



Volunteer Guide for April Showers, Trailer Locations 04/09/2022

Thank You for volunteering to help organize and pack donated personal care items. This guide gives detailed instructions on volunteer tasks to help make your experience for April Showers great!

Each year, April Showers helps collect millions of personal care items that help families in need throughout the region. Operation Food Search is proud to be the distribution partner for this amazing event! Donated items include but are not limited to shampoo, soap, toothbrushes, toothpaste, deodorant, paper towels, toilet paper, tampons, pads and more.

This event goes on rain or shine, please be prepared for any type of weather.

All volunteers must wear a mask and practice social distancing, when possible, even if they have been vaccinated against COVID-19.

On April 9, Girl Scouts throughout the area will collect donated personal care items and bring them to multiple locations where Operation Food Search volunteers pack the donations into boxes, palletize the boxes, and place them in a large trailer.

Volunteer Schedule for 04/09/2022

Up to 10 Volunteers are scheduled for 2 different shifts at each location:

- 9:00AM-11:30PM
- 11:30PM-2:00PM
- You can also register for both shifts
- The volunteer tasks are the same for both shifts and at each location

Supplies at each location

All the supplies are provided and will be inside of the trailer.

List of supplies:

- April Showers boxes
- Packaging tape
- 2 tape guns
- Plastic shrink wrap for wrapping pallets
- Trash bags
- Box cutters
- Gloves for volunteers
- Hand sanitizer
- Pen and Paper
- Pallet jack (must stay on truck at all times)
- Empty pallets (must stay on truck at all times)
- 1-3 large, plastic, pallet sized containers (must stay on truck at all times)

Please note that there will be an Operation Food Search staff member at each location that will help provide guidance throughout the day.

Volunteer Stations and Tasks

Create Boxes (1-2 volunteers)

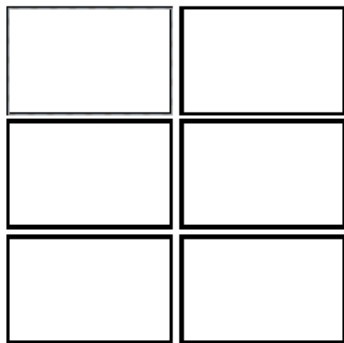
- Make April Shower boxes using packaging tape and tape guns

Pack and Counting Donations (4-6 volunteers)

- Take donated personal care items for Girls Scouts and pack into April Shower boxes
 - Fill each box to the top (*boxes can weigh up to 35 pounds each*)
 - Once a box is full tape it shut using a tap gun
 - Any open/leaking items are to be thrown away in the trash bags provided
 - Large paper items such as paper towels and toilet paper are placed into the large, plastic, pallet sized containers in the trailer
- Once a box is full hand it up to a volunteer inside the trailer

Stack boxes on pallets inside of trailer (2-3 volunteers)

- Place full boxes onto a pallet using the following instructions:
 - There are 6 boxes to a layer, each layer is stacked the same way:



- Each pallet should have 4 layers
- After the 4th layer is complete use the plastic shrink wrap and wrap the pallet one time all the way around as tight as possible
- Once the pallet has been wrapped us a pallet jack to move it the front end of the trailer and start a new pallet

Cleaning Up

To help clean up at the end of the day please:

- Account for all the provided supplies and place them on the trailer
- Collect all trash and place it in the provided trash bags
 - Put the closed trash bags in the back end of the trailer

Thank you for volunteering your time to make April Showers successful! You are helping to supply 1,000's of families in the community with personal care items! You are truly making a difference, and Operation Food Search cannot thank you enough!

Volunteer Contact

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