



## Build-A-Kit - Detailed Instructions on how the program works

### **Before the Build**

- Determine location of kit build
- Determine date/time of kit build
- Place Order for Kits to be delivered. Generally, it should be 2-3 days in advance of the actual build. This will allow time to inventory supplies.

There are four basic kits offered:

- Pre-Kindergarten - 1<sup>st</sup> Grade - Blue Handle
- 2<sup>nd</sup> Grade - 5<sup>th</sup> Grade - Green Handle
- 6<sup>th</sup> Grade - 8<sup>th</sup> Grade - Yellow Handle
- 9<sup>th</sup> Grade - 12<sup>th</sup> Grade - Orange Handle

Provide information necessary for delivery of bulk supplies including:

- Hours site is available to accept deliveries
- Type of delivery needed (3 kinds are offered)
- Complete address
- Primary contact name, email address and phone number
- Secondary contact name, email address and phone number
- Will you participate in "Notes of Inspiration" (This is an optional initiative. We provide 6" x 8" note cards. Your volunteers will write short notes of encouragement, which then get inserted into the kit. We encourage this effort, as it makes the kit more personal).

Primary or Secondary contact will receive a phone call 24/48 hours in advance of delivery of bulk supplies to verify delivery specifics.

Supplies will be delivered in boxes on pallets. Each pallet comes shrink wrapped though they are not protected from rain so they cannot be stored outside unless some sort of covering is provided. Once the supplies are delivered it is most helpful to take inventory of the supplies to determine if the order is complete or if something is missing. If any items do not match the order, then that information should be communicated to a B2SA representative immediately so the necessary correction(s) can be made.

The best way to plan for the assembly is to make sure you have 3-4 long tables (6'-8') for each line. Depending on the size of the build and number of volunteers you may want to arrange for multiple assembly lines.

In addition to providing all the supplies, kits boxes and kit box handles, you will also receive a supply of cartons. Each carton holds six kits. To seal up the cartons you will need packing tape. We recommend using tape guns, which will speed up the process of sealing the cartons significantly.

We also recommend you have box cutters, which you will use to cut the shrink wrap off the pallets and to open all the boxes of bulk supplies.

It should be noted that especially for large orders that there is a fair amount of packaging so arrangements may need to be made for recycling and waste removal.

## Day of the Build

It takes time to unpack and organize all the supplies to create an effective assembly line. Once everything is unpacked and organized, the assembly of the kits can move pretty quickly.

Assuming the pallets haven't been inventoried, the first step is to cut off the shrink wrapping and take inventory of the supplies.

The next step is to line up all the supplies on the tables in order of how they will be packed into the kits. B2SA will provide you with a list of the contents and the order in which they are to be packed but primarily the larger items (such as folders and paper get put in first and the smaller items such as erasers and pencil sharpeners go in last. There is ample room in the kit for all contents so you don't need to be concerned about the precision of placement.

To make it easier for your volunteers, we recommend posting several copies of the contents list so they can refer to them easily. This will help ensure the right supplies get into each kit.

While some of your volunteers are organizing the assembly line you should start some of them on assembling the actual kit boxes. These boxes are delivered flat. In separate boxes will be plastic colored kit handles and white plastic washers. Please note, it is important to count the number of plastic handles of each kit type you are making just in case additional handles have been sent in error. This will help to ensure you have enough supplies to assemble the correct number of each type of kit.

As a part of the Build-A-Kit program we encourage you to participate in "Notes of Inspiration", which is basically a handwritten note with words of encouragement that gets placed into each kit. The note serves to inspire the child and raise their self-esteem. In most instances your facilitator will have already alerted us to your participation, in which case there will be pre-printed 6" x 8" cards included in your materials. Instructions on what types of messages are appropriate are included in the information packet. If pre-arrangements were not made you can still participate by writing notes on your own cards or heavy-weight paper.

To assemble the kit box, fold up the sides. To affix the handle, use one washer for each side. Once the handle is secured to the box then the process of filling the kit can begin. There is ample room in the box to hold all the supplies. Start with the largest items and work your way down to the smallest items.

If you have enough volunteers, we suggest that someone act as quality control to make sure all the items on the list are in the kit box before closing it up. Once the kits box is closed, check the box on the side of the kit that corresponds to the colored handle. You will want to have a couple of markers on hand.

Pre-Kindergarten - 1<sup>st</sup> Grade - Blue Handle  
2<sup>nd</sup> Grade - 5<sup>th</sup> Grade - Green Handle  
6<sup>th</sup> Grade - 8<sup>th</sup> Grade - Yellow Handle  
9<sup>th</sup> Grade - 12<sup>th</sup> Grade - Orange Handle

Once six kits of the same kind are completed, they may be put into one of the cardboard cartons. As you did with the kit boxes, check the box on the side of the carton that corresponds to the colored handles. Then the carton can be sealed shut.

If the cartons are being placed back on the pallets for shipping to their final destination, we recommend you load each pallet with six cartons on each level and up to six cartons high for a total of

36 cartons (216 kits). Once the pallet is full you will secure the cartons in place using the roll of shrink wrap which has been provided.

### **Misc. Information**

- Photography - We encourage you to take a lot of photos during your Build-A-Kit assembly. You will not only want these for internal purposes, but we would also like them to share with our stakeholders through a number of vehicles such as our monthly e-newsletter, website, annual report, and social media.
- What do you if some supplies are missing? - In the event you are shorted supplies, please contact B2SI and we will instruct you how to proceed.
- Food/Beverage - Depending on the location, length of time allotted for the assembly and number of participants, you may want to provide food or beverage for your volunteers to make the overall experience more enjoyable. Consider whether you will need paper goods, ice, cooler, etc.
- Music - To enhance your event you may want to play music in the background, in which case you will need someone to provide some kind of speaker system.
- Recycling - There can be a substantial amount of cardboard and other recyclable materials shipped. We strongly encourage recycling as much as possible at the end of your assembly event.

### **Last Minute Guide (DO YOU HAVE):**

- Box Cutters (or sharp scissors)
- Tape guns (2")
- Tape (2")
- Markers
- Food/Beverage
- Music
- Trash/Recycling arrangements
- Pens/Pencils/Markers (if you are doing "Notes of Inspiration")

**Note:** Save the packing slip that comes with order. This will help ascertain if the correct supplies were shipped.

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