Welcome Letter

Thank you for helping us share the dignity, through the installation of a Dignity Vending Machine (DVM) at your school. Proudly funded by the Queensland Government, Share the Dignity is providing all Queensland state schools, outdoor and environmental education centres, and student residential facilities the opportunity to have a Dignity Vending Machine, which will provide students with access to free period products. Providing students with free access to period products at school will contribute to students' wellbeing and improve their readiness to engage at school.

We would like to extend our congratulations on the successful installation of the Dignity Vending Machine in your school. We are pleased to be able to provide your students with free and dignified access to period products. To ensure the machine operates efficiently, please take a moment to review the information sheets provided with the machine. Every time the machine is refilled, it is essential to reset it and enter the amount of period packs filled using the QR code. This ensures accurate reporting on our end.

Pre-Installation

If your school indicated in your registration for a Dignity Vending Machine that an electrical power point needs to be installed, please arrange this installation as soon as possible. At the time of registration, schools were informed of the following location requirements for DVM installation readiness:

- Identified location is discreet and easily accessible to all students who may reasonably need to access period products (consider the need for students of all gender identities to be able to access the DVM)
- Available wall space of 910mm (H) x 600mm (W)
- The wall where the DVM is to be installed must be free from asbestos
- There must be permanent access to an electrical power point within 1.5m (preferably above DVM location). Please note the power cord extends from the bottom right-hand side of the Dignity Vending Machine.
- There must be adequate space on the wall to allow between 900mm and 920mm from the bottom of the DVM to the floor
- Given the door is hinged to the RIGHT-HAND SIDE of the DVM, there must be space for it to be opened without obstruction for restocking.

If your school needs to confirm that the wall selected for installation of your Dignity Vending Machine is free from asbestos, please have this checked as soon as possible and provide confirmation to Share the Dignity.

The installation of your Dignity Vending Machine will be arranged by Share the Dignity or one of their approved contractors. The Contractor will have specific knowledge of the computerised aspects of the machine and will ensure it is properly secured and working before they leave. Share the Dignity and / or the Contractor will contact you to arrange a suitable time to complete the installation.

Installation Day

When the Contractor arrives, they will measure the selected wall and install the machine. There

is an information pack inside an envelope with the machine which the Contractor is required to give to you.

The information pack includes the following:

- 1 x User Manual – The User Manual is your one-stop-shop for all things related to your Dignity Vending Machine. It includes important information on how to order stock, how to refill and reset your machine, and how to submit a Fault Report / Maintenance Request.
- 2 x Key Rings
- 1 x USB containing Period Talk + Period Talk Education Program Information - To support Queensland school students to access free period products and improve their understanding of menstruation, the Queensland Government has partnered with Share the Dignity through the Share the Dignity in Queensland schools' initiative. The program is aligned with the Australian Curriculum, was developed with input from HPE teachers from around Australia and is endorsed by the University of Western Sydney.
- 2 x Stickers - Each machine is dispatched with two 'Dignity Vending Machine located here' window decal stickers. These stickers should be placed in suitable locations at your school to advertise the location of the Dignity Vending Machine to your students.
- 1 x Card Pouch – This pouch is for your Nayax Card to be stored in, which is included inside the Dignity Vending Machine.

Each machine is also dispatched with:

- 2 x Keys
- 1 x Nayax Card

Please keep these keys and Nayax card in a safe place. If they need to be replaced this will be at a cost to the school, as per the terms of the Operational Agreement.

Post-Installation

Once the DVM is installed, the Contractor will fill the machine using the period packs provided (However, there may be instances where the Key Contact Officer may be required to complete this step).

Each machine holds 59 period packs. There are two types of period packs available – mixed, which contains 6 tampons and 2 pads, or pad-only, which contains 3 x pads. You will have received two boxes of stock upon installation. Each box contains 200 period packs.

Follow the instructions outlined in your User Manual to order more stock, reset your machine and submit Fault Reports for any maintenance issues that arise.

Data Gathering

As part of the Queensland Government initiative, Share the Dignity is required to contact you requesting information regarding the use of the machine - we thank you in advance for any assistance you provide to us in this regard.

Please ensure all stock provided is dispensed only through your Dignity Vending Machine, as the machines have telemetry that count stock usage and report this information to

Share the Dignity.

We are so grateful for all your help in getting your Dignity Vending Machine installed at your school and we hope your students will benefit greatly from the machine. If you have any further questions, please do not hesitate to email the Dignity Vending Machine team at: pas@sharethedignity.org.au

Warm regards,

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