**Tips for Packing and Distributing Orders**

*Equal Exchange Fundraising*

Below are our step-by-step packing and distributing tips. You can also [watch our video](https://equalexchange.wistia.com/medias/h2cf7cs4q7)!

1. Now that you have placed your order with us, start recruiting volunteers for a packing party. You’ll need plenty of enthusiastic helpers to unpack and sort your order.! Bring snacks and drinks to keep the process energized and fun!
2. Let parents know which day their child will be receiving their Equal Exchange products.
3. Unpack the boxes:
	1. We suggest having a box cutter or pair of scissors on hand to open the boxes, but be careful not to cut into the products inside. *Don’t cut too deep.*
	2. Unpack and line up products in the order they appear in the catalog. This makes an easy assembly line for volunteers to pack orders.
	3. Grab a red bag and an order form and fulfill the order. Double check that the order was packed accurately after filling. Place the order form in the bag with the products, and then place the bag in a labeled area for that student's class or grade.
	4. For extra clarity, write the name of the student on their red bag.
4. Clean up:
	1. Break down and recycle leftover cardboard boxes.
	2. Deliver the products to classrooms or have parents retrieve their orders from a secure location.

*What to do with extra products:*

Once all the orders have been filled, you may have extra products on hand (check the **“Order Summary**” tab on your master order form to verify). Extras are easy to sell or give away as parent/teacher gifts or raffle prizes. If you would like to return them, please contact us at 774-776-7366.