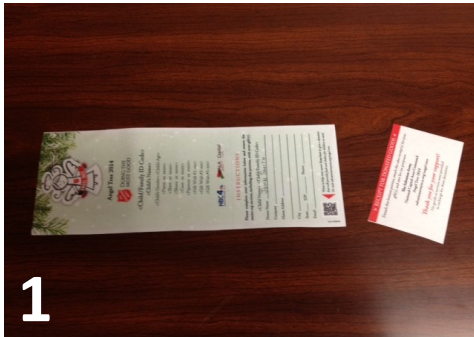




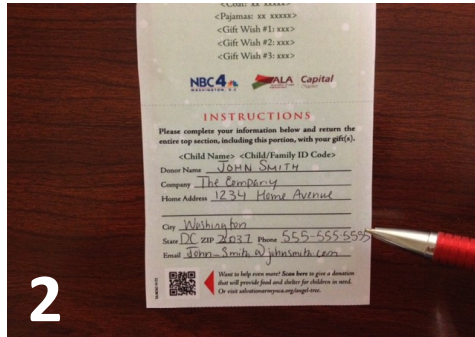
# ANGEL TREE PACKING QUICK GUIDE

The Salvation Army has created a procedure to ensure that your gifts are not lost at the warehouse and that our 6,000 children receive the correct gifts. After shopping, please use this guide for packing the gifts before delivering them to the warehouse. Gifts must be **new** and **unwrapped**. **No food allowed**.



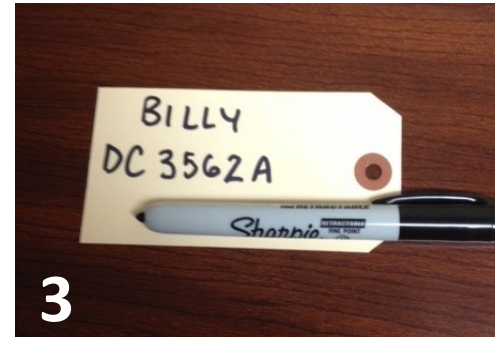
1

We will provide you with an Angel Tree gift tag ornament and packing materials for each child you adopt. The top part of the tag is a gift list and the bottom is a tax receipt that you can save with your shopping receipts.



2

Fill out your information in the section below the gift list. **DO NOT** cut the perforated portion of the tag. Leave it attached. This section is needed to facilitate the collection of gifts at the warehouse.



3

3. Write the child's name and ID number on the manila tag with a permanent marker. The name and ID number can be found on the Angel Tree tag.



4

Staple the Angel Tree tag (with the contact information section still attached) to the manila tag. Make sure the manila tag's hole is not covered by the tag.



5

Place the Angel Tree information sheet (the provided half sheet) inside the bag facing out so we can read it without opening the bag. Place your **UNWRAPPED** gifts in the bag.



6

Place the cable zip tie through the manila tag's hole.



7

Tie the bag closed using the zip tie. Double check that you put the zip tie in correctly (it should make a "zip" sound) and make sure it is nice and tight! (Note: **NO FOOD** allowed in the Angel Tree gift bags.)



8

For any bikes or large gifts that cannot fit in the bag, please use a "Bike or Large Item" sheet. Fill out the child's information, and write a short description of the gift item. Use mailing tape to secure the sheets on the gift. For bikes, please tape the sheet on the seat.



9

Please deliver your gifts to the warehouse between 9 a.m. to 4 p.m. on Nov 28 - Dec 1 and 10 a.m. to 1 p.m. on Dec 2nd. The warehouse is located at 5160 Lawrence Place, Hyattsville MD, 20781. More info at: [salvationarmynca.org/angeltree](http://salvationarmynca.org/angeltree)