Some of the most popular items in the food shelf are everyday essentials such as laundry soap, diapers, feminine products and other personal care items. We are always in need of these items, and assembling packages is a quick and easy way to support Neighbors and to make a difference in your community. Each of the following items can be bought in bulk at discount stores and 5 volunteers can pack 50 -100 packages in under 20 minutes.

**Project Steps**

1. Please select a project that is the best fit for your group size and ability.
2. Gather your materials! Bag sizes are listed on each job description, and the label sheets are fitted to "Avery Template 5160".
3. Assemble packages following the attached directions, complete the service log, and attach it to your donation.
4. We are accepting a selection of much needed items, including all the projects in this packet. You can drop off your donation in the yellow bin outside Neighbor's lower level entrance doors.

Neighbors Inc. is located at: 222 Grand Ave W, South St. Paul, MN 55075
Volunteer Service Log

Thank you for volunteering today! Please provide the name of each volunteer in your group using the space below. We greatly appreciate your help!

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<th>Group Name (please print)</th>
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Providing opportunities for our neighbors to thrive by connecting volunteers to people in need.
Laundry Soap

Purpose

Having clean clothes is essential to being successful at school and work. We are often gifted large quantities of powdered laundry detergent, and break that down into smaller amounts so that we can provide several loads of detergent for each family that visits the food shelf. Your work helps make that happen!

Getting Started:

- Gather Materials
- Place a sticker label on each plastic bag
- 5 pods per ziplock bag, or enough powdered detergent to gill the bag while still allowing it to comfortably close.

Materials Needed

- Bulk laundry detergent (32.5 pounds can create about 100 packages) of Laundry Pods
- Volunteer Service Log
- Sandwich Size Re-Closeable Bags

You can drop off your donation in the yellow bin outside Neighbor's lower level entrance doors. Please attach the volunteer service log to the outside of your donation.

Updated: 4/27/20 Sanford
Laundry Soap
Jabón de Lavar

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Feminine Products Kit

Purpose

Women experiencing financial insecurity often report that receiving feminine hygiene products is one of the most helpful things to receive in the food shelf. Being able to attend school or go to work with while having your period can be a challenge if you don’t have supplies on hand. Your work is helping women in our community go about their daily business with less worry during their periods.

Getting Started:

- Gather Materials.
- Fill each bag with 10 products of the same size and carefully reseal.
- Volunteer Service Log

Materials Needed

- Quart Size Re-Sealable Bags
- All varieties of feminine products (tampons and pads) are accepted.
- Volunteer Service Log.

You can drop off your donation in the yellow bin outside Neighbor’s lower level entrance doors. Please attach the volunteer service log to the outside of your donation.
Diaper Kit Project

Purpose

Our food shelf serves many families with children each month, and diapers are available upon request during their monthly visit. Your help in breaking down bulk packaging into smaller amounts ensures the youngest members of our community are being cared for.

Getting Started:

- Gather Materials
- Write the size of the diapers with a permanent marker on the outside of the bag.
- Fill each bag with as many diapers of the same size as possible, then carefully reseal.

**Diapers**
Size: 4, 5, 6

**Pullups**
Small / Medium (Combine 2T & 3T) LG / XL (4T – 5T)

*Currently, we are well stocked with Newborn - Size 3 Diapers*

You can drop off your donation in the yellow bin outside Neighbor's lower level entrance doors. Please attach the volunteer service log to the outside of your donation.

Updated: 4/27/20 Sanford
Personal Care Kits

One of the items in high demand is personal care items. Volunteers who are willing to purchase supplies can create kits containing personal care items into gallon ziplock bags. Before the donation reaches the community, we will add some toilet paper and laundry detergent. When you are able to drop these packages off, please label the boxes as "Personal Care Kits," with your name and address.

Directions:

• Gather supplies - Full sized personal care items
  o Shampoo
  o Soap
  o Toothpaste
  o Tooth brushes
  o Razors
  o Gallon ziplocks

• Fill the ziplocks with items. Tooth brushes must remain individually sealed but razors can be broken down in packaging so that two go out with each kit.
• Package in a box, label the outside with "Personal Care Kits" and your name and address.

You can drop off your donation in the yellow bin outside Neighbor's lower level entrance doors. Please attach the volunteer service log to the outside of your donation.

Updated: 4/27/20 Sanford