





Drop-off Location


Shoebox Cartonizers





Responsibilities of a Cartonizer:

 **Pack:** Efficiently and carefully packs shoebox gifts into each carton, with the first layer packed vertically and the top layer horizontally. Makes sure the carton is not overpacked.

 **Count and Label:** Counts the number of shoebox gifts in cartons as they are filled and legibly writes the number in the designated box on the side of the carton.

 **Tape:** Immediately tapes a carton closed after the filled shoebox carton is labeled. Uses two strips of tape to secure the bottom of the carton and one strip to secure the top.

 **Separate:** Collects any loose items not packed in shoebox gifts that donors bring to the drop-off location. Places them in a carton labeled Filler Items. Does not add the items to shoebox gifts.

 **Pray:** Remembers to pray over each carton, for the shoebox gifts' safe transport and arrival at their final destination. Prays that the children who open the gifts will know that God sees and loves them.

"Whatever you do, do it heartily, as to the Lord."
—COLOSSIANS 3:23