



Helping Hands Box Program Packing Protocols for Partners

There are 3 keys to a successful box packing

1. Being super organized with your prep work.
2. Having enough volunteers.
3. Having appropriate space to receive, pack and pick up the boxes.

Preparation:

1. Establish a packing date and location.
2. Invite volunteers to assist with packing. We need 15-20 volunteers for 3-4 hours. 1 hour to organize the food prior to packing and 2-3 hours to pack.
3. **4 weeks** prior to the packing Harvest Drive places the food order with McLane Hunger Solutions.

4. **3 weeks** prior to packing confirm the following with Harvest Drive Coordinator:

- Pickup address, hours the boxes can be picked up (they like to do it as early as possible) name and phone number of the contact person at the pick-up location.
- Provide Harvest Drive with your logo for the box inserts.

5. **Day before packing:**

- ASAP delivers food to the packing site. Harvest Drive representative is at the site to receive the food and go over final logistics.
- A & M delivers boxes (partner to receive these, no Harvest Drive representative necessary.)
- School Board may deliver extra pallets so all the boxes can be stacked and ready to go (Partner to receive these, no Harvest Drive representative necessary.)

6. **Day of packing:**

- Harvest Drive team arrives one hour before scheduled packing event to set up tables (10 long tables in a U shape if possible - 4 on each side & 2 on the end,) place signs in designated areas and begin assembling and numbering the boxes.
- Harvest Drive team starts the packing with an explanation of what we are doing and who we are assisting with our efforts.
- Harvest Drive team continues to make boxes, open packages, break down garbage, and inspect packed boxes.
- Box packing partner packs the boxes and stacks them onto pallets - 3 levels of 5 boxes on each pallet.
- Partner and Harvest Drive assist with clean up.

7. **Next school day after packing:**

Broward County School Board trucks come to pick up packed boxes and deliver them to the predesignated schools.