



# BIRTHING KIT FOUNDATION (AUSTRALIA)

PO BOX 330 BELAIR SOUTH AUSTRALIA 5052

info@birthingkitfoundation.org.au  
www.birthingkitfoundation.org.au  
ABN 65 121 658 428

## ASSEMBLY DAY MANUAL AND CHECKLIST

### BEFORE THE ASSEMBLY DAY

- Obtain manual – download from the Birthing Kit Foundation (BKFA) website ([www.birthingkitfoundation.org.au](http://www.birthingkitfoundation.org.au)) or contact [info@birthingkitfoundation.org.au](mailto:info@birthingkitfoundation.org.au) for a copy.
- Allocate a budget according to the number of kits the club/organisation wishes to make.
  - ~~\$2 per kit donation: your donation will partially fund the cost of supplies and transport of the kits with the Foundation funding the balance. Kits can be assembled in multiples of 600 (\$1200) or 1000 (\$2000) -~~ *All \$2 kits have been allocated for the 2011-12 Financial Year and as such we are unable to accept any more \$2 bookings at this time.*
  - **\$3 per kit donation:** you will be fully funding the cost of supplies and transport of the kits and also contributing to sustainability projects. Kits can be assembled in multiples of 200 (\$600). There is no limit on the number of kits available for a \$3 donation.
- You will be emailed an invoice which needs to be paid prior to the Assembly Day.
- Set a date for your Assembly Day and complete the Assembly Day Booking form (Appendix A) and either email it to [info@birthingkitfoundation.org.au](mailto:info@birthingkitfoundation.org.au) or post to PO Box 330, Belair SA 5052 (*Note: The Birthing Kit Foundation requires a **minimum of 6 weeks notice** to allow time for deliveries*).
- 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.
- Please note:** The Birthing Kit Foundation has received a donation of soap. As such soap will now be delivered along with your normal supplies and there is no need to purchase any.
- Approximately 1 week before the Assembly Day you will be emailed transport instructions including destination address labels and customs declarations. Print one address label for **each** purple bag (containing 200 kits).
- You will also be emailed attendance sheets for the Assembly Day.
- Email your Post Office details (including address) to [info@birthingkitfoundation.org.au](mailto:info@birthingkitfoundation.org.au) well before the Assembly Day, so that access to the Birthing Kit Foundations Post Office account can be arranged.

### DELIVERY OF ASSEMBLY DAY SUPPLIES TO YOUR DESIGNATED LOCATION

- 1 delivery via Star Track Express – plastic sheets, press seal Logo bags, scalpel blades, gloves, gauze, cord, purple bags and adhesive invoice envelopes. Soap is now included in with your standard supplies.

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

**AS SOON AS THE SUPPLIES ARE DELIVERED, OPEN EACH BOX AND CHECK AGAINST THE PACKING SLIP AND THE CHECKLIST BELOW TO ENSURE CORRECT AMOUNTS HAVE ARRIVED**

**DON'T LEAVE THIS UNTIL THE ASSEMBLY DAY**

**BIRTHING KIT CONTENTS**

- Plastic:** Comes pre-cut to a recommended size of 1 metre x 1 metre. *Note: In order to save time on the Assembly Day it helps to fold the plastic sheeting in advance.*
- Soap:** Pre - cut before Assembly Day. Cut each cake into 8 pieces of soap per cake (see Appendix C for further instructions). Soap is to weigh between 8g – 10g
- Gloves:** 2 gloves per kit.
- 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.
- 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.

**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
- Hygiene Instructions** (Appendix B) – 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**

## 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 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.

## PACKING THE KITS FOR TRANSPORT OVERSEAS

- Place your printed A4 destination name and address into the plastic sleeve on the bag.
- Write the **consignment number** provided to you in the transport instructions clearly in **black permanent text on two sides of each bag**.
- Put a bin 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 Australia Post requirement.**
- Attach one adhesive invoice envelope to each purple bag.
- Wrap the clear tape several times horizontally and vertically around the entire bag 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 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 Australia Post***

- Prior to the Assembly Day you should have provided Erica Osborn with the name and address of your post office. She will have arranged authorisation for you to access the BKFA Australia Post account. This account number will have been provided to you in the transport instructions and **you will need to quote it at the Post Office**. Please note that this number is given in confidence and is not to be passed on to anyone, but Australia Post employees. You will not need to pay shipping costs.
- The transport instructions emailed to you will have included our standard Customs Declaration Form (one for each bag). This needs to be completed, including the consignment number provided to you, and placed into the adhesive invoice envelopes sent to you prior to the Assembly Day. It is a good idea to do this before going to the Post Office to save time.
- Lodging the bags 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 with them.

### ***Express Courier International (ECI)***

- If you have been instructed to post your kits using Australia Post ECI, ECI packing boxes will be delivered to you.
- The boxes that you will receive are **CONTRACT PACKAGING** boxes, (as opposed to Pre-Paid Boxes, which are a flat rate of \$400 per box). When mailing these boxes, they should be charged at our ECI contract rate, per weight, not at a flat rate. The shipping should cost roughly \$342.50 per box.
- Our contract states that we are allowed to mail parcels up to 22 kilograms. If the boxes weigh over 20 kilos, that should not be an issue and you can explain this to them at the post office should this situation arise.
- You will also be sent ECI consignment notes. These are similar to the CP72 Customs Forms used for air mail/sea mail.

- ❑ Once the boxes are received, the bags can be placed inside and the ECI consignment notes need to be attached to the outside of the boxes along with the Address Label, Return to Sender Label and Humanitarian Aid Label, which will be provided.

### ***At the Australia Post Office***

- ❑ The transport instructions sent to you will indicate how the kits are to be sent to each destination: sea mail; air mail; or ECI (Express Courier International).
- ❑ You will need to complete a separate Australia Post Form CP72 (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 CP72 form:
  - The **To:** section – complete with the destination address
  - The **From:** section – please write: BKFA, 17 Centre Way, Belair, SA 5052, Australia
  - 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**. This is very important for us to be able to resolve any overcharging issues with Australia Post.
- ❑ It is extremely important that you mail the Senders Copy of the CP72 forms and any documentation you receive from the Post Office to the Logistics Officer, Adrian Harris at P.O.Box 330 Belair SA 5052. Without it, it can cause great difficulties getting the kits through customs for the organisations collecting the kits overseas.
- ❑ We hope that lodging the bags is a smooth process for you, but we are aware that some Australia Post staff experience difficulties when trying to lodge the bags using our account. The reason for this is that we have obtained contract rates for when we use air mail or ECI, but not for sea mail. If you are sending bags via sea mail and the staff member is having difficulty not being able to override the rates in their system, it is because they need to 'uncheck' the contract rate on their computer screen. Unless they do so, it will keep giving them our contract air mail rates, which are of course much more expensive than standard sea mail rates. If you experience these difficulties and the staff member is unable to resolve it, let the bags be charged at the higher rate (but insist they are sent via sea mail), let [info@birthingkitfoundation.org.au](mailto:info@birthingkitfoundation.org.au) know this has happened, and we will seek a credit on our account later.

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

- ❑ Email [info@birthingkitfoundation.org.au](mailto:info@birthingkitfoundation.org.au) **no later than the day after the kits are posted**, to notify that the kits have been successfully posted, and advise of any problems. It is very important that we know the kits are on their way to their destination so that our next administrative steps can be undertaken and the kits can be successfully collected at their destination.

- ❑ Post copies of CP72, all attendance sheets, reimbursement forms (with receipts) to PO Box 330, Belair SA 5052.

*Thank you for your support and cooperation.*

A copy of our complaints handling procedure can be requested by contacting us on [info@birthingkitfoundation.org.au](mailto:info@birthingkitfoundation.org.au)

**Birthing Kit Project  
Assembly Day Booking Form**

Date of Assembly Day: .....

Supplies Requested for: .....Birthing Kits

Zonta District (if applicable)    22                    23                    24

Club/Organisation Name: .....

Club/Organisation Postal Address: .....

.....  
.....

Club/Organisation’s Email Address: .....

Current President’s Name: .....

Phone Number: .....(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 emailing form back and unable to mark appropriate box)

- BKFA ONLY (default option):** for use by the Birthing Kit Foundation (Australia) only including, but not limited to, 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: [info@birthingkitfoundation.org.au](mailto:info@birthingkitfoundation.org.au) to confirm your booking (6 weeks notice required)

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

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

A copy of our complaints handling procedure can be requested by contacting us on [info@birthingkitfoundation.org.au](mailto:info@birthingkitfoundation.org.au)

## 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.

## 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.