



Save Ukraine Now
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Guidelines for Filling Containers

On behalf of the five million people in eastern Ukraine, whose lives are at risk because of Russian aggression, we thank you for your willingness to come to their rescue. Your compassion will save the lives of thousands of men, women, boys and girls during the next several months.

This instruction sheet will walk you through a four-week campaign to fill a container with humanitarian aid. Some organizations may need a bit longer to carry out a successful campaign, but these are just guidelines.

If you have any questions, please contact Dave Brennan, who is coordinating this project, at dbrennan@saveukrainenow.org.

You can find everything you need on the Ukraine Survival portal of the Save Ukraine Now web site at www.saveukrainenow.org/ukraine-survival.html.

Week One: Launch Your Campaign

- 1) Introduce the campaign to your congregation or group by showing the introductory three-minute video (<http://saveukrainenow.org/videos.html>) and announcing our campaign to fill plastic bags with warm clothes, blankets, medical supplies and personal hygiene items.

Tell participants to drop off their bags at your church or headquarters anytime over the next three weeks.

- 2) Include the bulletin insert below in your weekly publication.
- 3) Distribute 55-gallon trash bags to every family as they leave the auditorium.

Important Note: Every bag should contain a packing slip. To get the donated items through Customs in Ukraine, each item in a bag must be listed.

Week One: Follow-Up

- 1) Two days later, send out text messages and emails to everyone on your email list announcing the campaign.

Week Two: Collect Goods

- 1) Show the “Happy Birthday” video (<http://saveukrainenow.org/videos.html>) and include the bulletin insert in your weekly publication.
- 2) Briefly mention that the campaign is continuing and ask people to drop off their bags.
- 3) Announce a special offering in two weeks to pay the freight for the shipping of the container.
- 4) Distribute 55-gallon trash bags to every family as they leave the auditorium.

Week Three: Collect Goods

- 1) Include the bulletin insert in your weekly publication.
- 2) Announce the number of bags already collected.
- 3) Remind people about the offering for Ukraine next week.
- 4) Your container will arrive mid-week.
- 5) You should organize a “packing party” on the weekend to fill the container.

Here’s what we need for EVERY BAG:

- A packing list with EVERY ITEM (as required by Ukraine’s government). This list should be included in the bag. If they find one bag without a packing list, that container may sit for several months before it clears Customs.
- A copy of the packing list should be given to the individual(s) receiving the bags.

A packing party encourages people to support relief efforts and make new friends.

Week Four: Finish Your Campaign

- 1) Send out an email two days later to remind everyone about the final day of the campaign.
- 2) Show the video and then receive the offering.
- 3) If appropriate, consider leading your group in a special prayer of blessing over the container.
- 4) Some bags will be brought in on the last day, so you will need one more packing party later that afternoon or the next morning.
- 5) The next day, the freight company will pick up your container during business hours. When they arrive, you must give them:
 - All the packing lists
 - The summary sheet listing the number of bags received.