



# THE SALVATION ARMY NATIONAL CAPITAL AREA COMMAND



NATIONAL CAPITAL  
AREA COMMAND

## 2025 ANGEL TREE PACKING QUICK GUIDE

Follow these easy steps to help streamline the process and ensure all 10,000 children have a gift for Christmas!

### STEP 1:

On the Angel Tree gift tag included, remove bottom portion and keep as a tax deductible receipt. Print your information in the section below the wish list (above tax receipt) and leave attached for our records.

### STEP 2:

Staple the Angel Tree tag (with the contact information section still attached) to the pre-labeled manila tag. Make sure the manila tag's hole is not covered by the tag.



### STEP 3:

\*\*\*Please skip this step if you did not receive a printed Angel information sheet\*\*\*

Place the Angel information sheet inside the bag facing out, ensuring that it can be read without opening the bag. Place your unwrapped gifts in the bag.



### STEP 4:

Place the zip tie through the hole of the manilla tag and zip tie the bag closed. Double check that you put the zip tie on correctly (it should make a "zip" sound).



## STEP 5:

For any bikes or large gifts that cannot fit in the bag, please use the "Large Item" sheet provided. Fill out the child's name and ID very large and write the type of toy ("play kitchen," "dollhouse," etc.). Use clear packing tape to secure the sheet to the gift.



## STEP 6:

Please deliver gifts to The Salvation Army Angel Tree Warehouse (see address below) between 9am-4pm weekdays, Oct. 1st-Nov. 21st.\*

\*Unless other arrangements are made prior.



## THINGS TO KNOW:

### Your Angel Sponsorship Packet Includes:

- 2025 Angel Tree Packing Quick Guide
- Bike Size Chart
- Angel Tag(s)\*
- Zip Tie(s)\*
- Plastic Bag(s)\*
- Bike or Large Item Sheet(s)\*
- Manila Tag(s)\*
- Printed Information Sheet(s)\*
  - Only provided to those adopting 5+ angels

\*For these items, you receive the same amount as the number of angels you are sponsoring. For example, if you chose to sponsor 3 angels, you will receive 3 zip ties.

### Do:

- Purchase NEW gifts
- Remove all shipping labels
- Unbox gifts from shipping packaging
- Remove from shopping bags

### Do Not:

- Wrap gifts
- Include candy or other food items (including toothpaste)
- Donate liquid-containing items (such as soap or hand lotion)

### Angel Tree Warehouse:

5160 Lawrence Place  
Hyattsville MD, 20781  
(202)756-3923

For more information, visit [salvationarmynca.org/nca/angeltree](https://salvationarmynca.org/nca/angeltree)



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