



Guide to Packing Sessions

What is a packing session?

At a packing session, volunteers organize items gathered through donation drives into assembled kits, complete and ready-to-go for our new neighbors. Listed below are the kits that may be assembled at packing sessions. Review the [Hello Neighbor List of Accepted Donations](#) to understand more about Hello Neighbor's donation needs. See pages 2-3 of this document for guidance about how to pack the follow kits:

- Kitchen kits
- Bathroom kits
- Cleaning kits
- Bedroom kits
- Baby bags

Where are packing sessions held?

If your group [hosts a donation drive](#) to gather items beforehand, you can hold the packing session at the location of your choice. If requested, a Hello Neighbor representative can attend. Alternatively, Hello Neighbor is happy to host packing sessions at our office (6587 Hamilton Ave, #1E, Pittsburgh, PA 15206). For packing sessions hosted at the Hello Neighbor office, organizers may request a guided office tour.

Can I organize a packing session without a donation drive?

Generally, it's easiest to combine a packing session with a donation drive, as the donation drive guarantees there will be enough items to pack into kits. If your group wishes to pack donations into kits but is not able to organize a donation drive, there are 2 options:

1. Contact the Volunteer Coordinator at aubrey@helloneighbor.io to schedule the packing session at least 3 months in advance, so Hello Neighbor has enough time to gather donations for the packing session
2. Contact the Volunteer Coordinator to inquire whether Hello Neighbor currently has enough loose donations to make a packing session possible

How can I organize a packing session?

Contact Aubrey Parke, the Hello Neighbor Volunteer Coordinator, at aubrey@helloneighbor.io. Please share any relevant details about yourself and/or your organization and the timeline for your project (if you have one). The Volunteer Coordinator will follow up as needed.

THANK YOU for supporting Hello Neighbor!

Guidelines for packing kits

See below for more detailed information about each kind of kit, including a list of items and packing instructions.

Kitchen Kits		
<i>Pack items into a single box and label each completed box with the kitchen kit checklist.</i>		
Item	Quantity	Condition
Tableware place settings (fork, knife, spoon)	4 of each item	New or Gently Used
Dishes place settings (plate, bowl, cup)	4 of each item	New or Gently Used
Saucepan	1	New or Gently Used
Frying pan	1	New or Gently Used
Large pot for cooking	1	New or Gently Used
Baking dish/pan	1	New or Gently Used
Cookie sheet	1	New or Gently Used
Mixing/serving bowls	3-5	New or Gently Used
Set of kitchen utensils (tongs, spatula, slotted spoon, mixing spoon, whisk)	1 of each	New or Gently Used
Can opener	1	New or Gently Used
Pressure cooker (see example here)	1	New or Gently Used
Water filter pitcher (i.e. Brita)	1	New or Gently Used
Electric or stovetop tea kettle	1	New or Gently Used
Tupperware	3-5	New or Gently Used
Aluminum foil	1	New or Gently Used
Set of sharp knives	1 set	New or Gently Used
Cutting board	1	New or Gently Used
Strainer	1	New or Gently Used
Dish towel	3-5	New
Oven mitts	1 pair	New

Bathroom Kits

Pack items into a single box and label with the [Bathroom Kit Checklist](#)

Item	Quantity	Condition
Package of toilet paper	1	New
Bath towels	4	New
Hand towel	2-4	New
Shower curtain + rings	1	New
Bath mat	1	New
Plunger	1	New
Toilet brush	1	New
Hand soap	1	New

Cleaning Kits

Pack regular items into a single box labeled with the [cleaning kit checklist](#); large items can be packed separately

Item	Quantity	Condition
All purpose cleaning spray	1	New
Dish soap	1	New
Laundry detergent	1	New
Sponges/cleaning rags	4-5	New
Paper towel roll	2+	New
Trash bags	1 box	New
Light bulbs	1 box	New
Tissue box	1	New
All purpose wipes	1	New
Large items		
Kitchen waste basket	1	New
Bathroom waste basket	1	New
Mop	1	New
Broom + dustpan	1	New
Vacuum cleaner	1	New or Gently Used

Bedroom Kits

Pack all items into a box and label with the bed size ("T", "F", or "Q")

Item	Quantity	Condition
Sheet set (Twin, Full, or Queen)	1	New or like new + clean
Comforter	1	New or like new + clean
Pillow	1	New, in package
Clothes hamper or laundry basket	1	New or gently used
Teddy bear or other stuffed animal	1	New

Baby Bags

Pack all items into a large, ready-to-go bag, e.g. a [zippered Ikea bag](#)

Item	Quantity	Condition
Newborn diapers	1-2 packages	New
Baby wipes	1 package	New, unopened
Diaper cream	1 tube	New, unopened
Emery boards	2	New
Lanolin cream	1 tube	New, unopened
Boppy/breastfeeding pillow	1	New or gently used*
Swaddle blankets	1-2	New or gently used
Baby sock and mittens	1 set of each	New or gently used
Infant outfit	1 set	New or gently used
Mother's milk tea		New, unopened
Varies based on size		
Maternity/nursing bra	1-2	New