

HOW TO PACK A TOILETRY REFERRAL

Note: all referrals are picked in advanced prior to their pickup date

1

Referrals ready to be packed will be on the back of reception door in picking area

2

Form called "picking form, toiletries" can also be found on the back of the door in picking area

3

Next to the nappies is a wooden crate filled with boxes that can be used to pack toiletries in. If there is an overflow, you can also use the red warehouse bags

4

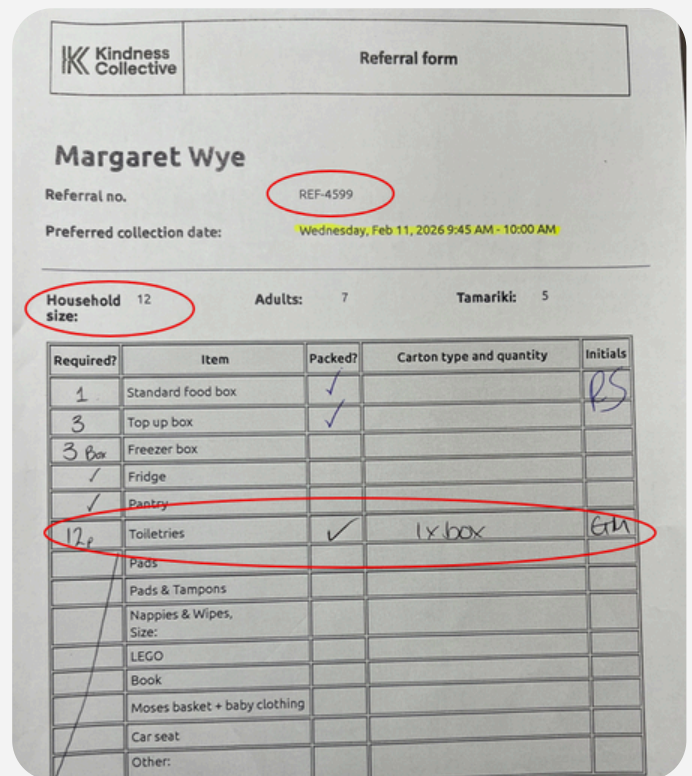
On the toiletries picking form, ensure you write the date and referral number. The household size on the referral form is the number to be circled under "number of people" on the toiletry form and then use that column for what quantities to pack

5

Once all the items have been packed, write the referral number on the box and then put onto the relevant shelf for when it is due to be picked up e.g Wednesday.

6

On the referral form, tick the picked column and specify what the toiletries were picked in. e.g 1 box or 1 box & 1 bag. Also write your initials in the initials column



Kindness Collective Referral form

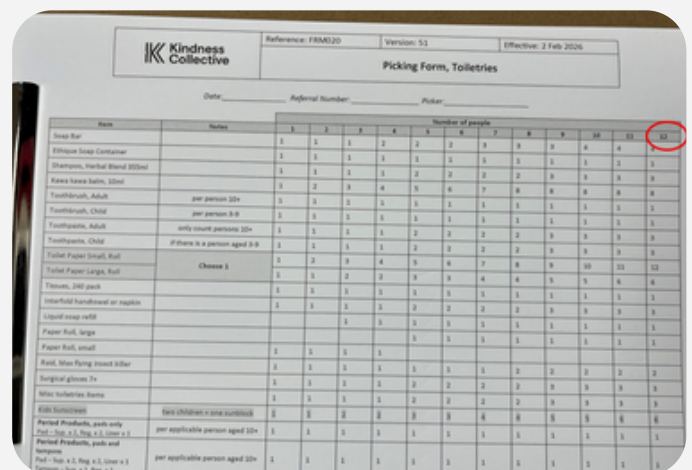
Margaret Wye

Referral no. **REF-4599**

Preferred collection date: **Wednesday, Feb 11, 2026 9:45 AM - 10:00 AM**

Household size: **12** Adults: 7 Tamariki: 5

Required?	Item	Packed?	Carton type and quantity	Initials
1	Standard food box	✓		PS
3	Top up box	✓		
3 Box	Freezer box			
✓	Fridge			
✓	Pantry			
12	Toiletries	✓	1x box	GM
	Pads			
	Pads & Tampons			
	Nappies & Wipes, Size:			
	LEGO			
	Book			
	Moses basket + baby clothing			
	Car seat			
	Other:			



Kindness Collective Picking Form, Toiletries

Reference: FRM220 Version: 5.1 Effective: 2 Feb 2026

Date: _____ Referral Number: _____ Picker: _____

Item	Notes	Number of people											
		1	2	3	4	5	6	7	8	9	10	11	12
Soap Bar		1	1	1	2	2	2	3	3	4	4	4	4
Shampoo Soap Container		1	1	1	1	1	1	1	1	1	1	1	1
Shampoo, Herbal Blend 350ml		1	1	1	2	2	2	2	2	2	2	2	2
Kesee Soaps Bath, 500ml		1	1	1	1	1	1	1	1	1	1	1	1
Toothbrush, Adult	per person 12+	1	1	1	1	1	1	1	1	1	1	1	1
Toothbrush, Child	per person 9-9	1	1	1	1	1	1	1	1	1	1	1	1
Toiletries, Adult	only count persons 12+	1	1	1	1	1	1	1	1	1	1	1	1
Toiletries, Child	if there is a person aged 9-9	1	1	1	1	1	1	1	1	1	1	1	1
Toilet Paper Small, Roll		1	2	3	4	5	6	7	8	9	10	11	12
Toilet Paper Large, Roll	Choice 1	1	1	2	2	3	3	4	4	5	5	6	6
Tissues, 240 pack		1	1	1	1	1	1	1	1	1	1	1	1
Interfold handboard or nappies		1	1	1	1	1	1	1	1	1	1	1	1
Child soap refill		1	1	1	1	1	1	1	1	1	1	1	1
Paper Roll, large		1	1	1	1	1	1	1	1	1	1	1	1
Paper Roll, small		1	1	1	1	1	1	1	1	1	1	1	1
Raft, Mosquito treated roll		1	1	1	1	1	1	1	1	1	1	1	1
Surgical gloves 5x		1	1	1	1	1	1	1	1	1	1	1	1
Washcloths 5x5cm		1	1	1	1	1	1	1	1	1	1	1	1
Washcloths	for children or one washcloth	1	1	1	1	1	1	1	1	1	1	1	1
Period Products, pads only	per applicable person aged 12+	1	1	1	1	1	1	1	1	1	1	1	1
Period Products, pads and tampons		1	1	1	1	1	1	1	1	1	1	1	1
Roll Paper, 4.5, 100 x 1, 100 x 1	per applicable person aged 12+	1	1	1	1	1	1	1	1	1	1	1	1
Roll Paper, 4.5, 100 x 1, 100 x 1		1	1	1	1	1	1	1	1	1	1	1	1