

**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 THESE 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 ANY FUNDS USED NEEDS  
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**

# ASSEMBLY DAY MANUAL FOR CLUBS OUTSIDE OF AUSTRALIA

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## ASSEMBLY DAY MANUAL AND CHECKLIST

### BEFORE THE ASSEMBLY DAY

- You need to have a destination where birthing kits are needed before any project can start. If you do not have a suitable destination, contact Erica on [info@birthingkitfoundation.org.au](mailto:info@birthingkitfoundation.org.au) for one of our needy destinations. Research the cost of transport ahead. 200 kits weighs about 20 kg. This is the most expensive part of the project.
- Allocate a budget according to the number of kits the club wishes to make to source the supplies. Supplies needed:- plastic sheeting, 2 gloves, soap, scalpel blade, cord 72 cm / kit, 5 pieces gauze/ kit and a small press seal plastic bag (18cmx12cm) to hold these supplies. Preferably with a logo or label on them that shows the recipients that the kits come from Zonta. The average budget for kit supplies and transport is between \$2.50- \$3 per kit.
- Set a date for your Assembly Day and book the venue for the Assembly Day and ensure there is public liability insurance in place. Notify your District or group's insurance company of your Assembly Day.
- Buy cakes of white soap, cutting into 8 pieces of soap per cake (see Appendix B for further instructions). Soap is to weigh between 8g – 10g (*If using motel soap, make sure they are very small or cut them in half or the purple bags will weigh too much. Please remove any wrapping to minimise waste in recipient country*).
- You will need to have labels printed and placed into A4 plastic sleeves and taped onto the boxes/transport bag ahead.

You will need the following labels

1. the destination person and address
2. customs declarations
3. return to sender address label.
4. Label to read Zonta Birthing Kits – Humanitarian Aid

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

**OPEN EACH BOX OF SUPPLIES AND CHECK TO ENSURE YOU HAVE THE CORRECT AMOUNTS.  
DON'T LEAVE THIS UNTIL THE ASSEMBLY DAY – check at least a week ahead**

### BIRTHING KIT CONTENTS

- Plastic:** 60 microns thick plastic – black preferable. May come pre-cut to a recommended size of 1 metre x 1 metre or cut to this size ahead. *Note: In order to save time on the Assembly Day it helps to fold the plastic sheeting in advance and place into the small bags.*
- Soap:** Cut before Assembly Day. Cut each cake into 8 pieces of soap per cake (see Appendix B for further instructions). Soap is to weigh between 8g – 10g (*If using motel soap, make sure they are very small or cut them in half or the purple bags will weigh too much. Please remove any wrapping to minimise waste in recipient country*).
- Gloves:** 2 gloves per kit. Preferable medium size – not small.
- String:** 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 prior to the Assembly Day. Wash the template with detergent before you start. Preferable cotton NOT nylon (comes undone).
- 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 / Birthing Kit Foundation (Aust) labelled logo press seal bag.

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## ASSEMBLY DAY REQUIREMENTS

- Detergent and cloths** - for cleaning table tops
- Liquid soap** - for washing hands and **several towels** for drying hands
- Adhesive labels** - for name tags for volunteers
- Hygiene Instructions** (Appendix A) – print off several copies
- Safe Lifting Instructions** (Appendix C) – print off several copies
- Markers** - whiteboard marker and permanent black texta
- Latex gloves** for volunteers - 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 be pre-cut prior to Assembly Day
- Stanley knife** - to open boxes of supplies
- Clean plastic **ice-cream containers** - to hold soap (1 per 4 persons)
- Strong large bin liners** - to each hold 100 kits within purple bags (600 kits need 6 bin liners 1000 kits need 10 bin liners)
- Cardboard boxes / carry bags** to collect completed kits at each table
- Scales to weigh the purple bags - make sure they're each under 20kgs
- Two rolls of **clear packaging** tape - a tape dispenser is helpful
- Refreshments** for afternoon and/or morning tea (serve and eat away from assembly tables)
- Four large **rubbish bags** - for rubbish
- Publicity items** - banners, posters, sandwich board, camera etc

## THE ASSEMBLY DAY

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

- Ensure all kit supplies and Assembly Day requirements are on site
- Set up tables and chairs and clean the tables with detergent and cloths
- Initially set up half the tables for folding the plastic sheets (if not pre-folded)
- 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
- 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 to inform them as they arrive about the hygiene requirements (Appendix B which should be reinforced on a white board)
- Ensure everyone involved with lifting heavy items reads the Safe Lifting Instructions (Appendix C)
- 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

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

**CLEARLY DISPLAY THE HYGIENE REQUIREMENTS & KIT CONTENTS ON A WHITEBOARD**

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## ASSEMBLING THE BIRTHING KITS

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

- If plastic has not been folded in advance, 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 recommend laying 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***

- As the gauze is used to clean the baby's eyes, please keep it away from the soap. Place the soap inside one of the gloves, then place the scalpel blade, gauze and 3 cords on top of the gloves, fold gloves 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 - you may need to do this a second time if packing kits into Express Courier boxes rather than the large transport 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.

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## PACKING THE KITS FOR TRANSPORT OVERSEAS

- Place your printed A4 destination name and address into the plastic sleeve on the bag.
- Each consignment needs a number to trace its arrival at the destination e.g 1000 kits in 5 bags to Tanzania may be TAN01 on each of the 5 bags. Write it clearly in **black permanent text on two sides of each bag/box**. Every subsequent consignment needs another number – e.g. TAN02 this needs to be recorded on a data base and followed up on arrivals.
- Put a large garbage bin liner into the transport bag/box and then fill with 100 kits. Repeat for the next 100 kits. Each transport bag/box holds two bin liners with 200 kits in total. 200 kits weigh about 19kg. Check ahead there are not postal limitations on weight. **Usually the bags MUST NOT exceed 20kgs - postal limitations.**
- Attach one adhesive invoice envelope to each bag/box.
- Wrap the clear tape several times horizontally and vertically around the entire bag/box for security. 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.

**NOTE: Once full, two people are needed to carry the bags/boxes at all times as they are very heavy. Do not pull the handles in opposite directions or they will tear away from the bags, they should be held together or in a vertical position only.**

## AFTER THE ASSEMBLY DAY

### ***Before Delivering the Bags to Post Office***

- The transport instructions include a standard Customs Declaration Form (one for each bag). This needs to be completed, including the consignment number provided by you, and placed into the adhesive invoice envelopes. It is a good idea to do this before going to the Post Office to save time.
- Lodging the bags/boxes at the Post Office can take some time and should be done outside of peak times such as lunchtime. We suggest that you call into your Post Office prior to your Assembly Day and arrange a suitable time to lodge the bags/boxes with them.

### ***Before Delivering the Bags to Post Office***

- You will need to complete a separate Postal Form (International Customs Declaration for Uninsured Articles) at the Post Office for each package of the consignment. You need to allow some time to do this – usually at least an hour.
- There are 4 things to complete on the Form:
  - The **To:** section – complete with the destination address
  - The **From:** section – please write: a members home/business address
  - The **Detailed Description:** section – please write: Birthing Kits (plastic sheet, gloves, string, soap, scalpel blade, gauze) and enter the value as \$20.00 (this is the value of each bag for customs purposes and assists our recipient organisations clearing them through customs at their end).
  - **Sign** your name and tick whether it is going **sea mail or air mail**.

### ***Once the Bags have been Posted***

- Email Erica Osborn [info@birthingkitfoundation.org.au](mailto:info@birthingkitfoundation.org.au) to let her know the kits have been successfully posted, how many and to whom and where they are going.
- keep copies of Postal Forms

*Thank you for your support and cooperation.*

Appendix A

## **HYGIENE INSTRUCTIONS**

**\*\*\*IMPORTANT\*\*\***

Place your jacket and bag at the table where you will be seated

**THEN**

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.

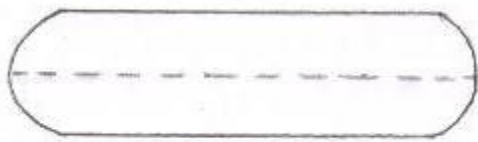
Those folding plastic need only wash and dry their hands, they do not need to glove up.

## Appendix B

### Soap – Cutting Instructions

We have found that microwaving 4 standard bars of soap for 90 seconds is generally enough to make it easy to cut.

#### SOAP CUTTING DIRECTIONS



AFTER MICROWAVING  
FIRST CUT THROUGH  
CENTRE OF SOAP



CUT INTO 4 PIECES

Hotel size soaps can be microwaved for about 10 seconds, 6 tablets at a time, to make them easier to cut.

### Soap – Supplies

In the past we have had Assembly Day coordinators approach local hotel/motels and ask for a soap donation. These small soaps will need to be unwrapped (as there are no waste disposal facilities in many of the recipient countries) and cut to weigh no more than 10g. Alternatively the generic soap from the local supermarket is fine. Again this will need to be cut to weigh no more than 10g.

Appendix C

## **SAFE LIFTING**

Please use safe lifting principles when lifting the bags and boxes, especially the packs of black plastic, and be very careful.

**IF UNSURE ABOUT THE WEIGHT OR YOUR ABILITY TO LIFT IT SAFELY, PLEASE USE TWO PEOPLE**

Safe Lifting.

*If the package is on the floor:*

- ☐ Squat down in front of it,
- ☐ Keep your back straight
- ☐ If you need to get closer to the package, bend from the hips to lean forward
- ☐ Pull in your tummy muscles (think skinny thoughts)
- ☐ Draw up your pelvic floor
- ☐ Bring the package to your body, using your arms
- ☐ Hold it close to your body and stand up by straightening your knees
- ☐ Walk over to where you'd like it and again bend your knees to put it down
- ☐ Relax your tummy muscles and pelvic floor.

*If the package is on a table:*

- ☐ Bend your knees (so you can lift it into your arms without bending your back)
- ☐ Pull in your tummy muscles (think skinny thoughts)
- ☐ Draw up your pelvic floor
- ☐ Bring the package to your body and stand to lift it
- ☐ Walk over to where you would like it, bend your knees to put it down, or squat down to put it on the floor, keeping your back straight and leaning forward from your hips
- ☐ Relax your tummy muscles and pelvic floor.