



Sister Soldier Project, LLC

"Sending Sisters the Good Stuff"

Here is a rundown regarding the details of how a typical Packing Party is planned and executed.

The Host generally asks an affiliated group, e.g. book club, church members, school student organization, or family members to assist with the Packing Party.

After you have selected the time and place, we need to know how many Soldiers you will support with the event. Each soldier will receive a toiletry care package complete with hair care items, plus some assortment of entertainment items such as magazines, books, CDs, and often pens and stationery.

As soon as you know your goal number of Soldiers, the process can begin. The first thing to do is to have the group commit to the fund-raising for postage at \$10.95 per package. We use Medium Flat Rate Boxes from the Post Office. They are free and the rate applies regardless of the weight or destination. We find that each participant generally plans to spend about \$15-20.00 total for the Soldiers, some more. But you can gauge how many Soldiers to support by the number of volunteers you have committed. This holds true whether we are shipping 20 or 200 care packages.

We encourage everyone to go to the Dollar Stores for the toiletry items; \$10.00 will go a very long way.

Keep a running tally of who was bringing what. For example, if the goal is 60 Care Packages, that means we need 60 of each item. Once we have 60 in a category, we ask participants to purchase any of the remaining outstanding items, until we reach 60 of everything.

The boxes we use are sturdy, but small, and easily accommodate 20 pieces in the toiletry package, depending on the response you receive from the volunteers.



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The Toiletry package will generally hold:

- The most requested hair care items; , shampoo, conditioners, hairdress, and a styling gel
- Tampons (Plastic Holders Only)
- Panty liners
- Lip balms
- Hand sanitizers
- Lotion
- Foot Power
- Dental Hygiene
- Combs/Brushes
- Shaving Items
- Manicure Kits
- Baby Wipes
- Soap/Body Wash
- Deodorant

Please emphasize that we cannot accommodate containers that are over 8 oz.

Zip lock bags are critical for the Packing Party. We need 5 quart size bags per soldier, and I believe there are about 30-40 bags per retail box. We open all the boxed items like tampons and put a week's supply in a zip-lock bag. We do the same for items that might leak like the hand sanitizers and the hair care packages. Again, the Dollar Store, 99 Cents Store, or Costco's is a good place to buy the Ziploc bags.

Not every care package will receive the same items, as we find that even though we provide a list of the most requested items, people bring what they choose, and that's certainly OK.

Included in each care package will be a handwritten note to the Solider thanking her for her service, offering best wishes for a safe return home. These personalized notes are much appreciated by the troops. We ask the participants to prepare these notes in advance and bring to the event; it saves a lot of time.

An average time line for the setup and packing of course depends on the number of boxes, and number of volunteers. For example, if we have about 20 volunteers who will sort and assemble 100 care packages, we should finish within three hours.

The host also generally arranges for some Pot Luck food and refreshment.



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This is the process:

- Hour One: sorting all the products by type and writing any additional notes necessary to the Sister Soldiers. We sort and pack magazines and books first, then the hair care items. All liquids go into zip lock bags. The magazines are sorted by type. We get a lot of Entertainment, News, Women's, Spiritual and Business magazines too. At this time, we also empty any product boxes like tampons into zip lock bags, so we maximize the room available in the care boxes
- Hour Two, People tend to arrive at various times, so by now most everyone is there and we have introductions, I give a brief history of the Sister Soldier Project, and everyone gets a bite to eat.
- Hour Three, By now, if not sooner, the volunteers are anxious to get started. A sample demonstration box is packed in front of everyone and the fun begins!

Upon completion, the boxes are loaded up into volunteers' vehicles and taken directly to the Post Office. We arrange in advance with the nearest Post Office to be expecting us at an approximate hour. They will accept checks written from anywhere in the country, but the checks must be written to the United States Postal Service. Depending on the number of care packages we are shipping, we ask the Post Office to designate at least two windows for us to process the boxes, to save further time.

Finally, there is a lot of trash left behind so we will need to know where the big garbage bins are located. We will need garbage bags for the Packing Party; two boxes of large bags should be plenty. You can see pictures of Packing Parties on our web site www.sistersoldierproject.com , on the About Us Page.

Let me know if you have questions, I can be reached at 805 284 1337.

All the best,

Myraline