**Guidelines for Packers**

PLEASE TAKE PLENTY OF TIME CHOOSING, there is no rush!

PLEASE CHOOSE A MIX OF NEW AND SECOND HAND ITEMS.

You will be packing sacks for a specific age group:

Age 0-2 (Red)

Age 3-5 (Green)

Age 6-9 (Blue)

Age 10-13 (Orange)

Age 14+ (Purple)

In each sack place the following:

* 10 toys or gifts – ideally 3 for girls, 3 for boys, and 4 gender neutral items
* 5 small items (eg packs of cards, felt-tip pen sets, sticker books)
* 5 books

Then add the appropriate coloured sticker and close the sack with an elastic band. Take full and closed sacks to the tables running alongside the corridor.

Don’t forget to look UNDER the tables for larger items.

Only choose items that are clean and good quality.

When choosing a toy, please check if it is a BATTERY OPERATED TOY. If it is:

* if toy is not new, please check that it is working and has a battery cover in place – if not, ask whoever is at the battery table for help
* if toy is new, check that there are batteries attached to the toy/box or included in the box – if not, ask whoever is at the battery table for batteries to attach.

From time to time you will be asked to include a “sensory toy” – these are toys designed to appeal to children with developmental disabilities such as autism. Sensory toys are located on the stage. When you add a sensory toy to the sack please add a yellow sticker to the outside of the sack near the age-coloured sticker. If you add two such toys, please add two yellow stickers.

If you can’t find enough suitable for teenagers we do have some vouchers, please ask in the office.

If necessary ask in the office for an extra bag to prevent tearing when large items are placed in them.

**Enjoy !**

**AND TAKE YOUR TIME**