



# Event Hosting Guide

# Women in our own backyard are going without access to basic necessities

We believe this is unacceptable.  
And you can help us change it.



# Our Why

Women in remote Australia are going without basic necessities. Access to items like soap, deodorant, pads and tampons and more proves challenging when the nearest store is often over 1000km away and sometimes only accessible via boat, plane or an arduous journey down harsh dirt roads. Those lucky enough to have a local shop face exuberant prices.

Aboriginal and Torres Strait Islander women are also disproportionately impacted by unacceptable living standards and housing overcrowding. This is all compounded by the cultural stigmas surrounding women's healthcare in remote communities and access to education that would help them care for their health, hygiene and ultimately, happiness.

# Our Mission

Our goal is to ensure every Aboriginal and Torres Strait Islander woman living in remote Australia has access to basic toiletries and personal care items.

Through our Happy Boxes, we're not only providing opportunities for women to practice proper hygiene, health care and self-care, we're also creating safe spaces in communities for women to come together, lean on each other and participate in education that helps to uplift and empower them.



# How Your Event Can Help

Happy Boxes Project relies on the generous support of the Australian community to not only fund the creation and shipping of our Happy Boxes, but to send their own Happy Boxes directly to communities in need.

Hosting an event with your workplace, social group, community organisation or your family is a great way to create connections and have some fun while giving back to women in need by sending your own Happy Boxes.

**Plus, many hands (and wallets) make light work.**



# How It Works

A Happy Boxes event involves you tapping into your network to collect donations of essential toiletries and personal care items to pack into Happy Boxes and post to one of our community coordinators to distribute into remote communities of Australia.

You may also want to accept cash donations from your friends, family or coworkers to help you purchase additional items and cover the postage of your boxes.

In this guide, we've broken down everything you need to do into a few easy steps to ensure your event will be a success.

And remember, whether you're able to send one, ten or one hundred Happy Boxes, every bit counts.



# How it works

At Happy Boxes Project, we spread smiles to every corner of the country. Thanks to our generous brand partners, volunteers and community supporters like you, we've sent Happy Boxes to more than 70 remote communities reaching thousands of Aboriginal and Torres Strait Islander women.

It's all made possible by the incredible Community Coordinators who live in some of the most remote areas of the country. These women play vital roles in their communities in supporting the empowerment of women and help us by collecting Happy Boxes deliveries and distributing them to women in need.

## THE HAPPY PROCESS SPREAD THE HAPPY



# 01 Make a plan

Firstly, think about who you will approach to support your event with donations and how you will go about getting all of your Happy Boxes packed up and ready for shipping. It could be;

## **How will you spread word of your event?**

We've provided some great tips and resources to help make it easy to engage your networks in your event.

## **Who will you approach for donations?**

From friends and family to coworkers, community groups or local businesses, the more support the better!

## **How will you collect and pack items?**

Think about where you'll have the space to store donations and pack your Happy Boxes, and who you can ask for help.

## **How will you send your Happy Boxes?**

We find Australia Post postage bags are the most cost effective way to get out to our remote communities so consider how you'll get your boxes to your nearest post office when ready.



# 02 Spread the word

The more people you can tell about your Happy Boxes event, the more people there will be to share in our mission and help you send as many Happy Boxes as possible. There are a few ways to spread the word and we've included some resources at the link [INSERT DROPBOX LINK]

## Posters

From the office walls to the lunch room, community notice boards and more - printing and hanging our provided poster is a great way to get noticed.

## Social Media

We've included some social media tiles to share on your networks as well as images and logos that will allow you to create your own content to share on your channels and spread word of your event.

## Invitations

Our resources pack includes a beautifully designed invitation that you can text, email or even hand deliver to friends, family, colleagues or your community.

## Word of Mouth

There's no better way to communicate the importance of our shared mission than connecting with your network and chatting about your goals. We've included an overview of HBP in this guide to make it easier.

# Who will you approach?

We bet there are plenty of people in your network that would love to be involved in your event and give back to women in Australia's most remote communities. We've given some examples below, but don't be afraid to be creative and engage multiple groups.

## Friends and Family

Why not collect donations instead of a birthday or Christmas gift? Or organise a party for everyone to come together to bring products and help pack boxes.

## Workplace

Jump up at your next team meeting to spread the word, send out an email or leave a poster in the lunch room to collect product donations from your coworkers.

## School or community organisation

Create a collection box that allows people in your community to drop off donations of the basic toiletries and personal care items that go into your boxes.

## Local Businesses

We find that a lot of local businesses are happy to support our cause, especially those that sell items that go into our boxes. They may be able to donate products to include.

# Product donations checklist

This list will help you know which products to ask your networks to donate based on what you can include in each Happy Box. Happy Boxes come in all different shapes and size but we do recommend including around 10 items when possible and making sure there is equality across each of your boxes.

- Body wash or soap
- Roll on Deodorant
- Sanitary Pads
- Shampoo
- Conditioner
- Hair brush
- Tooth brush
- Toothpaste
- Lip Balm
- Moisturiser

## YOU MAY ALSO WANT TO INCLUDE;

- Face wash
- Face mask
- Razors
- Perfume
- Nail Polish
- Makeup items
- Hair accessories

# 03 Pack your Happy Boxes

Many hands make light work so we recommend getting a few people together to help you sort donations and pack your Happy Boxes. It's a fun way to catch up with your friends and family or can even get your colleagues involved and take over a team meeting, or get together as an end of year celebration to do something good for women in remote Australia.

You can pack your Happy Boxes into;

- A reusable tote or shopping bag
- A shoebox
- A postage box
- A handbag
- A toiletry bag

**Don't forget! We know you pack each and every Happy Box with love so don't forget to include a personalised note in each. It's a small gesture that can make a big difference to a women in need.**

# 04 Send your Happy Boxes

After your event, get in touch with our team, let us know how many Happy Boxes you have to send and we'll provide you with a community to post your Happy Boxes to. Our community coordinator in that area will then take the reins and ensure your lovingly packed boxes get in the hands of women in need.

We recommend sending your Happy Boxes via Australia Post as most couriers don't reach the remote communities we serve. Prepaid postage bags tend to be the most cost effective option, but your local post office will be able to advise you on the best options.

If you're located nearby one of our Hubs or drop-off locations, you may also be able to drop them off there. Let us know your location and we can tell you the best option.

**Then, all that's left to do is celebrate that you've done something great for women in Australia's most remote communities. Your support could not be more appreciated and will go a long way in ensuring every woman feels worthy and empowered.**

HAPPY BOXES



Got a question?

Email [hello@happyboxesproject.com](mailto:hello@happyboxesproject.com)

Want to learn more?

Visit [happyboxesproject.com](http://happyboxesproject.com)

Follow [@happyboxesproject](https://www.instagram.com/happyboxesproject)



*Smiles are our business*