

# Prepping

## Step 4

Wow! You're making progress! Now that you have your tags printed, here's everything you need to know about attaching tags, packaging non-clothing items, and hanging clothes.

### Hanging Clothing

Outfits, pajamas, coats, dresses, bathrobes, dress-up, swimsuits, etc.

Limit 10 maternity & 10 juniors items.

**Hang** items on a child-sized hanger (or appropriate size if bigger) with **hook open to the left** (looks like a "?").

Attach multiple items (if outfit or set) using a tagging gun or safety pins so that pieces cannot be separated.

**Attach JBF tag** to item's tag or seam (don't make a hole or damage the fabric!) and be sure the tag is easily seen on the front of the item.

### Other Clothing

Onesies, socks, tights, infant mittens, booties, hats, accessories, etc.

Attach sets of items (for example, 3 onesies or 6 pair of socks) together with a tagging gun or safety pins and place in a **clear self-sealing bag**.

**Attach JBF tag** to items inside bag. Do not tape bag closed - volunteers will help shoppers inspect items prior to purchase.

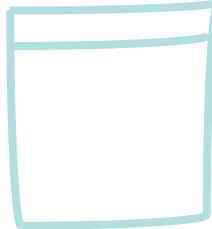
### Shoes

**Hole-punch tag** and use a **zip-tie** to secure both shoes and tag together.

For infant shoes that cannot be zip-tied, place in clear self-sealing bag with tag.

### High Priced Items

You may place any items in our High Value Cabinet near Checkout.



### Toys

Use **clear tape** to attach tags to items.

Small pieces? Put into a clear bag and tape to secure. Large pieces? Strap together with clear packing tape.

**Batteries** MUST be included.

### Books & DVDs

Use **clear bags** or clear cling wrap to hold multiple items together. Tie sets of books together.

Use **clear tape** to attach tags to items. Use **painter's tape** if removing tape will damage item.

Do not tape DVDs closed (we will add a security sticker after Drop Off).

### Bags & Carriers

**Hole-punch** tag at tie to item. Place expensive items in High Value Cabinet.

If multiple pieces, list # items on tag.

### Infant Items

Use **clear tape** to attach tags to items.

Multiple pieces? Put into a clear bag and tape to secure.

### Large Items

For furniture and infant equipment, **attach tag securely** to item using clear tape or hole-punch and tie.

**Batteries** MUST be included.

Follow Safety & Recall Guidelines for car seats, equipment, cribs, etc.