



## WELCOME TO THE HOMELESS PERIOD PROJECT TEAM

We are so excited to have you and thank you so much for joining The HPP team! By joining The HPP team and starting a chapter in your community will make a significant impact in the lives of homeless and underprivileged women and girls in need of products of necessity. You will restore dignity and give hope. This packet is a guide and a resource to assist you as you start your chapter in your community. Again, thank you for becoming a part of The Homeless Period Project Team!

Things to do to lay the groundwork for your chapter in your community:

1. Call shelters and organization that work with women who live on the streets and find if there is a need for donation of Period Packs.
  - If so, ask how many women their shelter/organization serves on a monthly basis. This will give you an idea how many period packs you will want to donate each month.
2. Contact school district offices or school nurses to see if there is a need for students. (You may want to contact Title I schools first.)
  - If so, ask for the number of students in need of period packs.
  - Ask if they allow tampons or prefer just maxi pads and liners. (In SC, schools will not give out tampons.)
3. Call at least a couple centrally located businesses and ask if they will be a drop off location for donations
  - Make sure they understand, all we are asking is someone may drop off a product location and the staff will put it in stock room until you can schedule a pick up. Let them know you will advertise on social media about their business willing to help our project.
4. Create a FaceBook/Instagram/Twitter page:
  - In the Description on your social media page(s), put you are affiliated with **The Homeless Period Project**
  - Use the HPP Logos and start with a post about the first place you intend to make a donation to and if you have drop off location(s) write a post advertising the business.
  - Invite your contacts from your personal page to “like” your page.
  - Make sure you create your page to be “Public” so anyone can find you.
  - Post links to the pages on the Homeless Period Project Team page with the location so it can be added to the list on the main page.
5. Now start planning a PERIOD PARTY. Either you can host the first event to get the project going, or you may have friends, a church group, or a women’s group willing to host the first one.
6. Create an event online
  - If the party is at someone’s home, you may want to tell them to create the event and keep it “private”. This will keep strangers from social media showing up to their home.
  - If it is at a public venue, then you or the host should create an event and make it “public”.



## PERIOD PARTY & PERIOD PACKS

Here is some general information regarding #periodpacks and #periodparties.

**PERIOD PACKS:** We use quart size ziploc bags for all #periodpacks.

- Period Packs for homeless women/girls on the streets: 4-5 pads, 4-5 tampons, 4-5 liners, 7 individually wrapped feminine hygiene wipes
- Period Packs for shelters, refugees, free medical clinics, etc: 4-5 pads, 4-5 tampons, 4-5 liners
- Period Packs being donated to schools: 6-7 pads, 4 liners

\*\*Use kitchen size garbage bags to pack them in... 50 period packs in a bag. Some prefer to keep the types of packs separate, one bag or tampon packs, one for school packs, one for pad packs, etc.

### PERIOD PARTY:

- If you are attending – Ask the host to have guest to "sign in" (name, email and cell number). When it's time to start, give them a little info about the project and some facts, such as these products are taxed as luxury items. Share different ways to help our project. Then start packing...after the packs are put together, announce the total number of packs made and let the guest know where their packs will be donated.
- Party, but you will not be there...just guide the host on how many items goes in each pack, and let the host know at least by the day of her party where her party's donations will go so she can let the guest know. Then arrange for packs to be delivered.

### SOCIAL MEDIA:

**YES**, do shout out to those who host parties or donations. Typically what you would do, take a few pics of party and definitely a final pic of everyone around the packs made....tag at least me and the hostess and use the final and/or all the pictures with the post also stating the number of packs made at the party on your FB page. Then I will cut and paste it and share on "home" HPP FB, Instagram and Twitter page....and I will share on my personal FB page too! If someone gives you a donation, give a shout out to them and tag me....and I will share on home page too.

- As you get parties scheduled, if the event is scheduled on FB, send me an "invite" and I will post things leading up to the party.
- Let me know the name of drop offs locations as you get them (Spreadsheet)
- Let me know the places we will be donating to (Spreadsheet)
- Please use these hashtags when posting: #thehomelessperiodproject, #periodproject



## **MONTHLY TRACKING/ RECORD KEEPING**

### **SPREAD SHEET:**

Each time you schedule a party enter the information on the spreadsheet including the date, the host's name, address, phone number, and email address. If you like, afterwards you can note how many packs were made at the party.

When you find an agency or organization to donate to document the name, contact person, phone number, and any other pertinent information. Document how many packs you donate to each venue each month.  
(page 1)

Email the entire spreadsheet to me each month by the 28th for record keeping purposes.

### **MISC:**

Some agencies will provide you with a receipt for each donation. Please keep a file of these to provide to me at the end of the year. You may work with the organizations instead to keep track of the donations, and they can provide one letter at the end of the year with the total for the entire year.