



How to Pack the Boxes

for

CARE-VAN

Mid-South District Project for Lutheran World Relief

November 3-4, 2023

It is important to pack and weigh the boxes correctly.

Pack the boxes ***tightly*** - do not leave space within the box.

Lutheran World Relief is asking us to pack the boxes as follows:

40 lbs. Total Weight for each box

Please weigh boxes

before you take them to the pickup location.

The weight is important for the driver of the YRC Freight trailer as they need this for their bill of lading.

Indicate weight on packing label.

Do not pack more than 40# in each box.

*Sort Items

(Like items with like items in each box - i.e. School Kits in one box, Personal Care Kits in one box, etc.)

*Strong Box - Do **NOT** use *plastic or paper bags* to pack donations.

*Secure Box - with heavy packing tape.

*Labels (Use labels that indicate "Personal Care Kits" (NO Toothpaste))

Mark contents clearly on label (This helps the warehouse to sort the items.)

Again, the weight of the box must be indicated on the label!!!

Order Labels

The District Office is providing a sheet of preprinted and self-adhesive labels. These labels can be copied from the label sheet on to shipping labels (Avery #5164). Call Julie at 1-866-373-1343 toll free or 1-901-373-1343 (ext. 3110) or email: jtyler@mid-southlcms.com to order more labels.

Shipment Report - 2 copies

1 copy to coordinator at location pickup (this is important!)

1 copy sent to: District Office, Attn: Julie, 1675 Wynne Road, Cordova, TN 38016

Summary of CARE-VAN Donations

In December 2022 or January 2023 a tally of the number of items from each congregation will be reported in the District newsletter, the "Encourager" - find the District newsletter on the web page, www.mid-southlcms.com. It is important that we receive your report to give your congregation credit for their contributions.