



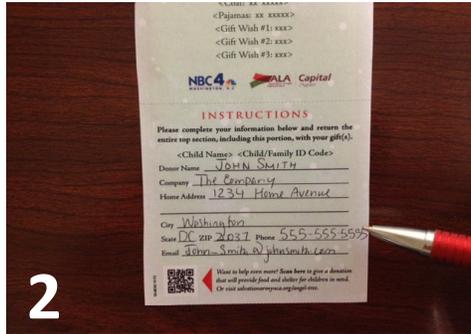
# ANGEL TREE PACKING QUICK GUIDE

The Salvation Army has a detailed procedure to ensure that your gifts go to the proper child at our huge warehouse. 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**. Please remove any shipping labels or identifying personal information from large boxes. Bikes may be in boxes or assembled.



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 **VERY LARGE** 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 very large gifts that cannot fit in the bag, use a "Bike or Large Item" tag. Fill out the child's information, **VERY LARGE** & write the type of toy ("Kitchen"). Use mailing tape to secure the sheets on the gift. For bikes, tape the sheet on the seat.



9

Please deliver your gifts to the warehouse Nov 27 - 30 (9am-4pm) or on Dec 1 (10am-1pm). The warehouse is located at 5160 Lawrence Place, Hyattsville MD, 20781. More info at: [salvationarmynca.org/angeltree](http://salvationarmynca.org/angeltree)