

Dear local organizer,

You are receiving the materials you ordered for the Schoenendoosactie. Great that you are (again) contributing to this project. With the steps, tips and tricks below, we like to support you as a local organizer in both the preparation and the follow up. Please note: there are some changes compared to previous years! For example, there is no longer a money envelope included. Make sure to inform your participants how your group would like to handle the €5 per shoebox for organization and transport costs.

STEP BY STEP

1 DISTRIBUTE THE BROCHURES

The brochure contains everything a participant needs to know. You can download additional brochures from the website. (schoenendoosactie.nl/downloads). You will also find extra boy/girl labels to print.

2 PAYMENT CAN BE MADE IN THE FOLLOWING WAYS

- The participant pays online and notes this on the yellow slip from the brochure. Record on the delivery form how many boxes have been paid for online by individual participants.
- The participant pays you in cash; you register this and transfer all cash payments in one transaction.
- Your organization, church, or school transfers the total amount in one payment to: IBAN NL83 INGB 0000 3342 43, account name St. Global Aid Network Holland, with the note: 'Schoenendoosactie' and the relationship code.

3 DROP-OFF

Check the website (schoenendoosactie.nl/inleveren) to see where and when you can drop off the boxes in your area and bring the delivery form with you.

TIPS & TRICKS



- Prepare an example shoebox so participants can clearly see the appropriate size and contents.
- Collect extra materials (as mentioned in the brochure) as an organization so you can supplement boxes when needed.
- Share your story on social media using [#schoenendoosactie](#) [#vuleendoos](#) [#geefeenschap](#), so everyone can join in the excitement.

We wish you lots of joy in organizing!

Kind regards,

Gerdien Godschalk and Jacqueline Vos
project leaders