



## FESTIVAL OF SHARING KIT PACKING INSTRUCTIONS

- Pack kits in sturdy boxes with only one type of kit in each box.
- Each box should have a lid or flaps for easy stacking on the trucks.
- Boxes should not weigh more than 25 lbs.
- Kits may no longer be packed in trash bags, shopping bags or donated loosely.
- Secure the box with packing tape so that the contents are not accidentally dropped, damaged or soiled.
- Clearly mark on the outside of the box the type and number of kits enclosed.
- Clearly write the name and address of your congregation/group on the outside of each box.
- Complete the Kit Program Receiving Form included in the envelope, and mail it along with a check or money order to the Festival of Sharing. Please use the enclosed self-addressed Festival of Sharing envelope.
- Do not place cash or checks in the kits.
- Do not take cash, checks, Kit Program Receiving Form or Tally Sheets to the Kit Depot.
- They may be brought to the Festival of Sharing.
- Methodist Churches Only: Complete Tally Sheet and mail it to **Festival of Sharing, P.O. Box 968, Elkhart, IN 46515.**