



AN IMPLEMENTATION GUIDE FOR WORKPLACES AND COMMUNITY GROUPS WISHING TO STAGE THEIR OWN CANSA SHAVATHON

PREPARATION

You've decided to host your very own CANSA Shavathon at work or at your club, business, organisation, school, college or university on the first Thursday, and Friday of **March**, or the Saturday. This Implementation Guide outlines the course of action needed to make this a greatly rewarding experience:

First things first - register your event online at <http://www.shavathon.org.za/your-own-event-step-1/>.

Inform the people who will be joining the fun, of your plans and remind them that this is a great way to show solidarity with cancer survivors and to raise funds for cancer services in your own community. It sometimes happens that a group is unable to host a CANSA Shavathon on the Friday and you are most welcome to do your event in the week that follows. Naturally, we want to create a buzz all over South Africa on the Thursday or Friday and we'd love you to stage your event on one of those days.

If you have hosted a CANSA Shavathon before, you will have an idea of what equipment you already have and what you may now need to host a successful event. For those of you who are new to CANSA Shavathon, we follow with a list of resources needed for a successful CANSA Shavathon:

DESCRIPTION	DETAIL
Adaptors	One for each shaving station.
Capes or towels or sheets	One for each shaving and spraying chair. Capes are available from the Shavathon e-shop. See website for details.
Colour-spray	Order from the Shavathon eShop. A vegetable-based, quality & clinically tested spray made in South Africa. The spray comes in 10 different colours and is sold individually.
Extension cables	One for each shaving station (see suggested plan of shaving area in this guide).
Talcum powder	Dust paint brushes with a bit of talcum powder (baby powder) to reduce the irritation caused by stubble falling onto bare skin.
Wahl clipper combs	<u>Always</u> use a clipper comb to prevent cutting people and to reduce health risk.
Wahl clippers	One for each shaving station chair. We highly recommend Wahl clippers available from the Shavathon e-shop. They are safe and reliable when used as prescribed.
Wet wipes/baby wipes	A real “nice to have” at CANSA Shavathon events. Great for cleaning away stubble and excess colour-spray.
Disinfectant	Use a disinfectant like Savlon, ready-mixed in a spray bottle, to clean hands. Use JIK or MILTON to clean contaminated clippers. Clippers will not become contaminated if used with a clipper comb. Use a No. 1 comb for close shaves.
Paper towels	Another “nice to have” and very useful for cleaning.
Mirrors	Have a couple of mirrors to show people how they have been transformed and to add to the fun!
Brooms and dust pans	Floors littered with hair need to be swept regularly. Remember that keeping the floor clean is part of CANSA Shavathon and another job for one of your kind volunteers.
Black bags	You’ll need these for all that hair, for empty colour-spray tins and used wipes/ paper towels.
Zip-lock bags	Used for collecting ponytails that will go to the wig-maker used by CANSA. Please drop off at your nearest CANSA office or phone the toll-free line 0800 22 66 22.
Tables and chairs	Plastic chairs for your “customers” to sit on while you transform them, and tables for your equipment and consumables.
Tape	Tape down all extension cables to prevent injuries.
Scissors	Good quality scissors suitable for cutting long hair. One for each shaving station. Very useful for cutting long hair before you even attempt to shave.
Elastic bands	To tie up long hair before cutting ponytails.
Camera and/or video-recorder	Capture those moments. These images are great for newsletters, websites and notice-boards.
First aid kit	Mishaps at CANSA Shavathons are rare. It is however advisable to have a first aid kit on hand.
Latex gloves	If you want to keep excess spray off your hands.
Paint brushes	One for each shaving chair. Soft, clean paint brushes are used to clean stubble off necks and faces.

GETTING YOUR DUCKS IN A ROW

REGISTER

Register on-line as soon as possible at <http://www.shavathon.org.za/your-own-event-step-1/>

PLACE YOUR ORDER

Place your order for equipment/consumables via the Shavathon e-shop. The link will to the e-shop will be available soon. Please go to www.shavathon.org.za for an update.

RECRUIT VOLUNTEERS AND MAKE SURE THEY ARE AWARE OF THEIR ROLES.

We suggest that volunteers should be in place for the following tasks:

- **Registration** –Someone to take responsibility for money paid on the day.
- **People to shave heads** – Try to have volunteers in place that have shaved heads before. Best would be to use qualified hairdressers or barbers.
- **Sprayers** – this is an excellent job for new volunteers and loads of fun to boot!
- **Queue workers** – if you are planning a very big event - we hope you are! – you may have to do some queue-management. Remember to entertain people while they are waiting.
- **Comforter** – it might happen that somebody in your group has been deeply touched by cancer and that they are participating for symbolic reasons. It sometimes happens that people can end up feeling very emotional. Please make sure that you have a warm, sympathetic volunteer that could comfort such people.
- **Cancer Message** – get information off the CANSA website and create some cancer education messages for your event. Remember the day is to celebrate our fellow South Africans living with cancer and to help CANSA to substantially reduce the impact of cancer. If you have a cancer survivor in your group invite them to speak at your event.

You can also contact your local CANSA office for some educational leaflets.

FUNDRAISING

- **Plan to do extra fundraising for the cancer cause** – raise extra funds by getting your company to match you Rand-for-Rand, run competitions during the event or sell food and refreshments to participants.
- **Raising funds online** - start your own online fundraising page. It has never been easier - you can now raise funds online for Shavathon, keep track of all your supporters, and keep your fundraising project alive with updates, photos and videos. All you have to do is click the Raise funds button on the Shavathon Home Page: <http://www.shavathon.org.za/raise-funds-online/> and follow the steps.

Please note that the online fundraising page you create through CANSA's Shavathon mini-website is hosted on GivenGain's platform. When you click on the green "Raise Funds" button and follow the steps on the "Raising Funds for Shavathon" page: <http://tiny.cc/2prnt>, you will once again click on a green "Raise Funds" button at the bottom of this page. This will take you through to GivenGain's Login Page: <http://tiny.cc/zezsw>.

On the right hand side of the screen, please select **Join us, its free!** – you will then go through to the page where you fill in your details and "Create an Account" or online fundraising page: <http://tiny.cc/dwhe4>. Read more about this at the bottom right hand of GivenGain's Login Page under "Tools for donors and activists": you can also create your online fundraising page by clicking on "Get Your Page" (top right) of "Tools for donors and activists" page: <http://tiny.cc/cdn65>

Follow the steps in setting up your online fundraiser profile and write a short overview of what your aim is and why people should sponsor your project. You can invite all your friends, colleagues, employees and family to the fundraising page and ask them to sponsor your efforts to raise funds for CANSA Shavathon.

See Jessica Byren's online fundraising page at <http://tiny.cc/6a61q> and be inspired to set up your online fundraising profile today!

TWO WEEKS BEFORE CANSA SHAVATHON

- Confirm your volunteers.
- Promote the event to ensure excellent participation.
- Draw up a duty roster for the day.
- Send this roster to all the volunteers to ensure that all are aware of their times.
- Ensure that you have a list of volunteers with contact details for use on the day.
- Make sure that you have all the equipment and consumables you will need.
- Choose a well ventilated area for your CANSA Shavathon and arrange for protective covers (cardboard, sheets) should the floor be carpeted or otherwise precious.
- Think through your floor design using the floor chart in this guide. Separate the shaving and spraying areas. It is important to keep electrical equipment away from your spraying area.

ONE WEEK BEFORE THE CANSA SHAVATHON

- Keep communicating with prospective participants to ensure that all are on board.
- **GOOD SENSE:** Make sure you have spare extension cords for just in case.
- Arrange some latex gloves if you would like to prevent excess spray on hands.

ONE DAY BEFORE THE CANSA SHAVATHON

- Final promotion of your event.
- Final confirmation of all volunteers.
- Final check that you have all your equipment and consumables.
- Set up tables and chairs in the area where you are to hold your event. Make sure the area is well ventilated. See example of a setup - venues will differ according to their specific area.
- Your EXACT floor plan can be worked out according to your own specifications, and can be decided on by yourself. However, we recommend separate spraying and shaving areas as electrical equipment is best kept separate from the area where you are spraying.
- Also notice that you will have electric cables running where your **shaving chairs** are. Tape down all cables to prevent people falling over cables.
- You need **ONE** secure **ENTRANCE** and **ONE** secure **EXIT** for your shaving area (Area to be secured with barricading tape).

WHAT TO DO ON THE DAY

- Set up the small items that could not be set up the day before i.e. clippers, spray, mirrors, etc.
- Explain and clarify what each volunteer's responsibility is, tell them how to shave and spray. Make sure that everyone knows what to do.
- Make sure the duty roster is correct and displayed for volunteers.
- Check that all equipment is working and wait for the fun to start.
- Recommended price is R50 for adults and R25 for children under 12.
- Recommended price for shaving and spraying on one head is R100 (double the support).
- Shave, spray, shave, spray and have fun!

- Once all heads have been shaved or sprayed, pack up all the remaining stock – clippers, extension cords etc. Help pack up tables and chairs
- Once all is packed up, head home to relax and look back on the amazing work you've done. Please bank the money as quickly as possible and do your on-line deposit.

WHAT TO DO AFTER THE EVENT

- Funds that the group has raised, matched grants, extra fundraising money and donations kindly need to be paid-in on-line by going to the www.shavathon.org.za website.
- Should this not be possible, please deposit the funds into the following bank account:

ABSA CANSA SHAVATHON ACCOUNT

Account Name: **Cancer Association of SA**
 Bank: **ABSA**
 Account: **405-1831-559**
 Branch code: **632005**
 Reference: ***Your company name***

- Fax through your deposit slip stating your company/group name so that we see who collected what (hey you have to beat your competition!). Kindly fax these through to Belinda Steynberg at CANSA, fax2email: 086 517 1960.
- If you require a tax certificate for your donation, please let us have your company name, postal address as well as VAT Registration number.
- Please upload onto the “flicker page” on the CANSA Shavathon website any photographs you would like to share.
- Watch the website and the press for the total amount raised for cancer services in South Africa.

PAYMENT OPTIONS FOR PARTICIPANTS

ONLINE PAYMENTS

www.shavathon.org.za - click on the Donate button

ABSA CANSA SHAVATHON ACCOUNT

Account Name: **Cancer Association of SA**
 Bank: **ABSA**
 Account: **405-1831-559**
 Branch code: **632005**
 Reference: ***Your company name/SHAVATHON2012***

THROUGH YOUR COMPANY'S ONLINE GIVENGAIN FUNDRAISING PAGE

See instructions at the bottom of page 3.

ALL ENQUIRIES

CANSA toll-free line: 0800 22 66 22 or email info@cansa.org.za.

HOW TO COLOUR-SPRAY A HEAD

- Proceed to the spray area and put a cape/towel/sheet around the participant.
- Get the participant to choose a colour/s – pink.
- Shake the can vigorously.
- Spray by holding the can 20cm to 30cm away from the hair that needs to be coloured. Do not spray until the hair is dripping wet, as this is a waste of spray and quite unnecessary.

SHOULD THE ACTUATOR (NOZZLE) ON THE CAN BECOME CLOGGED, REPLACE IT WITH ANOTHER ACTUATOR FROM ANOTHER CAN. CLOGGED ACTUATORS CAN BE CLEANED IN HOT WATER AND UNCLOGGED WITH A BICYCLE PUMP.

HOW TO SHAVE A HEAD

- Get the participant to sit, put a cape on and engage the person in a discussion about how short they want their hair. It is also a good idea to enquire whether they are shaving for a special reason (e.g. to honour a cancer survivor).
- Choose the appropriate Wahl clipper comb. We no longer do clean-shaving and number 1 is the shortest recommended shave to minimise the risk of nicks.
- Should the participant have long hair (at least 22cm) and wishes to donate it for a wig, with proceeds going to CANSA, first tie the hair into one ponytail with an elastic band. Cut the ponytail with scissors. Leave the ponytail intact and handle as little as possible. Immediately put the hair into a plastic bag and seal to keep dry and clean. Put all hair donations in a box or courier bag and then courier or post it to CANSA Shavathon, CANSA National Office, 26 Concorde Road West, Bedfordview, 2007 or PO Box 2121, Bedfordview, 2008
- Shave using the Wahl clipper with a clipper comb.
- Once complete, clean-off excess hair from the participant's neck and face with a soft paint brush dusted with talcum powder.

- Use wet wipes if necessary
- Clean the clipper with a soft paint brush

DO NOT USE WAHL CLIPPERS WITHOUT A PROTECTIVE WAHL COMB.
YOU RUN THE RISK OF NICKING PEOPLE UNLESS THE CLIPPER HAS A COMB.

SHOULD YOU NOT FOLLOW THIS SIMPLE RULE AND HURT A PARTICIPANT,
YOUR CLIPPER WILL BE CONTAMINATED WITH BLOOD.

CONTAMINATED CLIPPERS NEED TO BE THOROUGHLY CLEANED WITH JIK OR
MILTON.

High level flowchart of an example venue and set up

