

## **CONTENTS OF KITS**

Plastic	Comes pre-cut to recommended size of 1 m x 1 m or 36" x 36", from Uline company
Soap	Club to obtain and pre-cut beforehand.
Gloves	2 per kit, size 7
Cord	3 x 24 cm or 10 " -3 pieces per kit
OR	
Clamps	2 per kit
Scalpel/razor blades	1 per kit if cord is used
Gauze	5 squares, 10 cm or 4" square
Plastic bags	quart size baggies or smaller

## **ASSEMBLY Day**

Detergent and cloths – for cleaning tablecloths

Latex gloves for volunteers

Sharp scissors and ruler or 12 cm template

Strong large bin liners/garbage bags to hold 100 kits

Cardboard boxes to collect completed kits

Champagne!!

### **Step 1 -Labels**

- Put labels on baggies (Use labels approved by district)

### **Step 2 -Plastic**

- Tear plastic at perforations or cut with scissors
- Place plastic over back of chairs so can be peeled off one sheet at a time to fold
- Fold and pack the plastic sheet
- Fold plastic lengthwise, then in half 5 times
- Needs to be flattened to fit in bag

### **STEP 3 -Soap**

- If possible, prepare prior to day of assembly
- Unwrap soap and place on clean surface
- If needs to be cut:
  - Small bars in half
  - Large bars in eighths
- Place about 6 bars on microwave safe plate in microwave for 90 seconds and cut with serrated knife.
- Do not use Ivory or Irish Spring.

### **STEP 4 -Cords**

- Measure the tape using ruler or template.
- Cut to right length.
- Include 3 in each kit.
- If using cord clamps, put 2 in each kit.
- There will be a cutter supplied per 100 kits.

## STEP 5

- Place gauze, soap, scalpel blade and 3 cords or 2 clamps on the gloves, fold over and slide onto the plastic sheet in the logo bag.
- **It is important to carefully flatten the bag, expelling all air before press sealing and you may need to do this a second time.**
- Works best with teams of two.
- The packer must wear gloves.
- The assistant holds the outside of the bag as it is full, flattens it, and seals it before putting it in the box.
- For efficiency and hygiene, have two people replenish the stock on the tables and remove the completed kits to the packing area.