

Modern Woodmen Personal Care Kits Project Guide

Modern Woodmen of America is pleased to offer the Personal Care Kits Project Guide for our chapters, Summit chapters and youth service clubs. The project guide features tools to plan an easy, worthwhile and successful service project in your community.

What is a personal care kit?

A personal care kit is a collection of items necessary to maintain personal hygiene.

How do personal care kits benefit communities?

Personal care kits maintain the personal hygiene and dignity of those with no homes, struggling veterans and others who may not have the financial means to purchase these items at retail. The kits can be donated to local charitable agencies, which distribute them to those in need.

What is included in the Personal Care Kits Project Guide?

In addition to this project planner, the Personal Care Kits Project Guide features:

- A poster that explains why this project is important and beneficial.
- A script to help you present the information on the poster.
- A Thinking of You card to include in each personal care kit.

What other supplies do I need to carry out this service project?

- Personal care items provided by members and the community. You may also use service project money, existing funds or your premier funds to purchase these items.
- Pencils, pens, crayons and/or markers to decorate/sign the Thinking of You cards.
- Bags (to create the personal care “kits”).
- Large boxes (to hold completed personal care kits).

Optional items you may want to have on hand include:

- Donated By stickers (available to order at imakeanimpact.org) to place on donation boxes.
- Simple refreshments for volunteers, such as bottles of water, granola bars or fresh fruit.

Keep receipts for these purchases to attach to your activity report form.

When should I start planning a personal care kits service project?

Most of the preparation can take place the week before assembling the personal care kits. *Finding a venue for the event and promoting the project should begin four to six weeks before the event.*

Before the project

1. **Find and reserve a location** in which to assemble the personal care kits.
2. **Choose a beneficiary** to receive the personal care kits, based on your community's needs and what organizations need these kits.

Once the decision is made, contact the agency or organization to determine what types of personal care items it will or will not accept. *Communicate these guidelines to your members and other donors.*

You may solicit donations of personal care items from members and/or the community, or use service project or premier funds to purchase them. *No additional funding will be provided by the Fraternal Department or home office.*

3. **Arrange for pickup/delivery** of the personal care kits. The organization may pick up the kits, or the chapter/club can arrange a time to deliver them.
4. **Complete an activity request** online at imakeanimpact.org at least seven days prior to the event date. *Always obtain approval from the Fraternal Department before making any binding commitments.*
5. **Plan your activity and recruit volunteers.** Chapter/club members can:
 - Set up (or clean up) the room where the project takes place.
 - Solicit (or contribute) donations of personal care items.
 - Serve (or contribute) refreshments.
 - Take photos.
 - Greet members and guests.
 - Sort personal care items.
 - Place donations in boxes or bags.
 - Make Thinking of You cards. (One card is included in each kit.)
 - Help the charitable agency pack up the personal care kits. Or deliver them to the organization.

When club parents RSVP, ask if they can stay during the activity to help assist.

6. **(Optional) Purchase light refreshments.**

You may use service project money, existing funds or premier achievement dollars to purchase light refreshments for volunteers, such as bottled water, granola bars or fresh fruit. (Keep receipts to attach to your activity report form.)

7. **Gather personal care kit supplies.**

Personal care supplies may be donated by members and the community, or purchased using service project money, existing funds or premier achievement dollars. Depending on the recipient organization's needs, these may include:

- Shampoo/conditioner.
- Deodorant.
- Soap
- Shave cream.
- Toothbrush.
- Toothpaste.
- Hand sanitizer.
- Comb.
- Tissues.
- Socks.
- Hand towel.
- Washcloth.

Keep receipts for any purchases to attach to your activity report form.

8. **Promote the personal care kit service project** and extend invitations.

Postcards are not available for service projects, so be sure to promote the location, time and beneficiary of your personal care kit service project at least 30 days ahead of time to ensure as many members as possible attend.

You can help spread the word by posting an invitation/announcement on your chapter/club's closed-group Facebook page. You can also complete and email an activity pre-release to media outlets.

If possible, email, call or text members a few days before the service project to remind them of the activity and to bring their donations.

Doing the project

1. **Set up the room** at least an hour ahead of time. Include:

- A welcome table/sign-in area.
- Two tables to hold personal care items. Group them by gender and item, largest items first, in assembly-line fashion.
- A card-making table with Thinking of You cards and decorating materials.
- A table with large boxes to hold completed personal care kits.

- A refreshments table.

Have on hand:

- Modern Woodmen attendance sheets.
- One or more copies of the Personal Care Kits poster.
- A copy of the poster script.

2. **Welcome volunteers.**

Thank volunteers for coming. Ask them to sign in on the attendance sheets. Make introductions if needed. Those who arrive early can help with last-minute details.

3. **Present background information.**

Before the service project begins, use the Personal Care Kits poster to remind volunteers how the kits will benefit those in their community. The poster script can help you present the material. After the presentation, hang the poster in a well-traveled area so everyone is reminded of the information.

4. **Provide instructions** to volunteers.

Before the service project starts, ensure each volunteer understands what to do and how to do it.

- In assembly-line fashion, volunteers will collect personal care supplies, beginning with the largest items, and place them in bags.
- Volunteers will create a Thinking of You card with an encouraging message inside, such as:
 - *I am thinking of you and wish you the best.*
 - *You are special and important.*
 - *Remember there are people who care about you.*
 - *Thank you for your service to our country.*
- Volunteers will put their completed card in the “kit” and place the bag in one of the large boxes provided.

After the project

1. **Celebrate what has been accomplished.** Recognize the number of personal care kits the chapter/club has assembled.
2. **Make the donation.** If a representative is present to receive the donated kits, ask him/her to address the group about the organization’s work and how the kits will be used.
3. **Complete an activity report** online at imakeanimpact.org no more than 30 days after the activity and by Dec. 1, attaching receipts, attendance sheets and good, clear photos of volunteers.**

4. **Promote your successful project** by submitting a post-event release to local media outlets and/or creating a post on your chapter/club's closed-group Facebook page.

*** If you take photos of children, you can only post them on your chapter/club's closed-group Facebook page, and only when parents have granted permission to use their images in photos. Do not tag or otherwise identify individuals in these photos. Individuals who have not signed in on an attendance sheet should complete photo release forms.*