

# Period Package Project Guide 2021



## **Table of Contents:**

1. Where to Start
  - Meet with Executive Directors + Share Contact Info + Introduce your org/self > Ambassador of Kindness
  - Determine contents (describe optional things like granola bars and undies and mandatory like tampons and pads)
  - Determine kit length
  - Who is responsible (if more than one person working) for each step
2. Gathering Materials
  - Fundraising
  - Purchasing Products
  - Receipts
3. Assembly Packages
  - Branding
  - Appearance
4. Distribution
  - Prior to distribution get approved during sunday "office hours"
  - Find Org or personal
5. Debrief
  - Send us pics
  - Complete Reflection Form

## 1. Getting Started

- We are thrilled that you want to join us in combating period poverty! Before you begin creating these period packages, the first step of this process is to schedule a meeting with Red Equity's executive team. Usually we are available on Sunday's 7-8 P.M. PST. During this Zoom meeting you will introduce yourself and team, describe your goals, determine a timeline for assembly and distribution of bags, and ask questions. There are two main steps in creating period packages: assembly and distribution. Together will determine the timeline, plan for task delegation, contents, and kit length (package for one menstrual cycle, two, etc.). We are here to mentor and guide you, so this meeting will be for answering your questions :)
- *Please come to these meetings prepared with an idea of how many packages you plan to prepare*
- Throughout this entire process from assembly to distribution to completion, we foster open channels of communication to answer questions and provide support and mentorship. *Please keep us updated on your progress.*

### Contents of Period Packages

- There are two groups of items that your bags may contain: required products and optional products. In period packages, the required products will be the items needed for a menstrual cycle (period products) and the optional products are non-essential yet needed items such as underwear and wipes.
- You will receive brown paper lunch bags stamped with the Red Equity logo after the preliminary meeting in the mail. Along with the stamped bags, Red Equity will provide a printout of two informational cards via email that *must* be in each bag. One card highlights the risks and symptoms of Toxic Shock Syndrome and the other is instructions on how to use tampons.
- Additionally, we require a handwritten Kindness Card in each package.  
*Required Items in each bag*

- Brown Paper Lunch Bag labeled with Red Equity Stamp
- 9 Individually Wrapped Pads
- 9 Individually Wrapped Tampons
- Toxic Shock Syndrome Informational Card

- How To Use Tampons Informational Card
- Kindness Card Signed with Red Equity
- Disposable Mask
- *Optional Items in each bag*
  - Individually Wrapped Granola Bar
  - Underwear
  - Individually Wrapped Chocolates
  - Reusable Mask
  - Various Individually Wrapped Snacks
  - Water Bottle

## **2. Gathering Materials**

### **Fundraising**

- During our preliminary meeting, we will determine where the funding for your project will come from. Each project is different based on the location, situation, and goal. Don't worry if you can't personally afford the materials of the period packages! *You do not need to use personal resources to purchase these materials for period packages.*
- Together during the preliminary meeting we will calculate the expenses for the project and comprise a plan for fundraising to cover the expenses of the packages

### **Cost**

- A package that contains 9 Tampax Regular Pearl Tampons, 9 Always UltraThin Pads, 1 Chewy Granola Bar, and a few chocolates costs about \$3.00 per package.
- We recommended purchasing the products in bulk from stores like Costco and Sam's if available.
- Generally, packages will range from \$2.00 to \$5.00 per package depending on how many optional products are included.

## **3. Assembling the Period Packages**

- After gathering all the materials required for all the packages its time to assembly the packages!
- Place all the materials in the brown bags provided neatly and consistently. The pictures below serve as examples.



Distribution can be done at your local food shelters, homeless communities, or anywhere that will help serve people in need. Please adhere to all COVID guidelines provided by your community.

