



PACKING INSTRUCTIONS



Supplies

- Black Sharpie Marker**
- Duct Tape (5 colors):** blue, orange, green, pink and silver
- Black contractor bags**, at least 3 mil.
- Coats suitable for heavy winter.** Preferred sizes are small, medium, large, and extra large.

Sort

- 1. Sort coats into four groups:** men, women, children, and lightweight.
- 2. Sort coats by size** to help make the packing process easier.
- 3. As you sort, ensure all coats are new or gently used and all pockets are empty.** Remove any that are torn, dirty, have broken zippers or are missing buttons.

Pack

- 1.** Once sorted, place coats into black 3 mil contractor bags. **Important: Each bag should contain exactly 15 coats of the same group.** This ensures we get an accurate number of coats to each distribution site. **Do not mix groups** — men together, women together, children together and lightweight together.
- 2.** If possible, mix sizes in each bag. This helps ensure multiple sizes at each distribution site. **An ideal bag of 15 coats would have at least three different sizes.**
- 3.** For children's and lightweight coats, **please ensure the bag is an equal mix of boys'/girls' and men's/women's coats** in each bag.
- 4.** Once packed (15 coats, same grouping, multiple sizes), **remove as much air as possible and tape the bag closed.** Removing air allows for the transportation of more coats in the truck. **PRO TIP:** Sitting on the bag will help release air, especially for bags with puffy coats.

Label

- 1.** Once the bag is packed, air removed and flaps tied, label the bag. **Wrap a piece of colored duct tape at the knot.** The tape color should correspond with the coat grouping in the bag.

a. Men's — blue	c. Children — orange
b. Women — pink	d. Lightweight — green
- 2. If you collected coats for a specific church,** write the church name on a silver piece of duct tape and place it on the middle of the bag.

Deliver

- 1.** Once sorted, packed and labeled, **take the bags to your nearest drop-off location.** To locate drop-off locations, please visit www.ncbaptist.org/coats.
- 2.** You may also bring them to the **NC Baptist Annual Meeting in Greensboro, on Monday, Nov. 10, 2025.**
- 3.** Please **email Janet Packard (jpackard@ncbaptist.org) the total number of coats**, as well as how many bags of each grouping, you collected. *For example: 300 coats (5 men's bags, 5 children's bags and 10 women's bags)*

FAQ

- 1. What do I do with extra coats if I don't have enough to make a bag of 15 in the same group?** Place any odd numbers of coats in a clear or white bag, and label the bag "MIXED" with silver duct tape.
- 2. Should I add more than 15 coats to a bag if they will fit?** No! It's important for each bag to contain exactly 15 coats of the same grouping. This helps us ensure the church distribution sites in New York City receive an accurate number of coats.
- 3. What if we receive coats that are torn, dirty or have broken zippers or missing buttons?** If coats are repairable, ask a volunteer(s) to attempt to repair the zipper or add the missing button(s). If a coat is dirty, ask a volunteer(s) to wash it. Some dry cleaners will do this for a reduced price if they know it is going to help a ministry.
- 4. Will you accept winter clothing in addition to coats?** At this time, no. Please limit all donations to winter coats suitable for heavy winter.