



Clean the World®

BEST PRACTICES GUIDE



BEST PRACTICES GUIDE - CLEAN THE WORLD

Create A Great Experience For Your Kit Builders

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 designed 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 to ensure a successful event.



Your boxes will arrive in Master Kit boxes (brown boxes). Carefully open them because they will be used again at the end of your build. Inside are all your hygiene kit items in the white display boxes.

Here is an example of how you can set up your hygiene kit build. The items may differ a little depending on which kit you purchase (example: you can replace socks with washcloths if you purchased a Veterans' Kit). Bags are always first followed by soap then your bottled amenities. Notecards and pens are always last.



Bags Soap Shampoo Conditioner Lotion Razors Toothpaste
Toothbrush Washcloths Notecards & Pens



For larger kit builds you can also set your boxes up back to back, allowing access from both sides. This will allow 2 lanes for people to build kits accommodating an efficient flow.

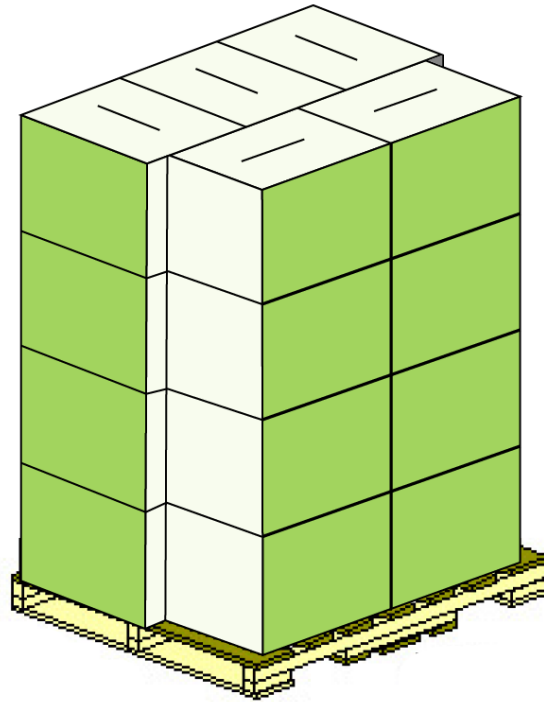
- Once your pallets are unwrapped, you will see the Master Kit boxes (brown boxes) which will contain the hygiene kit display boxes with all the items needed for your Hygiene Kit build.
- Each box will contain a different item which will be noted with a checkmark on the side of each box. Take each box out and place on the table.
- Keep one box of each item on the table and all additional boxes should be placed under the table for replenishment. Make sure the product under the table matches the product on the table directly above it. Here are images which show how to set up the soap and hygiene kit display boxes:



Note: for easier access to bottled amenities, please remove partitions

For more specifics on how to set up boxes please go to www.cleantheworld.org/hygienebuild/

- Once your kits are built, pack into the Master Kit boxes (brown boxes) at the end of the line.
- **For easy lifting and the safety of all (volunteers, the charities picking up the hygiene kits, and all workers) please only fill up the boxes with 50 hygiene kits.** We know the box can hold more kits but please don't fill the box up. Once the 50 kits are in the box, it should be sealed with tape and a volunteer should move the box off to the side and a marker should be used to label the box with the number of kits that are inside along with the charity name. **The boxes are heavy so please be careful when lifting.** You may need two people and a dolly to move the boxes.
- **The boxes will need to be put on to a pallet.** Do not stack more than 4 high on a pallet. If shrink/plastic wrap is available, wrap around the stacked boxes to avoid damage during transit. See pallet configuration:



We know it takes multiple people to make your hygiene kit build a success. Here are the number of volunteers we recommend to make your event

# of Kits Assembled	# of Volunteers	# of Event Coordinators
100-1000	2-20 people	1-5
1001-5000	20-100 people	5-15
5001-15,000	100-300 people	15-30
15,000+	300+ people	30+

Please do not allow kit builders to create an assembly line. To create a better experience for the kit builder, it is best to encourage them to place each item in the bag and flow through the line from beginning to end until all items are gone.

Go celebrate! You did an excellent job and should feel proud because you helped save lives today!

For more information please go to www.cleantheworld.org/hygienekitbuild/

31 CREATIVE USES FOR CARDBOARD BOXES

OFFICE	<p><i>Sort and store files</i></p>  <p>File Storage</p>	<p><i>Nominate a mate</i></p>  <p>Award Box</p>	<p><i>Present yourself</i></p>  <p>Business Card Holder</p>	<p><i>Reduce, reuse, recycle</i></p>  <p>Paper bin</p>
	<p><i>Store those odds and ends</i></p>  <p>Lost & Found Box</p>	<p><i>Tidy desk, tidy mind!</i></p>  <p>Desk Organiser</p>	<p><i>Keep your phone within easy reach</i></p>  <p>Mobile Phone Stand</p>	<p><i>Tidy magazines for easy browsing</i></p>  <p>Magazine Rack</p>
	<p><i>Welcome, please come in!</i></p>  <p>Door mat</p>	<p><i>Affordable enclosure</i></p>  <p>Makeshift Fence</p>	<p><i>Pack it, move it</i></p>  <p>Moving Boxes</p>	<p><i>Keep hardware on hand</i></p>  <p>Screw & Nail Tray</p>
	<p><i>Keep jewellery tangle-free</i></p>  <p>Jewellery Organiser</p>	<p><i>Spread the word!</i></p>  <p>Sign</p>	<p><i>Frame the moment</i></p>  <p>Cardboard Photo Frame</p>	<p><i>Tidy up dirty laundry</i></p>  <p>Laundry Hamper</p>
HOME	<p><i>Lead your pets through a maze</i></p>  <p>Pet Maze</p>	<p><i>Decorate sustainably</i></p>  <p>Cardboard Wreath</p>	<p><i>Travel-friendly ironing</i></p>  <p>Portable Ironing Board</p>	<p><i>Get organised</i></p>  <p>Filing System</p>
	<p><i>Keep toys in a safe place</i></p>  <p>Toy Box</p>	<p><i>Strike out with bowling!</i></p>  <p>Bowling Alley</p>	<p><i>DIY Cardboard Piñata</i></p>  <p>Piñata</p>	<p><i>Top it off with a hat</i></p>  <p>School Bonnet Parade</p>
	<p><i>Personalise your gift</i></p>  <p>Gift Tags</p>	<p><i>Mix it up</i></p>  <p>Paint Palette</p>	<p><i>Wrapped with love</i></p>  <p>Gift Box</p>	<p><i>Keep it clean</i></p>  <p>Spray paint shield</p>
	<p><i>Enrich your soil</i></p>  <p>Compost</p>	<p><i>Plant-friendly protection</i></p>  <p>Weed Barrier</p>	<p><i>Kneel comfortably</i></p>  <p>Gardening Knee Pad</p>	 <p>www.signet.net.au</p>
GARDENING				