



## AIRX UKRAINE RELIEF EFFORT VOLUNTEERS INFO PACK

### OUR MISSION

AirX is collecting donations and sending them to refugees in and around Ukraine. We are taking deliveries at our base in Diamond Hangar, Stansted Airport, providing a central point where items can be sorted and stored. Volunteers are needed to sort through the items, organise and pack them ready for transport.

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### YOUR ROLE: SORT, ORGANISE AND PACK

At the hangar you will find two rooms dedicated to donations

### THE TASK

**Room 1:** Dumping ground for all donations, inclusive of: consumables (food, animal food), toiletries, clothing, medical and toys

**Room 2:** Storage room once sorted and packed

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### HOW TO SORT

1. **Open** any bag in room 1.
2. **Divide** into categories (please see category list for guidance as to groups)
3. **Pack** the items

**Clothes:** place them in black bin bags and add sticky labels detailing contents. Other items can go into either bin bags or boxes (whichever more appropriate). Write contents on boxes or on bags using sticky labels.

4. **Store** sorted, packed items in room 2 being careful to place it in the relevant area (according to signs on the walls).



## **ARRIVING AT THE HANGAR**

Volunteers are welcome 9am - 5pm, Monday - Friday

We can arrange access for alternative hours if prearranged

**AirX- Diamond Hangar**

**London Stansted Airport**

**Long Border Rd**

**London**

**CM24 1RE**

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## **THINGS TO KNOW**

- At the Diamond Hangar barrier please buzz in and tell them you are a volunteer for AirX Ukrainian relief effort.
  - Please park in the area along the right; there is plenty of parking.
  - Please call or message **Mo** on **+44 7917 921930** or **Carly** on **+44 79277 53750**
  - One of our representatives will come and collect you to take you round to the storage facility. We will show you the location for the toilets and give you a brief tour.
  - Tea, coffee and other drinks available onsite but volunteers will need to bring their own food as there is nowhere to purchase this at the Hangar- Marks and Spencer simply food 5 minutes drive away located in BP garage.
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## **ONSITE CONTACTS**

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**Diamond Hangar Reception**

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