

COATS for the CITY

Supplies

- Black Sharpie
- Duct Tape (5 colors): Blue, Orange, Green, Pink and Silver
- Clear or white bags
- Black Contractor Bags at least 3 mil.



Home Depot
Amazon



Lowes

Sort

1. Sort the coats into 4 groups: Men, women, children and lightweight.
2. Next, sort the coats by size to help make the packing process easier.
3. As you sort, ensure all coats are new or gently used and that all pockets are empty. Remove any that are torn, dirty, have broken zippers or are missing buttons.

Pack

1. Once sorted, place the coats into the black 3 mil contractor bags.
2. Each bag should contain 15 coats of the same group. **It is very important to only place 15 coats in each bag. This ensures we get an accurate number of coats to each distribution site.** Do not mix groups. Men together, women together, children together and lightweight together.
3. If possible, please mix sizes in each bag. This helps ensure multiple sizes at each distribution site in New York. An ideal bag of 15 would have at least 3 different sizes.
4. For children's coats, please ensure the bag is an equal mix of boys and girls coats in each bag.
5. Once packed (15 coats , same grouping, multiple sizes) remove as much air as possible and tie the flaps on the top of the bag. Removing air allows for the transportation of more coats in the truck.

Label:

1. Once the bag is packed, air removed and the flaps are tied, you are ready to label the bag.
2. Wrap a piece of colored duct tape at the knot. The color of the tape should correspond with the coat grouping in the bag.
 - a. Men's – Blue.
 - b. Women – Pink
 - c. Children – Orange
 - d. Lightweight – Green
3. If you collected coats for a specific NYC church, write the name of the NYC church on a silver piece of duct tape and place it on the bag in the middle of the bag.

Deliver:

1. Once sorted, packed and labeled, take the bags to South Carolina Baptist Convention (190 Stoneridge Drive, Columbia SC 29210) by November 13.
2. Please email [Samantha Kilgore \(samanthakilgore@scbaptist.org\)](mailto:samanthakilgore@scbaptist.org) the total number of coats, as well as how many bags of each grouping, you collected. For example: 300 coats (5 mens bags, 5 children's bags and 10 women's bags)

Frequently Asked Questions:

1. What do I do with extra coats if don't have enough to make a bag of 15 with the same group?

Place any odd numbers of coats in a clear or white bag and label the bag with silver duct tape with the words **MIXED**.

2. What if we receive coats that are torn, dirty or have broken zippers or missing buttons?

If coats are repairable, ask for a volunteer(s) to attempt to repair the zipper or add the missing button(s). If the coat is dirty, ask a volunteer(s) to wash them. Some dry cleaners will do this for a reduced price if they know it is going to help a ministry.

3. Should I add more than 15 coats to a bag if they will fit?

No! It is important for each bag to contain exactly 15 coats of the same grouping. This helps us ensure the church distribution sites in New York City receive an accurate amount of coats.