

## **Gift Box Distribution/Tent Revival - 2019 Helpful Hints for Volunteers**

### **Helpful Hint for Preparing Gift sets**

Definition: a gift set is 1 of each of the listed items for 1 box

1. Save your money – pack 1 complete gift set in store bags (such as Wal-Mart, Dollar General, Dollar Tree...)

- 1 complete 9-item set per bag
- Double-check the item list carefully for sizes.
- Used bags will be recycled.

NOTE 1: Toothpaste does not have to be “Made in the USA.” However, please purchase major name brand toothpaste.

NOTE 2: Combs do not have to be black, but need to be a sturdy comb that will last.

2. Pack your completed bags in cardboard boxes to transport to packing site.

- Tubs and laundry baskets get lost, misplaced, and even discarded in the rush of packing.
- We can discard your cardboard boxes here.

3. Group Leader –

- Please check all gift set bags for completeness and accuracy before bringing them to the packing site.
- If you are transporting gift sets for churches in your association, please make a list of churches participating, name of leader and number of gift sets you will bring with you.

### **Helpful Hints for Submitting Prison Ministry forms**

1. It helps us have correct number of boxes when you let us know how many gift sets your church is providing and to which site you will deliver your sets by the date on the form.

2. Please check the security clearance forms before you mail them; forms will be returned to the volunteer if not properly complete.

- Be sure ALL lines are marked, even if the answer is no.
- Be sure both volunteer and witness has signed on the PREA form.

3. Deadlines are important. Please note them, write them on your calendar and remind your volunteers.

4. Security clearance may not be completed until the week before gift box distribution and revival. If you are going for the revival, go ahead and make your hotel reservation (avoiding any and all pre-paid reservations); it may be easier to cancel reservation than to make one.