

USE THESE TIPS AS A CHECKLIST TO HELP PLAN AND HOST A SUCCESSFUL CWS KIT ASSEMBLY!

BEFORE KIT ASSEMBLY

Select your favorite kit

There are multiple kits to choose from to serve different needs: *Hygiene Kits, *Period Packs, School Kits, Welcome Backpacks and *Cleanup Buckets.

**Denotes most needed kits*

Set a goal

Decide the number of CWS Kits your group will assemble. Price points vary for each kit, so plan accordingly.

Make a list of invitees and send a save the date

Ask your church or group to put your kits event in the newsletter, on their website, Facebook page and any other platform used to promote events. Email or text works great to invite people! Evite ([evite.com](https://www.evite.com)) is a free and easy site to manage RSVPs. You can also create a Facebook event and invite others. If time permits, you can design and print out postcard invitations to send out.

Purchase items

Secure all items in advance. When purchasing, consider buying in bulk through club stores like Sam's, Costco etc. Many websites carry items appropriate for CWS Kits and often have sales. No time to shop? No problem! Order our CWS Party Packs (Available for Hygiene Kits and Period Packs only). CWS will provide all of the items for your CWS Kits Assembly, including the boxes. Start your order process: cwskits.org/party-pack.

Ask others to donate items for your kit assembly

Enlisting the help of others is an easy way to get all of the supplies you'll need for your kit assembly. Be specific with the items you are collecting and the amount needed. Creating an Amazon wishlist or Facebook fundraiser are great ways to allow others to donate no matter their location.

Request a Grant from your faith community.

Thrivent Financial for Lutherans (Action Teams) and the United Church of Christ both offer grants to make CWS Kits. You can also request a gift from your faith community or local denominational headquarters.



WEEK OF KIT ASSEMBLY

Send out an event reminder message the week of your event

To ensure a great turn-out, at least three days before your event, remind everyone of the date, time and location.

Plan and purchase the snacks and drinks

Plan to have light refreshments that are easy to grab/eat, and that have minimal cleanup (i.e. pre-bagged items like chips, pretzels, granola bars and bottled water/energy drinks).

Create a fun and festive music playlist

Make or ask one of the guests to make a fun playlist of music to listen to during your party.

Double check your kit supplies

Look inside your Kit Ambassador box for stickers, posters, sample kits and other fun items you can use for your kit assembly. Also, make sure you have enough supplies to make all of the kits. (If you are assembling Period Packs, consider prepping the laundry sheets and tampons a few days in advance. Six laundry sheets in a small bag. Five regular tampons and 5 super absorbency tampons in a bag.)

DAY OF KIT ASSEMBLY

Make your space festive and welcoming

Setting up for a kit assembly takes time and there are many different ways to organize a kit assembly project. Plan how you'd like to set up and enlist others to help. If you are hosting a Period Pack Party, maybe you tell everyone to wear pink and you decorate with pink balloons. You could use the empty tampon boxes as holders for vases of flowers.

Prep materials that will go in your kits

Open all the boxes, including the ones under the table. This saves time.

For Period Packs: laundry sheets and tampons need to be prepped in advance: (6 laundry sheets in a small bag. 5 regular tampons and 5 super absorbency tampons in a bag.)

*Consider asking someone to help you prepare these items earlier in the week or a few hours BEFORE the other guests arrive.

Set up a CWS Kits Display

Use the items in your Kits Ambassador box—including the sample hygiene kit and period pack. Place the poster on the table so people can see how the CWS Kits are used. Use post-it notes for each item—so people will know how many of each item to put inside of the bag.

Step-by-step instructions for creating stations

- Set up two or three six-foot tables and place one box of each item on the table (place the additional boxes under the table for easy access).
- Place the gallon bags at the beginning.
- Participants can choose a station and add their item(s) as the bag comes to their station.
- Participants will stay in their assigned station for the duration of the event. This will allow you to accommodate people who need chairs.
- Assign several people at the end of the line to do quality assurance and check that all the bags are properly complete. They will also need to place the kits in the boxes (remember if you ordered a CWS Party Pack, you will be reusing the boxes your kit supplies came in.)

Have a plan for setting up your space

Set up two or three six-foot tables and place one box of each item on the table (place the additional boxes under the table for easy access)



***If you ordered the CWS Party Packs, make sure to follow those instructions. The boxes that the items came in will also be the same boxes used to mail the kits back to CWS.*

DURING KIT ASSEMBLY

Wear your Kit Ambassador swag

Make sure to wear your CWS Kit Ambassador t-shirt, badge and lanyard during your event. If you've designated others to help you oversee the event, ask them to wear a certain color and/or provide name tags so participants know who to find if they have questions.

Share why CWS Kits are important to you

Sharing why you're a part of CWS Kits helps inspire others. Inside of your CWS Kits Ambassador tote bag is a small reflection you can read to the group. Find additional resources at cwskits.org/resources.

Have a plan for the flow of your event

Use the following example outline as a guide for how to organize your event:

Mingling, snacking, visiting

Welcome & Introduction

Importance of CWS Kits presentation

Explain assembly process and allow guests to choose their station/spot

Box up all the packs and prepare them for shipping

Invite guests to host their own CWS Kits assembly

Thank everyone

XX PM- XX PM

XX PM- XX PM

XX PM- XX PM

XX PM- XX PM

XX PM- XX PM

XX PM- XX PM

XX PM- XX PM



AFTER KIT ASSEMBLY

Send Kits to CWS. There are several ways for you to send your kits to CWS. If you ordered a CWS Kits Party Pack, simply follow the instructions and use the enclosed shipping label. You can also deliver your kits to a local Kits Drop-off location. Visit cwskits.org/depots to find a location close to you. Or simply mail your kits to:

Church World Service

PO Box 968

28606 Phillips St.

Elkhart, IN 46514

Thank donors, participants and other guests

Immediately thank participants, donors and guests on social media and any other online platform used to promote the event.

Send personal thank you message

Within two weeks, send personal thank messages (email or handwritten) to donors and guests. Be sure to report back to everyone how many kits you assembled and the impact it will have.



CWS

cwskits.org | 800-297-1516 | cwsglobal.org