

Instructions for Packing Donations

The following provides directions to schools regarding packing donations.

- The high school in the zone is the designated location from which the Warehousing Services staff will pick up donations.
- All feeder schools in the zone should *pack their items as instructed below and deliver to the zoned high school.
- **Boyd Anderson, Dillard, Ft. Lauderdale and Northeast zones should, as much as possible, drop off the materials directly to the Textbook Warehouse.** The address is **3901 NW 10th Ave., Oakland Park 33309**. The building is located directly behind (west) of the Central Bus Lot.
- Warehousing Services can pick up from all high schools, however, any material that can be delivered directly to Textbook Warehouse is a significant advantage to rapid transportation to the Bahamas.

***Packing Supplies, Labeling & Packing Tips**

Please box as many items as possible in order to speed the delivery of the relief supplies. Cartons shall be placed on pallets at the high schools for rapid transportation.

Combustibles and hazardous materials are not to be packaged. Hazardous materials include:

Acid	Fertilizer	Matches
Aerosols	Fireworks	Motor Oil
Florescent Bulbs	Toner/Print Ink	Nail Polish & Remover
Batteries	Liquid Bleach	Cleaning Fluid

Do not pack more than 40 pounds into a box. The box must be closed or flat-topped.

If possible, pack like items in one box, i.e. hygiene in a box, diapers, etc., and label if possible.

Labels should be placed on the side of each carton (not the top).

If a carton is packed in a manner that requires it be kept upright, draw arrows on each side indicating such.

Stack cartons, at the high schools:

Arrange cartons in stacks of similar sized cartons four to five feet high on a pallet. This enables the cartons to be quickly transported and will minimize damage.

Direct questions regarding packaging and pick-up to Warehousing Services at 754-321-4725/4724/4721