



Create PortPal© Sewing Kits

A Multi-generational Project



CALIFORNIA EASTERN STAR -
PATIENT COMFORT PROGRAM

Patient Comfort Program Mission

In 1957 our Past Grand Matron Marguerite Weisheimer wrote- " The members of the Order of the Eastern Star throughout the world support the fight against cancer in many ways. California Grand Chapter members have taken a decisive stand in an effort to alleviate the suffering of the victims of this dread disease." She continues to say "We thank the "Strong Minds, Great Hearts, True Faith and Ready Hands" which are making this work possible."

Times have changed but our mission has not, each "Patient Comfort Station" is individually run by members and volunteers. Each station is unique in what it makes, since each area is a little different in where they donate items, ie. hospitals, care facilities, individual patients, camps, etc. Even though each area is different, our goal is the same to provide comfort items free of charge to cancer patients.

Each item has a label on it saying "Made with Loving Hands by the Order of the Eastern Star", these items are made by dedicated members/volunteers who have worked for many years and many hours to make each cancer patient know that we care about them and are willing to help in any way we can to provide them with the "comfort items" they need.

The dedicated members working these programs give many hours of service. Donations fund the materials to make the many comfort items. New volunteers are always welcome. Click the Volunteer button to find a Patient Comfort Program near you. Donations are also always welcome.

Create PortPal© Sewing Kits

Event summary – This project is designed to create an opportunity for chapters and members of our Masonic family to create kits to be distributed to members, and friends who have “mad sewing skills” and wish to participate/support the CA Eastern Star Patient Comfort Program. These kits will include enough fabric, Velcro, tags and bags, to create 2 dozen PortPals©. Polyfill/stuffing will be provided by the individual seamstress.

These kits can be delivered/given to anyone who can stitch a straight line! These kits are designed to be self-contained, so that once the PortPals© are complete, the seamstress can deliver them to a local hospital or infusion center, or deliver them to the chapter coordinator for distribution into the community.

What level, and how many people are involved? This project requires **NO** sewing skills! Only cutting and accurate counting are required!! This project can be multi-level and multi-generational; between our youth groups and our sage members. (Yes, the men and DeMolay boys can be included!) The instructions are set up to be printed and distributed to various teams. The project steps are flexible enough to accommodate the number of volunteers available for each event.

If you don't have one already, you will want to appoint (or recruit!) a coordinator for your chapter or Comfort Station, to track the number of kits made, distributed, and returned complete. This person will also work with Julie and/or Kathie to share the number of finished PortPals© given out to your community.

Logo: You will notice a new logo has been designed for this project. It is our beautiful Eastern Star with a purple awareness ribbon in the center to represent ALL cancers. Thank you to Mary Davis for turning Julie's wonderful hand drawing into a digital format for embroidery machines! This design is on the business card insert that is included with each PortPal©.

Resources – If you would like additional help organizing your event, please contact Kathie Ketels-Lichtig kklichtig@gmail.com or Julie Willis willowjd@aol.com .

Project Overview

1. Pre-preparation

- Print fabric labels.
- Print business card inserts.
- Print the Packing/checklist. You will need 1 copy for each kit!
- Print the sewing instructions. You will need 1 copy for each kit!

2. Event Day

- Cut Fabric and count out 48 squares that coordinate. Put into a zippered quart-sized bag.
- Count out 24 zippered sandwich bags. Fold and put into the quart-sized bag with the fabric.
- Cut labels and count out 24 pieces. Put into a zippered sandwich bag.
- Cut Velcro into 4" strips count out 24 pieces. Put into a zippered sandwich bag with the labels.
- Separate business card inserts. Count out 24 pieces. Put into the sandwich bag with the labels and Velcro.
- Assemble parts 3-9 into a bag or box. Check the packing list to insure you have everything!

3. Post-Event

- Distribute kits to members who have volunteered to sew
- Distribute the finished product
 - Seamstress returns the finished product in the bag to the coordinator for distribution
 - Seamstress delivers finished product in the bag to the community and gives the coordinator delivery details – Quantity and delivery location

Supplies Summary

To Purchase or have donated

<p>Inkjet transfer paper Check online or your local craft or fabric store. There are many options here!</p> 	<p>Avery (or similar) pre-scored business cards These will be used for inserts for the PortPal and for contacting your group for additional inventory. You can also use colored card stock and a sharp cutter</p> 	<p>Inkjet printer Someone needs to print the iron-on labels and the card inserts.</p> 
<p>Fabric Assorted colors and patterns to appeal to men, women and children. Matching or neutral colored thread</p> 	<p>Cutting Tools Fabric shears Paper cutting tools</p> 	<p>Room to work! Lodge dining rooms are perfect! Make sure the space is donated to manage costs!! Make sure there are work tables and outlets for your equipment.</p>
<p>Velcro This will be the costliest part of the project. Watch the sales at fabric/craft stores, or go online to get the best deals.</p> 	<p>Sharpie marker and Ruler</p> 	<p>Pattern(s) You will make a set of patterns for your group. Adults 6" Square from card stock or lightweight cardboard Children 5" Square from card stock or lightweight cardboard</p>
<p>Zippered Bags Use the CHEAPEST you can find! 24 Sandwich bags for the finished PortPal and insert card. 1 sandwich bag for the cut labels and Velcro pieces. Quart bags for cut fabric pieces and the 24 sandwich bags</p> 		<p>Bags or boxes Bags to store/deliver the finished product. Size is 7 x 9 or 8 x 10</p> 

Task Overview

Appoint your Coordinator.

Find someone to track the number of kits made, distributed, and returned or delivered to the community. This person will give this information to Julie Willis for statewide tracking!

Secure the space.

You need a location where your volunteers can get together to cut and assemble the parts to the kits.

Secure your volunteers!

Send out the invitations. For this effort, you will want to allow 2-3 hours for set-up, assembly, and clean-up time. Invite friends, members, prospects and the members of your local youth groups. This is a terrific opportunity to showcase the best of what Eastern Star has to offer.

Social Media. If you have one, set up an event on your Chapter Facebook page. Invite members to share the event on their personal pages. Use FB to promote the event and engage your volunteers!

Snacks!

People usually come when food is involved (especially teenagers!). Purchase snacks or invite participants to bring their favorite snacks to share. Keep the food well away from the work area!!

Secure supplies.

- Review the full set of instructions to insure you have everything you need before you start!

- Purchase supplies as noted in the instructions, or check with friends and family to see who has suitable fabric that needs a good home, and are willing to donate supplies! You would be surprised at how willing people are to clean out their fabric (and other!) closets!!
 - Fabric required for the project as listed on the pattern.
 - Sew-On Velcro (not the sticky backed kind) to help the pillow attach to a seatbelt or car seat.
 - Zippered sandwich and quart-sized bags. Target or other online resource.
 - Shopping/delivery bags. We purchased white bags from JoAnns, but shop around to find a source that is reasonably prices.
- NOTE: In the instructions, the seamstress will be responsible for securing Polyfill to stuff the pillows.

Complete the prep work.

- The labels are printed on a couple of 8 ½ x 11 sheets of Inkjet transfer paper. Look for Avery or TransferMagic.
- Print up the business card inserts

Event Day.

- Set up your work space with tables designated as the various stations.
- Make the PortPals©. Clean up the mess. HAVE FUN!!

Distribute the finished products.

Following your event, let members and friends know that you have kits available! Chapter web pages, Facebook pages and newsletters are all great ways to spread the news. Have your coordinator work with the seamstresses in your area to send/receive kits and finished product.

Pre-Work Instructions – Print/Cut Labels

Recommended supplies:

- Inkjet printer
- Inkjet transfer paper
- Sharp cutting tool – sharp paper scissors or a straight edge paper cutter

This is a sample of the content. The attached MSWord file is formatted to print on the transfer paper. If you are using darker fabrics, use the 1st file; for lighter fabrics, use the 2nd. The labels are laid out in reverse on purpose! When they are ironed onto the fabric, they will display correctly.

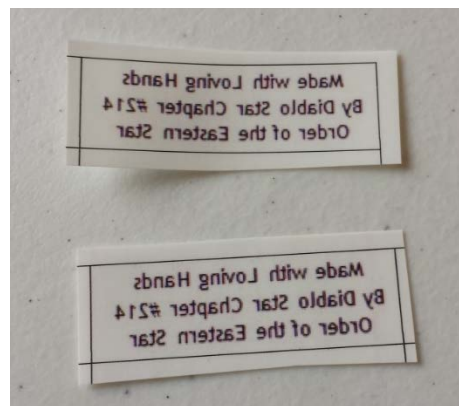


BC_Made with Love
Labels-dark.docx



BC_Made with Love
Labels-light.docx

- Please cut into individual labels as shown. Put 24 individual labels into a sandwich-sized bag.



Pre-Work Instructions – Insert Cards

Recommended supplies

- Inkjet printer
- Avery (or similar) pre-scored business cards OR light colored cardstock and a sharp cutting device.

Print/Separate Inserts

This is a sample of the content. The attached MSWord file is formatted to print on the Avery product. Print out as many sheets as you need to insert 1 card into the final package with a PortPal.

- Separate into individual cards. Put 24 cards into a snack-sized bag.
- Protect the extras in a zippered sandwich bag.



PROJECT_Pillow-PortPal Inserts.docx

Front



Back

PortPal Please accept our best wishes for a speedy recovery and continued good health. This little **PortPal** will become your new best friend!! When you are driving, place it over your port, puffy side to your heart and strap it to your seatbelt. You are safe with your seatbelt properly fastened and NO MORE CHAFING!! Please know that we are with you on this journey to vibrant health. When you are ready, keep the healing chain going, by passing it on to another person who may need it!!

Print/Separate Business Cards

You will also want to consider making business cards to be included with your delivery. This will allow the hospital or chemo infusion center to contact you in the future for additional inventory. You can use the same graphic as on the left and on the reverse side include your chapter/comfort station name, contact name, contact phone number and/or email. Insert or attach to, your shopping/delivery bags. Insert 2-3 into each kit.



Chapter Name # _____ City _____

Contact Name: _____

Email: _____

Phone: _____

Pre-Work Instructions – Print Packing List

Recommended supplies

- Inkjet printer
- Avery 8383 (or similar) pre-scored post cards OR light colored cardstock and a sharp cutting device.

Print/Separate Packing Lists

This is a sample of the content. The attached MSWord file is formatted to print on the Avery product. Print out as many sheets as you need to net 1 card per kit.

- Separate into individual cards. Put 1 card into the final kit bag.



LABEL_Packing
List.docx



PACKING LIST

Bag #1	Bag #2	Bag #3
48 fabric squares	24-4" Velcro strips 24 iron-on labels 24 business card inserts	24 sandwich sized zip bags

- Sewing & Packaging Instructions
- 1 large handle bag w/logo sticker
- 2-3 Chapter Business Cards

If there are items missing, please contact your local chapter coordinator, or Julie Willis willowjd@aol.com or Kathie Lichtig kklichtig@gmail.com

Pre-Work Instructions – Print Sewing Instructions

Recommended supplies

- Inkjet printer
- Paper

Print instructions

Print out the instructions. You will need one set for each kit. The attached MSWord file is formatted to print on both sides of the paper. Double check your Print Settings!

- Put 1 set of instructions into the final kit bag.

Kit Instructions – Cutting Crew

Recommended supplies

- Fabric and Velcro
- Sharp cutting shears
- Pattern(s)
- Room to work!

Fold the fabric as shown, or put 2 pieces of fabric, right sides together, so that you will have 2 matching pieces once you make the cut. You can use a template/pattern or a quilter's measuring tool. Or...purchase pre-cut!

- The 6" squares will ultimately be between 5" or 5 ½", finished, depending on your size of your seams. This is the perfect size for adults.
- The 5" squares will ultimately be between 4" or 4 ½", finished, depending on your size of your seams. This is the perfect size for children.

Cut your fabric! Make sure your fabric pieces are right sides together.

Fabric Samples

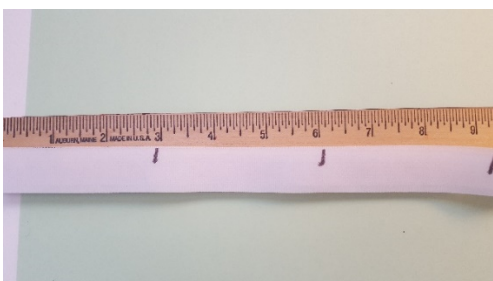


Pack 48 pieces of fabric into a quart-sized zipper bag

Velcro Sample

Measure out lengths of Velcro and cut. Hand off cut pieces to the **Marking Crew**.

- 4" lengths for Adult size
- 3" for Child Size



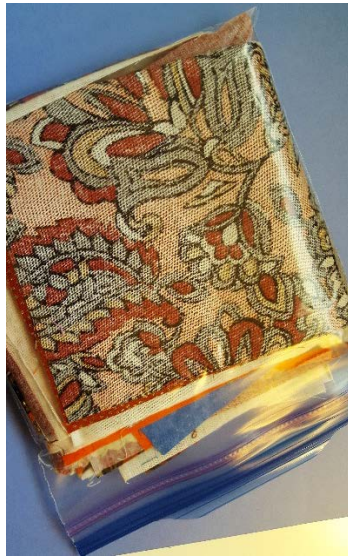
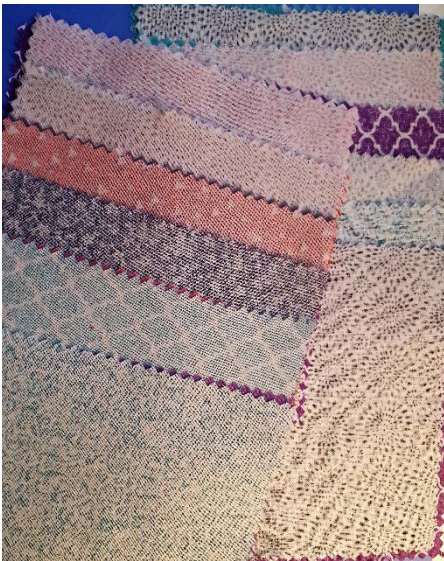
Kit Instructions – Assembly crew

Recommended supplies

- Fabric Squares
- Cut Velcro Pieces
- Cut labels
- Zippered bags
- Insert cards

Package the Fabric squares

48 fabric squares, right sides facing, into a Quart-sized zippered bag



Package the Velcro Pieces, Labels and Insert cards

24 Velcro strips, 24 pre-cut labels, 24 insert cards packed into a Quart-sized zippered bag



Package the final packaging

24 zippered sandwich bags into a Quart-sized zippered bag.



Assemble the final Bag

Each kit contains

- 1 fabric bag
- 1 velcro/label bag
- 1 bag of sandwich bags
- 1 packing list
- 1 set of sewing instruction

The front photo is the completed kit. The back photo is the bag filled with completed PortPals©



Kit Instructions – Delivery crew

Recommended supplies

- Large shopping bags or flat boxes
- Completed kit bags

This is the final step in the process! You are the final stop and responsible for “quality assurance”! Take a quick look to make sure the kit contents match the packing list!

Once you are satisfied, put the finished kit into the final carrier.

Hand off the completed bags to the **Delivery team** for final delivery to the community. Once this step is complete, the coordinator will have an inventory of kits to be delivered to volunteer seamstresses. Load the boxes into the appropriate cars and enjoy a snack!



Boxes do not have to be new!

If you want to be “green” consider purchasing or making fabric/reusable shopping bags and contacting Mary Davis, Temple Chapter #513 to have the CA OES Patient Comfort Logo embroidered onto the delivery bag. Contact information is: email: mmsd47@gmail.com and phone: 916-725-0737

Costs to purchase the shopping bags and any customization are the responsibility of the chapter or comfort care station.

Shop online for the best deals! The colored shopping bags were found on 24hour Wristbands, an online resource that seems quite reasonable! <https://24hourwristbands.com/shop/bags/totes/cotton-totes/large-grocery-tote-bags>

These are the embroidery logos available to be used on cards.



PS: They can also be used to create stickers for the kit/delivery bags!