



Clean the World®
— HYGIENE KIT —

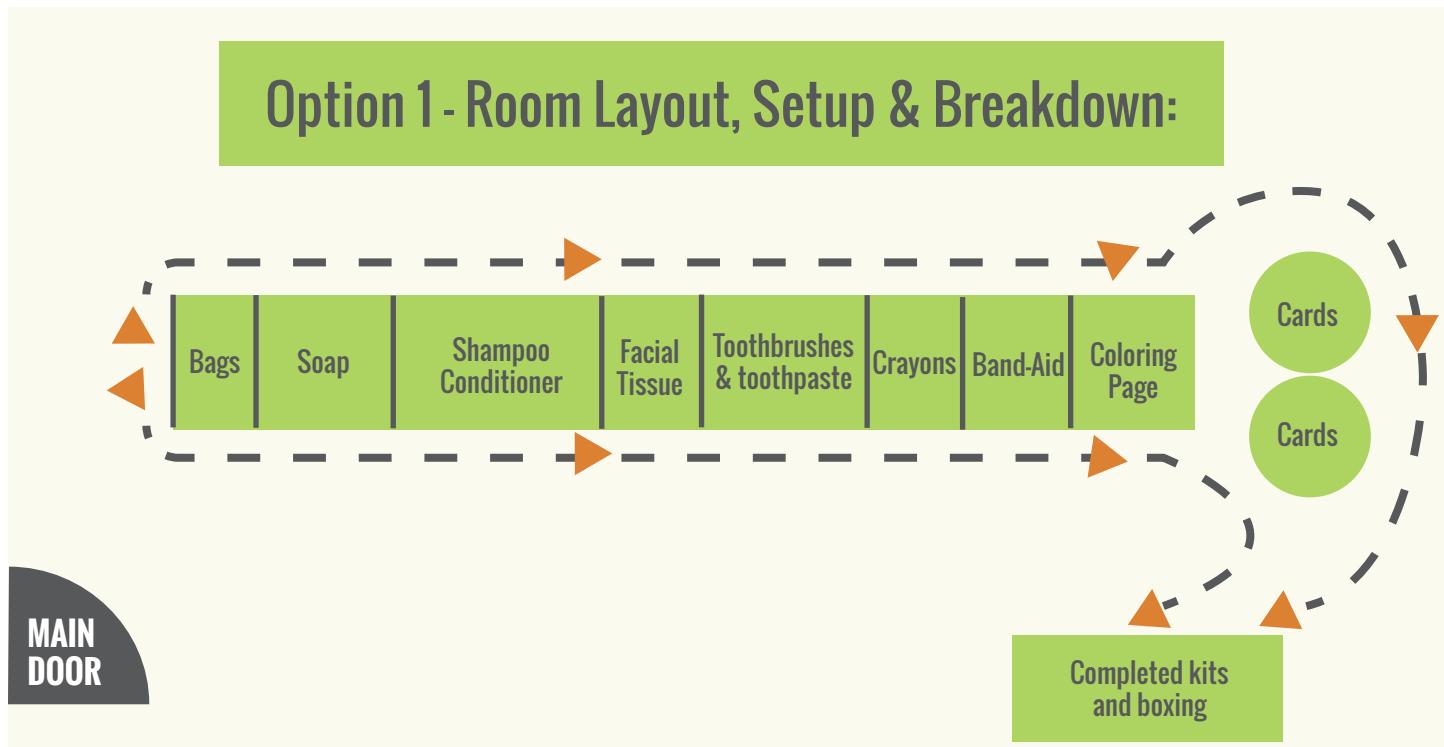
BEST PRACTICES GUIDE



CHILDREN'S HYGIENE KIT

Thank you for making the decision to be part of Clean the World's Hygiene Kit Program - bringing relief in the form of hygiene kits to people right in your community. Our team has developed this setup and best practices guide to ensure you have a successful experience with your build. This is not an all-inclusive manual, as every kit build is slightly different, but it is meant to guide you through the setup and build process with tips and tricks our team has learned. If you have any questions about the information below, please call Sandra Persaud, Hygiene Kit Manager, at 407-574-8353 x. 1024 or email her at spersaud@cleantheworld.org.

Once your order is placed and you are awaiting your shipment, please consider the following table setups for your build.



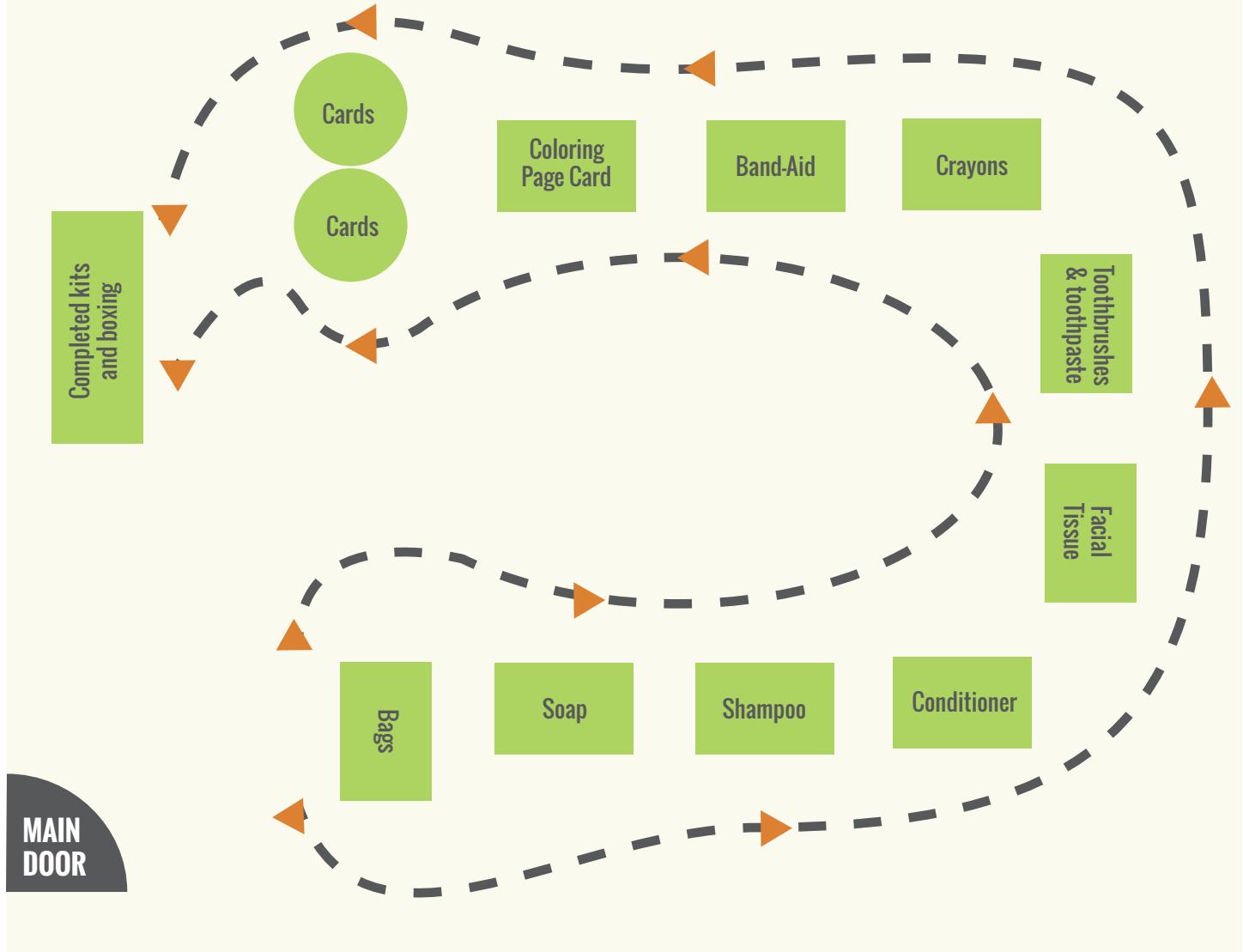
Option 1:

Arrange tables - 4 to 5 tables per assembly line is ideal, followed by high top tables at the end of each row for inspirational note-card writing. It is also suggested to station a table following for finished hygiene kits so that participants can easily pack and tape donation boxes.

Set-up:

Based on an approx. 1,600 sq. ft. room - 48.0' x 33.0'. Rectangle tables are estimated as 6' or 8' in length. Round tables are suggested as highboys for an easy height writing surface for attendees.

Option 2 - Room Layout, Setup & Breakdown:



Option 2:

Arrange tables- 4 to 7 tables depending on size of build. For smaller builds (500 kits or less) soap and shampoo stations can be combined into 1 table, as well as toothbrush/toothpaste, crayon/Band-Aid/coloring page stations. High top tables should follow the product stations to accommodate inspirational notecard writing. It is also suggested to station a table for finished hygiene kits so that participants can easily pack and tape donation boxes.

Set-up:

Based on an approx. 1,600 sq. ft. room - 48.0' x 33.0'. Rectangle tables are estimated as 6' or 8' in length. Round tables are suggested as highboys for an easy height writing surface for attendees.

Option 2 - Room Layout, Setup & Breakdown:

If yours is an open-house event (i.e. one where people come and go as they please, with no set time for the activity), setting up the tables in a U-shape is an efficient use of space.

- Open-house events also do not see the heavy volume at any given time, so having only the 1 assembly line (technically 2 as people can be on either side of the single row of tables) should not create any major congestion.

An event where there is an allotted time to complete the activity requires getting people through in an appropriate amount of time.

- This could mean either getting people through fast because there is a large number of kits/not much time or stretching time because the number of kits is not terribly high.
- It really is a case-by-case situation, but make sure that you set up the appropriate amount of assembly lines to effectively use the time provided to you.



Hygiene Kit Setup Guidelines

To make your build as turnkey as possible please have the following supplies on hand:

Box cutter(s)

Tape gun(s)

Packing tape

Black marker(s)

Whale (large, indoor dumpster on wheels - often provided by venue at builds held at hotels, convention centers, etc.)

Garbage can(s) (if whale is unavailable)

Dolly (optional, but may make setup easier when moving boxes from pallet to table)

To help you determine how many of each you will need, please reference the chart below:

Number of Kits	Number of Box Cutters	Number of Tape Guns	Number of Black Markers
100-499	2	2	2
500-999	3	3	3
1,000 - 1,499	4	4	4
1,500 - 1,999	5	5	5
2,000 - 3,000	6	6	6
3,000 - 5,000	7	7	7
5,000 - 10,000	8	8	8
10,000 - 20,000	9	9	9
20,000+	10+	10+	10+

When using box cutters, tape guns and other supplies, please follow safety procedures at all times:

1) Box cutters should be used by pushing the blade away from you.
DO NOT DRAG THE BLADE TOWARDS YOU WHEN OPENING BOXES.

2) Please be aware that tape guns have sharp teeth used to cut the tape. Watch your fingers, and do not push down too hard - you could drag the blade down past the box and across your body.

3) When lifting boxes off the pallet or onto the table, please make sure you are using proper lifting technique. Keep your back straight, bend your legs, and lift in a slow, steady manner, keeping your back arched and extend your legs.

a. For your reference, boxes of soap bars are 22lbs. and boxes of bottles are 15 lbs. so do not stack them too high when moving them.

Hygiene Kit Setup Guidelines



Once your shipment arrives, you can start to prepare your build and stage the setup. Below is a step by step suggested setup process

- Unwrap all pallets using box cutter, and throw all plastic wrap into the trash.
- Check to make sure that everything listed on the packing list is in fact found with all the supplies on the pallets in front of you.



CTW Soap



Toothpaste



Toothbrush



Coloring Page & Crayons



Facial Tissue



Shampoo



Conditioner



Band-Aid

Hygiene Kit Setup Guidelines

- Once all pallets are unwrapped, take all supply boxes off the pallets and place them on 1 row of tables
 - If there is only 1 row of tables, only use half for unloading.
 - Leaving open space allows you to easily organize and set up the product in the correct order on the open space left.
- When placing supply boxes onto the table from the pallets, place all like boxes together.
- Once all boxes are off the pallets and onto tables, grouped together by product type, open all boxes using the box cutter.
 - The best technique is to drag the box cutter blade around the perimeter of the closed box - don't worry about opening the packaging tape, then proceeding to cut off the 4 flaps individually.
 - Make sure there are multiple box cutters on site so you can have volunteers assist with opening boxes.
 - All the discarded portions of the boxes should be placed in the whale on site.
- Once all boxes are opened, you can begin to set them in the proper order on the open tables (the space you should have left open earlier).
 - Remember, the set up diagram will provide the proper order for set up.
- In the event of excess product at your build, it is best to store unopened supply boxes below the table. This helps to save space and accelerates the restocking process.
 - Make sure the product under the table matches the product on the table directly above it.
- 2 example kits are typically provided with each build, but a finished kit should be placed at the beginning of each line - if there are more than 2 lines, assemble kits yourself to provide one for each line.
 - 2-4 finished kit boxes should be placed at the end of each assembly line so that people can drop the kits when they're done.
 - Extra finished kit boxes should be assembled and stored underneath the tables, or off to the side and out of the way if space is limited.

Event Day Operations

- Communicate to the participants that there needs to be 35 finished kits per box. The number of finished kit boxes provided by CTW is contingent upon that ratio (i.e. for a 3,500 kit build, exactly 100 boxes will be provided).
 - Assign 1 volunteer per assembly line who will count and make sure there are 35 kits in each box.
 - Once there are 35 kits in a box, the volunteer counting must remove that box so no more kits are deposited into it, and signal for a runner.
 - Another volunteer, assigned to act as a runner, will take the finished kit box away from the assembly area and set it off to the side, out of the way, making sure to mark it with “35” so that we know there are in fact 35 kits in it. S/he will also tape it shut, using a provided tape gun.
- 1-2 volunteers should be assigned to each assembly line to help clear tables of empty supply boxes/replenish the tables with the full boxes of product from underneath the table.
- After all the bags are gone, the kit build is officially over.
 - Share with volunteers at the event that there are exactly enough bags for the amount of kits needed to be built – there will likely be extra product as we order supplies in predetermined increments, or boxes are filled with bottles that could pass the amount needed for building kits.
 - Offer the extra supplies to the charity recipient partner(s).
- After all the kits are assembled, double check the finished kit boxes to make sure the number of kits remain consistent (the amount of kits built is typically a multiple of 35, so just count the boxes and multiply).
- If pallets and pallet jacks are available/required to move the finished kits from event room to pick-up dock, place the boxes onto the pallet. Pallets can usually fit either 9 or 12, then can be stacked on top of one another.
 - Do not stack finished kit boxes more than 4 high on a pallet.
 - If shrink/plastic wrap is available, wrap around the stacked boxes so they don't fall off the pallet during transit.

Go celebrate - you did a great job!

Hygiene Kit Volunteer Positions

Pre-build/Setup:

- Box openers - using box cutters (PROPERLY - show them correct form), open supply boxes so they can be easily accessed during the build.
- Box assemblers - using tape gun, assemble boxes for completed kits. Place boxes at the end of each assembly line, storing excess under the table towards the back.
- Unloaders - move supply boxes from pallet to table, combining like product together/separating product by type. After all boxes have been opened by box openers, these boxes then need to be properly staged in the correct assembly order on the tables.

During event:

- Runners - once a finished kit box contains 35 kits, runners will remove these boxes from the end of the assembly line, tape them shut, mark them as having "35" (or however many kits are in the box), and keep them off to the side and out of the way of assembly line traffic.
- Replenishers - as supplies on the table diminish, remove empty boxes from the table and replace with the full boxes of product found directly underneath the table. Empty boxes are to be brought to the whale and broken down flat as to fit as much as possible.
- Counters - as kit-builders place their completed kits in the finished kit boxes, count each kit being deposited to make sure that each box contains 35 finished kits.
- Box assemblers - if finished kit boxes are not assembled ahead of time during setup, volunteers should be assigned to do so during the event. If some/most are assembled ahead of time, assign volunteers to finish up.

Hygiene Kit Volunteer Positions

Number of Kits Assembled	Suggested Number of Volunteers Needed
100 - 199	0
200 - 399	1
400 - 599	1 - 2
600 - 799	1 - 3
800 - 999	2 - 4
1,000 - 1,249	3 - 5
1,250 - 1,499	4 - 6
1,500 - 1,999	5 - 8
2,000 - 2,499	8 - 10
2,500 - 2,999	10 - 12
3,000 - 3,499	12 - 14
3,500 - 3,999	13 - 15
4,000 - 4,999	14 - 18
5,000 - 5,999	15 - 20
6,000 - 9,999	18 - 25
10,000 - 14,999	25 - 35
15,000 - 19,999	30 - 40
20,000 +	40 +

Social Media

When posting photos of a Clean the World Hygiene Kit Build on Social Media, we encourage all to tag Clean the World and/or use our brand hashtags:

#soapsaveslives
#soap4hope

#cleantheworld
#morethanakit

#CTW4CSR

This helps us to stay in touch through social media, and allows our Social Media Coordinator to promote our partnership by sharing photos on our Facebook, Twitter, LinkedIn and Instagram accounts.

If you would like to share event photos with Clean the World, please send them to marketingproject@cleantheworld.org If possible, try to include information about the hygiene kit build such as: name, date and location of the event, number of Clean the World Hygiene Kits assembled at the event, and the name of the recipient charity.

If your event has special hashtags, share those with us as well!

Pre-Build

- Congratulations! Preparations are already underway for your upcoming Clean the World Hygiene Kit Build.
- Connecting through social media is a great way to promote your build with supporters. Be sure to “like” and “follow” Clean the World’s accounts and please provide us with your company social media platforms so we can jointly interact and promote the HK build event.
- If you have any company or event-specific hashtags, feel free to share those with us so that we can use them on our social posts as well. Also, it’s good to know if this is a special milestone or anniversary event for the company.
- If there is a social media posting schedule, please send to marketingproject@cleantheworld.org at least a week prior to event.

Day of Hygiene Kit Build

-Clean the World Social Media Coordinator will actively “like” and “share” posts from hygiene kit build as posts go live on various platforms utilizing company hashtags

Post-Build

- Post-build we want to continue the excitement and share the story of the build and the kits being donated to the recipient charity.
- If you have photos from the event, please share them with marketingproject@cleantheworld.org We’d like to keep them to share for future marketing of hygiene kits and to share with our followers on social media.



Clean the World



clean_the_world



@CleantheWorld



Clean the World

Tips and Tricks

-Recruit as many volunteers as possible! Many hands make light work, so when coordinating the event, try to push for getting volunteers to help setup or event help run the show. Suggested volunteers - about 1 volunteer per 200 kits (i.e. 5000 kit build, 25 volunteers). This is in reference to event setup and helping to assure smooth event operations, not the number of volunteers needed to assemble the actual kits (that is still where we refer to the “1 person can build 20 kits in an hour” model).

- If your event is happening at an off-site location (meeting room, conference center, etc.) you will want to coordinate what your group is responsible for during breakdown.

- o Find out if leftover boxes and/or trash need to be gathered and placed in a particular location.

- o Who is responsible for setting up/breaking down tables?

- Soap bars are not individually wrapped. This is an attempt to eliminate waste.

- If tablecloths are used, light colors are preferred to disguise soap and/or box residue.

- Hygiene kit posters may be hung, placed on easels or simply placed on assembly line tables between product.

- When setting up the event make sure you have a “whale” (those big indoor dumpsters on wheels) or two in the room so there’s not a pile of garbage in the event room.

- Stress the importance of having the kit-recipient charity/organization present at the event, even suggest having them address the group to say thanks and further introduce the organization to take the engagement a step further. This will add value to the already meaningful experience to those who participate.

- Having a DJ or music playing during the event is a great way to keep the energy up and your participants motivated!

- Some groups like to provide food & beverage stations during the kit build. We recommend providing water for the group.

-If the recipient charity is not participating in your event (speaking, accepting in front of attendees, etc.) coordination is required to schedule pickup/delivery of the donation. Clean the World can assist with this process.

-Find out if the charity can pick up the boxed items from the room where the event is taking place, or if the boxes need to be moved (to a receiving dock, hotel lobby, etc.) – and who is responsible for moving those. Be sure to ask how long that room is available so you can plan accordingly.

Hygiene Kit Printed Materials

Hygiene Kit Posters- Available By Request



**CLEANLINESS
SHOULD NOT BE A LUXURY**



Poster size: 12 x 18"

Hygiene Kit brochures

Use these items to promote your event in the community or place them around the event itself as informative pieces for your participants.

*Brochures are only sent upon request.
Folded size: 3 x 8.5"

The brochure consists of three vertical panels. The left panel shows a person packaging hygiene kits and includes the text "EVERY HYGIENE KIT BUILT", "HELPING THE LESS FORTUNATE", and a photo of a man in a wheelchair holding an American flag. The middle panel shows a person washing their hands and includes the text "ONE KIT FOR ONE INDIVIDUAL CAN CHANGE ONE LIFE.", "For program participation information please email programs@cleantheworld.org or call: (407) 574.8393", and a photo of a person's hands holding a hygiene kit. The right panel features the Clean the World Hygiene Kit logo and the text "Clean the World HYGIENE KIT" and "Clean the World's Hygiene Kit Program reaches the fortunate with the less fortunate. Because one kit for one individual can change one life."

Hygiene Kit Printed Materials

These items are for use at the event. The station cards are to be placed along the product tables as instruction for participants (left) and the note cards are placed at the end of the product tables as the final item for the Hygiene Kits (below).

Hygiene Kit Station cards

Station card size: 5.5 x 3.5"



Hygiene Kit Note cards

Station card size: 5.5 x 3.5"





RECYCLING SOAP. SAVING LIVES.

Sample Inspirational Messages

You are loved!

Never give up!

You are so special!

Everyday and in every way you get better and better!

You are incredible!

Be confident. There is nothing you can't do!

You can do anything!

Use your smile to change the world!

The world is a better place with you in it!

Life is full of magical moments!

I believe in you!

Shine bright!

You are going to be successfull!

You are a superhero!

You are strong and brave!

You are a beautiful princess!

You are beautiful inside and out!

You are a good friend!

Believe in your dreams!

Do more of what makes you awesome!





**BE A PART OF THE GLOBAL
HYGIENE REVOLUTION.**

**THANKS FOR HELPING
CLEAN THE WORLD.**



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CLEANTHEWORLD.ORG