



2011 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 and a team of two about 25 minutes to assemble one kit. If you have a large quantity, you may want to form an assembly line.

*****If you don't already have BGR labels to apply to your buckets, they will be applied later by the champion churches or at the Richmond, VA warehouse.**

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 Waterproof Flat Quilted Bed 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, please leave soap in their boxes)

STEP 4

- Place a Waterproof, Flat, Quilted Bed Pad in the bottom of the bucket as the foundation. Place the other pad on top 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 following items in the resulting hole: 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.

STEP 7

- Place the two Ziploc bags of soap each one on top of the other and add the 2 pairs of socks.

STEP 8

- Place the package of latex cleaning gloves on top of the soap and two rolled up washcloths to the side.

STEP 9

- Place the first folded flat twin sheet over everything 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 2 individually rolled pillow cases and the 2 individually rolled washcloths on top of the sheets.

STEP 12

- Last item! Place the folded 13-gallon trash bag on top. 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 the lid securely on the buckets and say a prayer for the caregivers and recipients of these kits.

Congratulations! That was fun! Now what?

- ✓ Store the buckets in an enclosed, heated/air conditioned and dry area until ready to transport to a collection site/champion church or association.
- ✓ BIG CHANGES FOR THE 2011 PROJECT – Beginning this year, you are being advised on our website to locate a champion church near you who is serving as a collection point for In Home Care kits. This list is on the main page of our web site (www.inhomecarekit.org). These churches are serving as centers where kits can be dropped off and they are handling the logistics of storing, packing and transporting the kits to prepare them for overseas shipping. Once your kits are packed then they are ready for transport to a champion church.
- ✓ Is there not a champion church near you? Pray about your church or association taking on this ministry! If you are interested, contact our Nashville office at BGRbuckets@gobgr.org or call toll-free at 866-974-5623. If you are in the Richmond, VA area, it is easy – you can deliver them to the A and O Services warehouse, details also listed on the main website and below. We anticipate this list of “champions” to increase as more churches get involved, so keep an eye on the website for the most updated information!

A & O Services
2107 Loumour Avenue
Richmond, VA 23230

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:

Baptist Global Response

Phone (toll free): 1-866-974-5623

402 BNA Drive, Suite 411

Nashville, TN 37217

Web site: www.inhomecarekit.org

E-mail: BGRbuckets@gobgr.org