

## A STEP-BY-STEP GUIDE FOR ASSEMBLING YOUR BGR IN-HOME CARE KIT

To help you plan your assembly, it takes about an hour for one person to assemble one bucket, and a team of two about 25 minutes to assemble one bucket. If you have a large quantity, you may want to form an assembly line.

### □ STEP 1

Get the bucket, lid and contents together. Make sure you have everything on the list.



### □ STEP 2

Take these designated items out of their packaging. These are **NOT** to be placed in Ziploc bags:

- 2 Baby Connection Waterproof Flat Quilted Multi-Use Pads
- 2 Twin Flat Sheets
- 2 Standard Pillow Cases



### □ STEP 3

Take these designated items out of their packaging, place them in Ziploc bags, squeeze the air out of the bags, and zip them shut:

- Multivitamins (in original bottle)
- Moisturizing Body Lotion
- Toothpaste
- Petroleum Jelly
- Soap (2 bars per 1 gallon bag)



□ **STEP 4**

Place 1 Baby Connection Waterproof Flat Quilted Multi-Use Pad in the bottom of the bucket as the foundation. Place the second pad on top of the first pad with corners at opposite sides from the first pad. Tuck the corners down into the bucket.



□ **STEP 5**

Place the bath towel around the inside of the bucket as far down as it will go to act as a shield for the other contents. Place the Vinyl Mattress Protector in the remaining gap on the inside of the bucket to complete the shield.



□ **STEP 6**

Place the larger/taller articles in the resulting hole to form the first layer of the bucket. These include the vitamins, box of latex-free disposable gloves, moisturizing body lotion, petroleum jelly, toothpaste, scrub brush, 2 toothbrushes, nail clippers, and 2 lip balms. The drinking straws should stand up next to the vinyl mattress cover. This is the first layer.



□ **STEP 7**

On top of the first layer, place the two Ziploc bags of soap each one on top of the other and add the 2 pairs of socks. This is the second layer.



□ **STEP 8**

On top of the second layer, place the package of latex cleaning gloves and two washcloths rolled together.



□ **STEP 9**

On top of this layer, place the first folded flat twin sheet and tuck the corners down into the bucket.



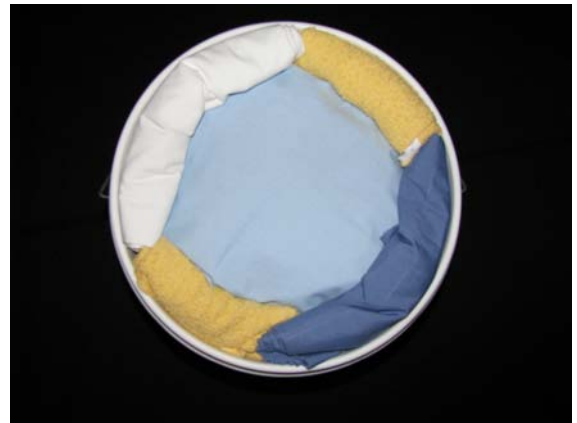
□ **STEP 10**

Place the second sheet on top of the first one with the corners opposite the first sheet and also tuck these corners down into the bucket.



□ **STEP 11**

Place the two individually rolled pillow cases and the two individually rolled up wash cloths on top of the sheets.



□ **STEP 12**

Last item! Place the folded 13-gallon trash bag on top and snap the lid on the bucket. Make sure the lid snaps on tightly.

Please do not add any other items. Your bucket will be a part of a large shipment and all buckets are required to be as uniform as possible for customs and shipping purposes.



□ **STEP 13**

Place a Baptist Global Response label on the bucket, and say a prayer.



Congratulations! That was fun! Now what?! Here are some answers to guide you:

- Store the buckets in an enclosed, heated/air conditioned and dry area until ready to transport to a collection site.
- Most of the SBC state conventions are coordinating collection sites and/or are arranging for pick-up. Please use the *State Convention Contact* information sheet (included on the DVD or downloadable at [www.gobgr.org](http://www.gobgr.org)) to find out when and where you should drop-off your kits. If your state is not participating, please contact Baptist Global Response at [bgrbuckets@gobgr.org](mailto:bgrbuckets@gobgr.org) or 866-974-5623. Please note, BGR must receive all kits by September 1, 2009. Kits will not be received after this time.

Thank you for your participation in this project!

If you would like more information about this project or if you have any questions, please feel free to contact us at:

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