



**Birthing Kit Project**  
**Assembly Day Manual**



December 2008

**THE FIRST PRIORITY OF ALL CLUBS IN  
SUPPORTING INTERNATIONAL PROJECTS  
IS TO SUPPORT THE ZONTA  
INTERNATIONAL SERVICE PROJECTS**

1/3 OF ALL FUND RAISING IS ALLOCATED EACH YEAR  
TO SUPPORT  
ZONTA INTERNATIONAL PROJECTS

**THESE FUNDS ARE CRUCIAL TO THE  
SUCCESS OF OUR ZONTA INTERNATIONAL  
PROJECTS**

TO SUPPORT THE BIRTHING KIT PROJECT YOUR  
CLUB NEEDS TO BE AWARE THAT ANY FUNDS USED  
NEED TO COME FROM THE REMAINING 2/3 OF YOUR  
FUND RAISING

**WE ASK CLUBS NOT TO DIVERT FUNDS  
USUALLY DESTINED FOR ZONTA  
INTERNATIONAL TO THE BIRTHING KIT  
PROJECT**



1 in 7 women in rural  
Papua New Guinea  
die in childbirth

Each kit costs \$2

The Contents of our Zonta Birthing Kit



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## FOREWORD

Little did we realise, that a trial of 100 simple birthing kits to Papua New Guinea in 1999, would evolve into over 400,000 kits being sent to 27 countries through over 47 organizations. Zonta club members and friends Australia wide, high school students, church groups and university students have all gathered to assemble kits.

The Birthing Kit Foundation (Australia) has administered the Zonta Birthing Kit Project since 2007. The work of the Foundation has been funded by grants from AusAID, and donations from Zonta clubs, many groups and individuals.

The kits are distributed to countries including Papua New Guinea, Afghanistan, Myanmar, Madagascar, Sudan, Malawi, DR Congo, Tibet, Vietnam, Ethiopia, Uganda, Kenya, Laos, West Timor, East Timor and other countries

One hundred and twenty million women give birth every year, 86% deliver in developing countries, 60 million of these are women who either have the assistance of a Traditional Birth Attendant or no assistance at all.

Half a million women die annually, many from infection, tetanus and haemorrhaging. For every woman who dies in childbirth, around another 30 women (15 million) incur injuries and infections, many of which are often painful, disabling, embarrassing and lifelong.

### **Birthing Kits save lives and reduce suffering by providing for a clean birth**

#### **There are 7 cleans necessary for a clean birth:**

1. Clean birth site
2. Clean hands
3. Clean umbilical ties
4. Clean cut
5. Clean eyes
6. Clean umbilical cord
7. Clean perineum

#### **The contents of a Birthing Kit are:**

- 1m x 1m square plastic sheet (for the mother to lie on)
- 1 piece of soap
- 1 pair of latex gloves
- 3 cords to tie the umbilical cord
- 1 scalpel blade
- 5 gauze squares

All contained in a small plastic press seal bag.

### **A Birthing Kit Costs \$2**

It is basic, light, small, water resistant and simple to use.

We believe that:

**“Every woman has the right to a clean and safe childbirth”**

As of July 2008 there are over 100 Zonta clubs in District 22, District 23 and District 24 that have raised funds and held Assembly Days to make birthing kits.

By working with organizations like FPA (Family Planning Australia), AFAP (Australian Foundation for the Peoples of the Asia and the Pacific), MSI (Marie Stopes International), Fistula Hospital-Ethiopia, CENESA (Vietnam), Sisters of Charity (Nigeria and Zambia), Kham Kampo Association (Tibet), 2h Project (Cambodia), Padang Lutheran Christian Relief (Sudan), Mission in Health Care and Development (Kenya and DR Congo), National Department of Health (Papua New Guinea), Uganda Australian Christian Outreach and individual volunteers, we have distributed over 400,000 birthing kits worldwide.

### **OUR VISION**

**A world in which all women have access to safe birthing practices, regardless of race, religion, culture, history or socio-economic status.**

To achieve our Vision, we have a dream that one day all Zonta clubs worldwide will be making and distributing the Zonta Birthing Kit.

**The name Zonta will become synonymous with Birthing Kits worldwide**

This project complements the Zonta International project in Nepal (1998 – 2002) where Zonta International funded UNICEF in the vaccination of 800,000 women against tetanus along with the provision of clean birthing kits. It also complements the Zonta International project in Kabul, Afghanistan, where we have once again funded UNICEF in the vaccination of 35,000 women against tetanus while providing clean birthing kits.

We believe Zontians and their friends worldwide should have the opportunity to share in the passion and the joy of this project.

**THANK YOU FOR SUPPORTING US TO TURN OUR  
COMMITMENT INTO A REALITY**

# 1. An Overview of the Project

The Birthing Kit Foundation Australia has three initial goals;

1. To distribute clean birthing kits to women in remote regions of developing countries for home births.
2. To establish and fund community development programs of 3-5 days duration. This program enables the village nurses/traditional birth attendants to receive training in the use of our kits, along with midwifery, hygiene, nutrition and health training. They each receive educational booklets in the local language.
3. To explore all opportunities to make the program sustainable within each country. This includes training local staff to provide training to others in their community and the assembling of birthing kits from locally sourced materials.

Currently the BKFA distributes kits to 27 countries, initially as a pilot program. After evaluation we then look towards an extended program with the expectation that this may eventually become sustainable.

## **The Birthing Kit Project addresses three of the UN Millennium Development Goals**

1. **Reduction in child mortality** – the kits provide for a clean birthing environment thereby reducing the likelihood of the newborn contracting infections like tetanus. With the health, hygiene and nutritional component of our community development programs, the midwives / village nurses learn especially about the importance of good hygiene. This is very relevant as many babies die from gastroenteritis because of poor hygiene in the first year.
2. **Improvement of maternal health** - the kits provide for a safe and clean birthing environment thereby reducing the likelihood of the mother contracting infections like tetanus.
3. **Combat HIV/AIDS, malaria and other diseases.** The BKFA has received feedback from health professionals in Kenya, Vietnam and Ethiopia that many mothers with HIV/AIDS get no assistance during childbirth as in the past many midwives had contracted HIV/AIDS from assisting infected women. However with the use of the Birthing Kit the midwives once again were assisting HIV/AIDS infected women during childbirth as they felt safe and protected by using universal precautions. In Kenya it was noted by our project partner that since using our birthing kits midwives had not contracted HIV/AIDS.

## 2. Financing the Project

### AusAID grant

Since 2004 we have received \$713,000 in grants from AusAID.

### These grants came with conditions:

1. Distribution of the kits is made to countries in the Asia Pacific or Africa Regions which appear on the list of developing countries, as declared by the Minister for Foreign Affairs.
2. The grant be matched with contributions.

### How this financial commitment by Zonta clubs works:

- \$1 from AusAID for \$1 from Zonta.
- As an additional concession, AusAID let the Project include the notional value of your assembly day labour (and the volunteer administration hours) to a maximum of 50 cents in the Project's \$1 contribution.

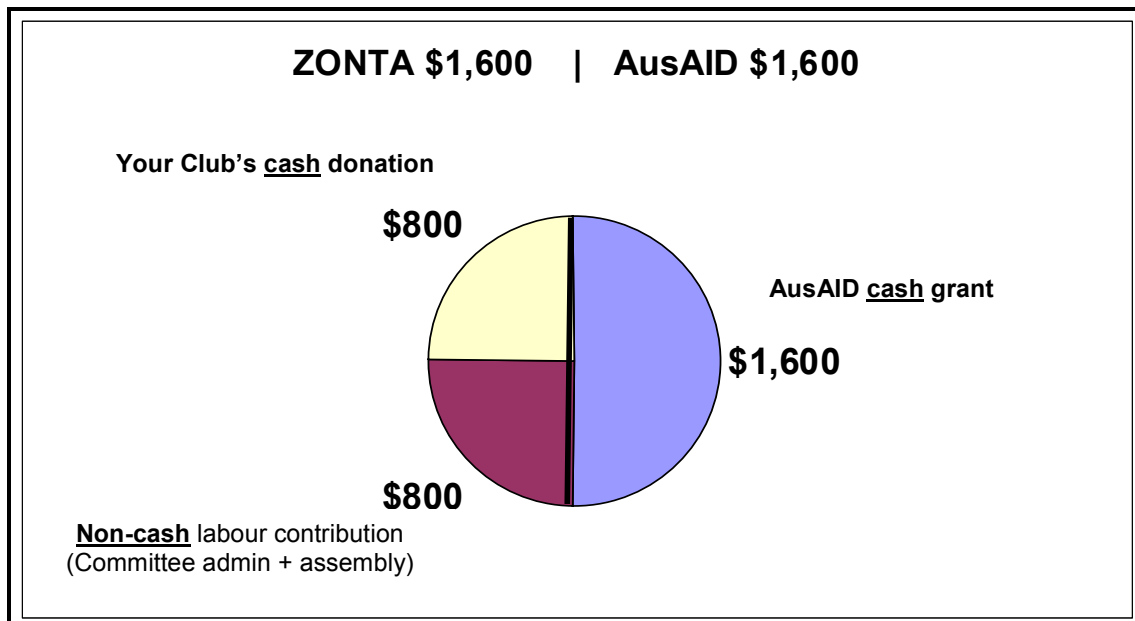
That's why you record your hours worked on Assembly Days

- To access \$1 of the AusAID grant we need to show AusAID that 50 cents has been deposited in the BKFA bank account, and volunteer and non-monetary services to the value of 50 cents have been contributed.

### Why clubs need to send \$800 for every 1000 kits they make:

Each \$800 club contribution releases \$1600 from AusAID ,totalling \$2400.

Kits to Africa cost approx \$2.40 to make and transport, i.e. 1000 kits cost \$2400.



### 3. **Planning an Assembly Day**

#### **The Club moves a motion to 'support the Zonta Birthing Kit Project'**

- Allocate a budget according to the number of kits you wish to make. Kits can be assembled in multiples of 600 or 1000 at a cost of \$160 per 200 kits, e.g. 600 kits is \$480, 1000 is \$800, 1200 is \$960, 2000 is \$1600 etc.

#### **Decide on a date for your Assembly Day**

- Minimum 6-8 weeks away to allow time for deliveries
- Email the date ASAP to the Supplies Officer, Kristen Frost on [kristen.frost@optusnet.com.au](mailto:kristen.frost@optusnet.com.au)
- Complete the Assembly Day Information form (Appendix 1) and post to PO Box 330, Belair SA 5052
  - The BKFA Treasurer will then invoice you
- Notify your insurance company of the Assembly Day.
  - It is your responsibility to either notify your Zonta club's District Insurance agent or to check that your group's public liability insurance will cover the day. If you do not have this insurance (ie for private individuals holding an assembly day), please contact Kristen Frost, to be aligned with an appropriate Zonta club

All coordination has to be through these contacts to avoid confusion with our suppliers and transporters. By supplying all the contents, quality control of the kits is assured.

Transporting the kits through our contacts ensures economic delivery of the kits to approved health care organisations, in AusAID supported countries. These organisations have to meet contractual obligations.

#### **Book the venue for the Assembly Day**

- Clean, open space, good lighting, with afternoon tea facilities separate from birthing kit assembly area
- Hand washing area separate to toilet facilities
- Trestle tables with clean surfaces and chairs
- White boards with white board markers for instructions

#### **Print the flyer** (sample Appendix 2)

- Make copies for members to give to friends and interested people

#### **Print A4 Labels for each transport bag going overseas**

- Amy Mitchell, our Distribution Officer, will email a transport information package including all labels to your club approximately one week before your Assembly Day.

#### **Delivery of Assembly Day supplies to the Zonta Club**

- 1 delivery via Star Track Express – plastic sheets, scalpel blades, gloves, gauze, cord and purple bags.

#### **Your club buys the soap for which you are reimbursed.**

- 1 package via Aust Post containing press sealed Logo bags, A4 plastic sleeves, adhesive invoice envelopes, attendance sheets for the Assembly Day and the reimbursement form.

## **\*\*IMPORTANT\*\***

**AS SOON AS THE SUPPLIES ARE DELIVERED, OPEN EACH BOX AND CHECK AGAINST THE PACKING SLIP AND THE CHECKLIST FROM THE SUPPLIES OFFICER TO ENSURE THAT YOU HAVE THE CORRECT AMOUNTS  
DON'T LEAVE THIS UNTIL THE ASSEMBLY DAY**

### **Co-ordinate members prior to the Assembly Day**

- Designate club members for setting up, cleaning up and afternoon tea

### **Organise PR Committee for photos, posters and media release**

- Take camera, sandwich board, banner and other PR related material to the assembly day. Organise someone to give a presentation on the project and a press release for the local paper

## **4. Contents of Kits**

**Plastic** Comes pre-cut to a recommended size of 1 metre x 1 metre

**Soap** Club to obtain and pre-cut beforehand. Cutting directions are in Appendix 4. Cut each cake into 8 pieces. Place 6 cakes of soap in a microwave for 90 seconds and cut with a sharp non-serrated knife. 1000 kits needs 125 cakes of soap.

If you buy hotel size samples, please cut them in half. Otherwise the final weight of the bags will be too heavy to post.

**Gloves** 2 gloves per kit

**Cord** 3 x 24cm lengths per kit (1 spare cord is included). Wrap the cord around a clean 12 cm plastic template and then cut through one end only. Can pre-cut. Wash the template with detergent before you start.

**OR**

**Clamps** 2 per kit. Comes in pre-sterilized individual packs These are INSTEAD of the cord.

**Scalpel Blades** 1 sterile blade per kit, separate carefully, as they tend to stick together

**Gauze Squares** 5 squares 10 cm x 10 cm, comes in packs of 100 which you need to separate carefully, as they tend to stick together

**Plastic Bags** Zonta D22, D23 and D24 / Birthing Kit Foundation (Aust) / AusAID labelled Logo press seal bag is provided

## 5. Assembly Day Requirements

- **Detergent and cloths** - for cleaning tabletops
- **Liquid soap** - for washing hands and **several towels** for drying hands
- **Adhesive labels** - for name tags for volunteers
- **Markers** - whiteboard and permanent
- **Latex gloves** for volunteers - at least 50 pairs (1 Box) is provided with your supplies
- **Sharp scissors** and a **12 cm wide hard plastic template** (able to be wiped with detergent) for wrapping cord around to give 24 cm lengths - can pre cut
- **Stanley knife** - to open boxes of supplies
- Clean plastic **ice-cream containers** - to hold soap (1 per 4 people)
- **Strong large bin liners** - to each hold 100 kits within purple bags  
1000 kits need 10 bin liners    2000 kits need 20 bin liners
- **Cardboard boxes** - to collect completed kits in, at each table
- **Scales to weigh the purple bags - make sure they're each under 20 kg**
- Two rolls of **clear packing** tape - a tape dispenser is helpful
- Four large **rubbish bags** - for rubbish
- **Publicity items** - banners, posters, sandwich board, camera etc

## 6. Afternoon Tea

- Afternoon tea supplies - tea, coffee, milk, sugar, tablecloth and tea towels
- Each Club member brings a plate of food
- We recommend you have a single break, halfway through
- Have the refreshments separate from the work area
- It may be a good opportunity to give the presentation on the project
- Remind volunteers to:
  1. remove their gloves
  2. eat away from tables – no food/drink at tables
  3. wash hands and re-glove after finishing eating

## 7. The Assembly Day

### Assembly Day preparation

#### Designated Organisers - Arrive one hour before starting time

- Ensure all birthing kit supplies and Assembly Day requirements are on site
- Set up tables and clean the tables using detergent and cloths.
- Initially set up at least half the tables for folding the plastic sheets
- The remainder of the tables can be set up for assembling kits
- Set up some tables with chairs on each side so there are teams of four people assembling the kits and a large box on the floor at the end of each table for the completed kits (Diagram at Appendix 3)
- Set up hand washing area with soap, towels and disposable latex gloves
- Allocate one person to welcome volunteers, **sign attendance sheets**, write out name tags and inform them as they arrive about the hygiene requirements
- Set up PR information (e.g. the sandwich board / posters / photos etc)
- Allocate two people to top up supplies and remove completed kits to the packing area

***Clearly display the following important information on a whiteboard***

***Hygiene Requirements - Appendix 4***

***Contents of Birthing Kit - Appendix 5***

## 8. **Assembling the Birthing Kits**

### **Step 1 - Fold and pack the Plastic sheet first**

- Initially fold the plastic and place it in the logo bags, until there is an excess of at least 200- 300 bags, for efficiency. Those folding plastic need washed clean hands, but do not need to wear gloves.
- Experiment with the best way to fold the plastic so it sits flat in the bag.
- We lay the plastic over the back of chairs and peel off one sheet at a time to fold onto the table, rather than have a pile of plastic on the table.

### **Step 2 – Assemble the rest of the contents**

- Place gauze, soap, scalpel blade and 3 cords or 2 clamps on the gloves, fold over and slide it onto the plastic sheet in the logo bag with the Foundation logo on the black plastic side so that it can be easily seen.
- **It is important to carefully flatten the bag, expelling all air before press sealing and you may need to do this a second time if packing kits into Express Courier boxes rather than the purple bags.**
- For efficiency and hygiene, have two people replenish the stock on the tables and remove the completed kits to the packing area.

### **Step 3 - Inform your volunteers of how many kits are completed**

- Count kits packed, and write the progressive total on the white boards.

## 9. **Packing the Birthing Kits for Transport Overseas**

- Place your printed A4 destination name and address into plastic sleeve and use clear packing tape to attach it to the bags, making sure the pre-printed information isn't covered up. **Easiest if the label is initially stuck onto empty bags but remember to wrap tape over the label once bag is filled.**
- Put a liner into the purple bag and then fill with 100 kits. Repeat for the next 100 kits. Each bag holds two bin liners with 200 kits in total. 200 kits weigh about 19kg. **The bags MUST NOT exceed 20kgs – an Aust Post requirement.**
- Wrap clear tape several times horizontally and vertically around the entire bag for security and over the label (to ensure it sticks on properly). Tape over most of the zip – allow 6 inches for the people delivering the bags to the Post Office to be able to check the contents, so that they can fill in the customs declarations confidently.

**NOTE: Two people are needed to carry the bags at all times as they are very heavy**

## 10. Reporting to the Birthing Kit Project Administrators

Once the kits have been taken to the post office:

**Email** the following information to the Distribution Officer, Amy Mitchell amy.kent@optusnet.com.au

- Club name
- Number of kits sent
- Destination of kits
- Date of postage

**Post** all forms received from the Post Office and completed Assembly Day Volunteer forms\* to:

PO Box 330, Belair SA 5052

**Post** your Reimbursement Form to:

Finance Officer,  
RSD 4088  
Two Wells Road,  
GAWLER SA 5118

**\*As it is a vital part of the process for matched funding from AusAID it is important that we receive your Assembly Day Volunteer Forms filled out accurately, especially with end times.**

**Your Project Administrators will happily answer any questions:**

Please direct any questions about administration of the project to the **Project Manager** Jacqui Wathen - jwathen@bigpond.com

Please direct any questions about Assembly Day/supplies/delivery to the **Supplies Officer** Kristen Frost - kristen.frost@optusnet.com.au

Please direct any questions about the destination or transport of kits/post office accounts to the **Distribution Officer** Amy Mitchell - amy.kent@optusnet.com.au

## 11. Website addresses Clubs may download any information:

[www.birthingkitfoundation.org.au](http://www.birthingkitfoundation.org.au)

[www.zontaadelaidehills.org.au](http://www.zontaadelaidehills.org.au)

EVERY WOMAN HAS THE RIGHT TO A SAFE AND CLEAN BIRTH

THANK YOU FOR BEING A PART OF THE SOLUTION



## Birthing Kit Project Assembly Day Information

Date of Assembly Day: .....

Supplies Requested for: ..... Birthing Kits

Zonta District (if appropriate, please circle correct one or delete incorrect options)                      22                      23                      24

Club of: .....

Club's Postal Address: .....

Club's Email Address: .....

Current President's Name: .....

Phone Numbers: (Hm) .....(Wk) ..... (Mb).....

Email Address: .....

Assembly Day Co-ordinator's Name: .....

Phone Number: (Hm) .....(Wk) ..... (Mb).....

Email Address: .....

**PERMISSION\* TO USE THE CONTACT DETAILS ABOVE:** (please delete two incorrect options if sending form back electronically and unable to mark appropriate box)

- BKFA ONLY:** for use by the Birthing Kit Foundation (Australia) only including, but not limited to, quarterly newsletters, special communications, etc.
- ROTARY INTERNATIONAL:** you can pass my contact details onto Rotary International for the purpose of Rotary Clubs in my area contacting me for assistance with Assembly Day co-ordination; otherwise limit their use to the BKFA only
- OTHER:** you can pass my contact details on to individuals or organisations interested in the projects of the Birthing Kit Foundation (Australia)

**Delivery Address for Assembly Day Supplies (Monday – Friday, 9am to 5pm):**

Name of Business/Person: .....

Address: .....

Telephone/Mobile Number: .....

Please email completed form to: [kristen.frost@optusnet.com.au](mailto:kristen.frost@optusnet.com.au) to confirm your booking

You may also like to post a copy back with your cheque to:

Birthing Kit Foundation (Australia)  
 PO Box 330  
 BELAIR SA 5052

\* The Foundation complies with the Privacy Amendment (Private Sector) Act 2000 and the National Privacy Principles which form part of that Act. The Foundation collects and uses personal information such as name, address, email address, telephone number and donation activity from membership applications, donations, and enquiries to inform you about our activities in helping to ensure a clean birth for underprivileged women and children in developing countries, and to fundraise for those activities. We do not disclose your information to any third party except when you have given your consent or when required by law, and we keep your information in secure databases. If you would like to access the information we hold about you, correct it or have your name removed from our database, please write to the Privacy Officer, Birthing Kit Foundation (Australia) PO Box 330, Belair, S.A. 5052.



# **Zonta Club**

## **Adelaide Hills Area**



# **BIRTHING KIT**

# **ASSEMBLY DAY**

**SAT May 7**  
**1.00pm**

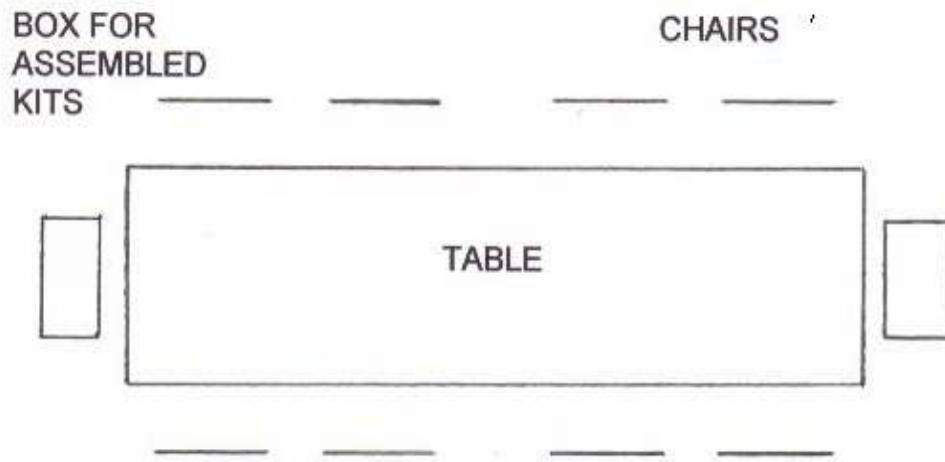
Fullarton Park Centre  
411 Fullarton Rd, Fullarton

**All Zontians And Friends Are Invited**

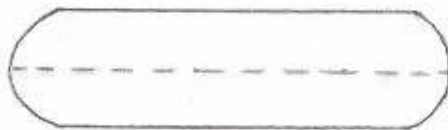
Afternoon tea supplied

**RSVP Joy O'Hazy**  
**Phone number**

## TABLE SET UP



## SOAP CUTTING DIRECTIONS



AFTER MICROWAVING  
FIRST CUT THROUGH  
CENTRE OF SOAP



CUT INTO 4 PIECES

**Keep the soap pieces small otherwise the kits become too heavy.  
We require 200 kits to weigh less than 20kg to be transported easily.**

# **HYGIENE INSTRUCTIONS IMPORTANT**

- **Place your jacket and bag at the table where you'll be seated**
- **Wash and dry hands before putting on gloves and once gloves are on, only touch contents of the kit – do not touch clothes, face, hair or anything else**
- **Remove gloves for drink or toilet break, then wash hands and re-glove before resuming packing of kits**
- **Food and drinks must be kept away from assembly areas**
- **Those folding plastic need only wash and dry their hands – they do not need to glove up**

# **CONTENTS OF BIRTHING KITS**

## **6 ITEMS IN EACH PLASTIC BAG**

- 1. 1x1 square metre plastic sheet**
- 2. 1 piece of soap**
- 3. 1 pair of latex gloves (2)**
- 4. 3 cords OR 2 clamps**
- 5. 1 scalpel blade**
- 6. 5 pieces of sterile gauze**

**All placed into a plastic press seal  
Zonta/Foundation/AusAID Logo bag**