



Personal Hygiene Kits Assembly & Shipping Guidelines

Assembly

- Collect and enclose the following 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
- 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.



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.

Packaging

- Your boxes will serve to transport the kits from your location to the Convoy of Hope warehouse in Springfield, where they will be placed into larger crates for shipment.
- 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. (Note: It doesn’t have to be this size, but 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 of the hygiene kits to close the gap between the kits and the box top once it is sealed.
- Label the outside of each box with the following information:
 - “Hygiene Kits”
 - Number of kits inside
 - Name of school or organization
 - City or Town



Shipping

- Please ship your boxes to Convoy of Hope, 330 South Patterson Ave, Springfield, MO 65802