



## GIK PACKING GUIDELINES for CLOTHING

### What is GIK?

**Gifts in kind (GIK)** is a kind of charitable giving in which, instead of giving money to buy needed goods and services, the goods and services themselves are given. As Christians, we give because sharing with those in need is at the core of the Gospel. Please remember that the contents of these boxes reflect the love of Christ to those in need around the world. So please take extra care to make sure the clothing is clean, in good shape and packed in the appropriate box.

### WHERE TO GET CLOTHING

- Ask your church family to clean out their closets
- Encourage your church family to ask their neighbors and relatives to contribute clothing.
- Place a classified ad in your local/daily/weekly newspaper.
- Place an announcement on an Internet bulletin board.
- Write a news article about your clothing project and your churches involvement in Nazarene Compassionate Ministries.
- Go to yard sales – often clothing can be purchased for very little money. Ask those conducting the yard sales if they would donate left over clothing at the end of the day. Then make sure you are there to pick up the items.
- Check with consignment shops to see if they would donate leftover or surplus clothing. Many will, especially at the end of seasons - March for spring and summer clothing, September for fall and winter clothing.
- Check with managers of local department stores to see if leftover or discontinued clothing could be donated. Explain about our project and the need. If they require proof that we are a legitimate non-profit relief agency, call John Borgal.

### PLEASE USE ONLY BANANA BOXES

Take the stiff brown paper in the banana box and cut it into 3 pieces – use one piece on the bottom and one piece on the top before you close the box. The extra piece can be saved and used if you come across a box without the brown paper. If you have difficulty obtaining banana boxes, pack clothing in similar size boxes. The warehouse has a supply of banana boxes on hand.



### HOW TO SORT CLOTHING

All clothing should be clean, free of stains, no holes or rips, no missing buttons, zippers must work, etc. Remember all clothing should have at least one year of wear left.

**All price tags must be removed!**

### MOST IMPORTANT - FIRST SORT CLOTHING INTO TWO CATEGORIES –

**It is crucial** to keep lightweight and heavyweight clothing in separate boxes because we don't want to send winter coats, turtlenecks, wool socks etc. to warm-climate countries. It may be helpful to line up the banana boxes for lightweight clothing on one table or side of the room and line up boxes for heavyweight clothing on another table or other side of the room. Also helpful to keep a designated place for unsuitable clothing, rags, or clothes that need laundered, etc.

—**Lightweight (summer) clothing** Short-sleeve shirts, blouses, shorts for men and boys, short-sleeved dresses, lightweight sweaters, nightgowns, unlined jackets, ties, scarves, underwear (new), etc.

—**Heavyweight (winter) clothing** (Heavyweight clothing are items you would NOT want to wear in the summer without air conditioning.) Examples are women's long-sleeved dresses, blouses, turtlenecks, slacks, such as jeans, corduroys, sweatpants, etc. can be included with regular heavyweight clothing. Winter coats, sweatshirts, heavy socks, gloves, hats,



scarves, ties should go into heavyweight clothing boxes. Do not put all coats, all jeans together in a box. **(Remember, because of cultural differences no lightweight slacks or summer shorts in women's lightweight boxes. Must be packed separately and labeled women's small shorts, women's large shorts, women's large slacks, etc.)**

**Can put into either category:**

Lightweight jackets

Light sweaters

Underwear (must be **new**)

Bras (must be **new**)

Men's ties

Men's & Women's Suits (keep women's short sets/pants suits together and put into shorts/slacks boxes.)

White dress shirts (for National pastors)

### **Some Real No-Nos:**

According to U.S. Custom guidelines, we cannot send any of the following clothing items: No camouflage clothing items, no bathing suits for women or girls, no clothing with military insignias, US Navy, Air Force, etc. American flags and the words USA are okay.

**NO** see-through items, cut-offs, low-cut shirts, or tee-shirts with questionable messages or liquor advertisements on them or any kind of immodest clothing.

## **ITEMS TO BE PACKED SEPARATELY**

**SINGLE AND DOUBLE BLANKETS TOGETHER IN ONE BOX**

**SINGLE SHEETS AND PILLOWCASES**

**DOUBLE SHEETS AND PILLOWCASES**

**TOWELS** (washcloths, dishtowels, bath towels, etc.)

**BED PILLOWS** (must be clean, like **new**)

**THROW PILLOWS**

**FABRIC** (new fabric)

**SEWING SUPPLIES** (Patterns, thread, needles and buttons, etc.)

**YARN** ( Yarn, crochet needles, knitting needles)

**BABY ACCESSORIES** (crib sets, blankets, diaper bags, bottles, teething supplies, towels and washrags, etc.)

**POCKETBOOKS OR PURSES, WALLETS, CHANGE PURSES**

**PACK BACKPACKS in one box, BOOKBAGS in another box.**

**SHOES** (warm slippers ) **DO NOT pack SHOES with clothing.**

**BELTS** (not attached to clothing)

**WOMEN'S SHORTS** (Small/Medium in one box, Large/XL sizes in one box)

**WOMEN'S SLACKS** (Small/Medium in one box, Large/XL sizes in one box)

**Do keep lightweight pants suits or short sets together. Also put pajama pant sets here.**

**MATERNITY** (sorted in light (all sizes) and heavy (all sizes)

**TOYS** (balls, blocks, stuffed toys, dolls, cars or trucks.)

-ONLY include puzzles if all the pieces are included.

-Do not send books, board games or toys that require batteries or toys that need an electrical outlet.

-No guns, GI-Joes, or military trucks, weapons, etc.

**CRISIS CARE KITS** (go to [www.ncmi.org](http://www.ncmi.org) for packing instructions)

**SCHOOL PAL PAKS** (go to [www.ncmi.org](http://www.ncmi.org) for packing instructions)

### **LABEL THE BOXES ACCORDINGLY**

It is crucial that items are placed in the appropriate box. The boxes go through customs in the U.S. and the country where it is sent. If a box has items other than what it says on the box – the whole container can be confiscated and we will be fined! Each box must be clearly marked.



### **PACK CLOTHING ACCORDING TO SIZE**

You will be able to find sizes on some clothing – other clothing you will have to use an educated guess! Remember, if it says Large and looks small to you it probably means a large girl, not a large women. Please do not pack according to clothing item. Example: No boxes with all jeans or boxes with all coats in them. **Tip:** Women's blouses/shirts button on the left, men's shirts button on the

right if you can't decide if it's a man or a woman's shirt.

- Roll the clothing as tightly and as neatly as possible so we get as much clothing into a box as possible, thus getting more for our shipping dollars.

**Infant Clothing**

Birth to 24 months (You may include new disposable diapers, cloth diapers and pins.)

**Toddler Clothing**

2T to 4T boys and girls together

**Girl's Clothing**

Size 5 through teen sizes.

**Boy's Clothing**

Size 5 through teen sizes

**Small Women's Clothing**

Ladies petite sizes up to and including regular women size 12.

**Large Women's Clothing**

Ladies size 14 and up.

**Small Men's Clothing**

Men's sizes: 15 shirt; 32 to 36-sized pants

**Large Men's Clothing**

Suit Size 38 and up; Shirt 16 and up; pants 36 and up



**WHAT IF YOU DON'T HAVE ENOUGH ITEMS TO FILL A BOX???**

Don't worry. If you don't have enough of one type of clothing, {example: Small Women Lightweight (Summer) Clothing}, put what you have in the box and label "SM. Women Lt. (NOT FULL). Or if you don't want to pay to send a partial box, fill the box with mixed clothing and label it MIXED Clothing so we know to repack when it arrives at the warehouse.

The warehouse has clothing on hand to fill the box. Do the same with all the other categories and items. If you don't have enough to fill the box, just mark it accordingly and label NOT FULL or PARTIAL. The volunteers at the warehouse will fill the box.

**DO NOT PUT ANY LITERATURE IN BOXES**

**LABEL EACH BOX ACCORDING TO THE CONTENTS**

Here are some examples

Small Men Heavyweight (Winter) Clothing	Large Women Lightweight (Summer) Clothing
Girls Lightweight (Summer) Clothing	Boys Heavyweight (Winter) Clothing
Infants Heavyweight (Winter) Clothing	Toddlers Lightweight (Summer) Clothing
Small Women Lightweight (Summer) Slacks	Large Women Shorts
Shoes	Blankets

## SHIPPING and HANDLING COSTS

To cover the cost of processing and shipping, send \$8.00 per box for clothing boxes, blankets, shoes, fabric, toys and all other boxes to:

Make check payable to: FAWN GROVE COMPASSION CENTER, INC

Mail payment to:  
Fawn Grove Compassion Center, Inc.  
5300 Fawn Grove Road  
Pylesville, MD 21132

Include the name and address of your church with the check.

## HOW CAN WE PAY THE SHIPPING COSTS PER BOX

- Have a line item in your NMI budget.
- Take a special offering.
- Have fundraisers to cover cost. This would be a great project for teens.
- Strongly encourage your church family to share the need with friends, neighbors, and relatives outside of the church.
- Check with business people.
- Pass out Quarter Coin Collectors (most hold \$10.00)

## DELIVERING CLOTHING TO WAREHOUSE

-If you are personally delivering the boxes to the warehouse—DO NOT TAPE BOXES SHUT.

-If you are mailing or shipping the boxes—YOU MUST TAPE BOXES SHUT.

You can ship in many different ways. Some examples are:

- United States Postal Service
- United Parcel Service (UPS)
- Federal Express
- Freight Companies (check for reduced rates)
- Personal Delivery
- Local district churches can partner to deliver the boxes to the warehouse.

Mailing address for shipping via the U.S.

Postal Service  
**Nazarene Relief Shipments**  
**PO Box 117**  
**Fawn Grove, PA 17321-0117**

Physical location for shipping via UPS, FedEx, DHL, etc.:

**Nazarene Relief Shipments**  
**5300 Fawn Grove Road**  
**Pylesville, MD 21132**

If you have questions or when in doubt about anything, call the FGCC office and the individuals there can assist you. Or you may call John Borgal direct on his cell.

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