

# Christmas box making: guidance for supervisors

**Donations:** Keep money donations for the appeal and hand them to the House of Opportunity van driver on collection day or you can make other arrangements with [rich.parsons@houseofopportunity.org](mailto:rich.parsons@houseofopportunity.org)

**Making up the Christmas boxes** – enabling your participants to make up boxes in a consistent way

## 1. Read the “How to make a Christmas box” process guide

## 2. Now set out the “making” room

It’s best to put donated items for boxes together by type. Each box made has to fall into an age/sex category so pre-sorting items into age/sex groups will help makers as they choose items.

Have tables set up where people can fill their boxes. Each table will need:

- Category & Contents labels:  
<https://houseofopportunity.org/wp-content/uploads/2023/03/Customs-label-OWN-PRINT-2023-A4-HOP.pdf>  
<https://houseofopportunity.org/what-we-do/christmas-box-appeal/christmas-box-schools/>
- Pens
- Elastic bands
- A copy of the “How to make a Christmas box” process guide

## 3. Brief people before they start using the “How to make a...”

Give them the chance to read the guide and ask questions.

## 4. Make sure people choose a variety of items to put in their boxes

It’s tempting to fill them with just sweets and toys... It’s better to have fewer, high quality boxes than lots of half-empty boxes.

## 5. Double-check where possible that boxes are correctly labelled

*Thank you!*

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