

Step-by-Step Picture Guide

1. Receive the Supplies



- Accept delivery of the supplies at your designated location.
- Check for all necessary materials before beginning the build.

2. Set Up Your Space



- Arrange tables and chairs or reserve a suitable meeting space.
- Ensure you have enough room for volunteers to work comfortably.

3. Unpack & Prepare



- Unpack supply boxes and organize items by category.
- Assemble one sample kit to serve as a visual guide for volunteers.

4. Assemble the Kits



- Have participants pack their kits based on the sample provided.
- Assemble one kit at a time to minimize errors and ensure accuracy.

5. Add Notes



- Assign volunteers to write uplifting notes for students or teachers.
- Suggestion: One note writer per packing team.
- Place one note inside each completed kit.

6. Audit & Pack



- Assign a volunteer to double-check kit contents for accuracy.
- Place completed kits into medium-sized boxes (recommended size: 18 x 16 x 16 inches).
- Prepare boxes for pickup or delivery to Red Apple Supplies..