



Assembly & Boxing Guidelines

Assembly

- Enclose the following items in a gallon-size zippered plastic bag:
 - 1 bottle of shampoo (full-size)
 - 1 toothbrush
 - 1 toothpaste (full-size)
 - 1 bar of antibacterial soap
 - 1 hand towel
 - 1 comb
 - 1 "Kits 4 Kids" note card (optional)*
- Make sure that the correctly-sized items are placed in the gallon-size bags. While the brands of the products may be different, we want to ensure that the children are receiving the same quantities.
- With the exception of an optional "Kits 4 Kids" note card (template provided at dese.mo.gov/features/Kits4Kids.htm for classroom activity), do NOT enclose any other items in the bag.



Inspection

- Once the kits are assembled in the plastic bags, please have someone make sure that the bags are packed correctly and that only the appropriate contents have been included. (Maybe a student group could earn community service hours for this step?)

Boxing

- Your boxes will serve to transport the kits from your school to the Convoy of Hope warehouse in Springfield, where they will be unboxed and repacked into larger crates for shipment to Haiti.
- A box that holds about 15-20 kits is a good size to use. A "book box" (1.5 cubic ft. box with 65 lb. rating) is recommended as it can be handled easily. Empty copy paper boxes also are good to use. (Note: A large box can be too heavy, resulting in crushing, breaking and difficulty in handling.)
- Once the box is full of hygiene kits, place newspaper or packing paper on top to close the gap between the kits and the box top. Tape the box closed.
- Place a label on the outside of each box with the following information:
 - Number of kits inside
 - Name of contributing school
 - City



Delivery

- All completed boxes need to be delivered no later than 4:00 p.m., Tuesday, February 2, to your school district's Regional Professional Development Center (RPDC). Location information can be found online at dese.mo.gov/features/Kits4Kids.htm. If you have just a few boxes, you may want to collaborate with nearby schools to efficiently streamline delivery to your RPDC.
- If your school collects more than 1,000 Kits4Kids, you may contact Michele Clark (573-526-4297 or michele.clark@dese.mo.gov) for information on how to arrange a FedEx pickup paid for by Convoy of Hope.