

## 2024 DROP-OFF GUIDELINES



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### National Collection Week is Monday, November 18 - Monday, November 25

Operation Christmas Child Drop-offs are the first of many steps in the journey of shoebox gifts as they travel around the world delivering joy, hope, and the Gospel of Jesus Christ to children in need. Drop-off locations are trained to effectively collect shoeboxes and convey the love of Christ in their local community. The primary function of an OCC Drop-off location is to collect, count, and transport shoebox gifts. Shoeboxes should not be opened, sorted, processed, or separated in any way as this activity occurs at the Processing Centers.

Our Collection Network Goals: Ensure every donor has a transformational drop-off experience and every shoebox collected is accurately counted, cartonized, and moved efficiently.

#### Drop-off Responsibilities:

- Have a designated Drop-off Team Leader
- Work with church leadership and the OCC Logistics Coordinator to set appropriate hours of operation each day during National Collection Week. Each official OCC Drop-off location should be open to the public a minimum of two hours each day, clearly communicate the hours of operation to the general public and the Central Drop-off Team Leader, and have a contact phone number where donors may call to receive detailed National Collection Week information.
- Create a collection area that is easily accessible and safe for the participating public to drop off shoebox gifts. Ample space will be needed to: store flat shipping cartons, store and secure shoeboxes in a protected area, as well as count and pack shoebox gifts into shipping cartons.
- Strive to create a positive and transformational experience for donors and volunteers. This includes capturing all donor and volunteer information.
- Maintain an accurate count of all shoeboxes received at your drop-off location.
- Transport all received shoebox gifts to the designated Central Drop-off on or before the last day of National Collection Week. This includes arranging for your own transportation needs (trucks, buses, vans, etc.).

Drop-offs will not be responsible for accepting or transporting shoebox gifts after the final delivery to the Central Drop-off. Operation Christmas Child will not be financially responsible for transportation costs once collection dates have ended. Participants should mail their shoebox gifts directly to Samaritan's Purse / 801 Bamboo Road / Boone, NC 28607.

As an official OCC Drop-off location, all on-site activities are understood to be the responsibility of the hosting church in support of Operation Christmas Child.

#### Drop-off Team Leader Responsibilities:

- Complete the OCC volunteer selection process to ensure alignment with OCC and Samaritan's Purse mission and vision.
- Communicate with the appropriate church leadership to ensure that the host church agrees to be an official OCC Drop-off and is aware of all on-site activities during NCW.
- Engage with the local Area Team of volunteers, under the leadership and direction of Logistics Coordinator, and with support of their Area Coordinator and OCC Regional staff.
- Participate in Annual and Ministry-Specific Training.
- Recruit, organize, and train the appropriate number of volunteers needed for a successful National Collection Week.
- Oversee all activities during National Collection Week.
- Ensure that accurate and legible paperwork is completed and submitted in the closure packet to your Central Drop-off by the end of National Collection Week.

You are a vital part of the ministry of Operation Christmas Child! We praise God for your dedication to sharing the Gospel with children all over the world!