

# Guidance for Individual Orders – Shetland Islands Council (SIC)

## Purpose

This guidance outlines the process for individuals to request free period products through the Shetland Islands Council (SIC) partnership with Hey Girls.

## 1. Accessing the Ordering Platform

Go to the SIC website and click on the link provided to access the Hey Girls ordering page: [Access to Free Period Products – Shetland Islands Council](#)

## 2. Selecting Product Type

Choose one reusable bundle and one disposable product only from the two product categories:

### (a) Reusable Products

Select one option from the list below:

- 3 Pairs of Period Pants (Choose from size 6 – 22)
- Cup Combo Kit (Small size is advised for under 25-year-olds and Large for over)
- Full Cycle Kit – Reusable Pads
- None.

### (b) Disposable Products

Select one option from the list below:

- 3 Boxes Day Pads, 3 Boxes Night Pads, 1 Box Panty Liners
- 3 Boxes Super Tampons, 3 Boxes Regular Tampons
- 3 Boxes Day Pads, 3 Boxes Regular Tampons
- None.

## 3. Providing Personal Details

Complete the form with the following information:

- Full Name
- Email Address
- Address and Postcode
- Phone Number (This is optional. Only supply this if you wish to receive parcel delivery text notifications from DPD)

## 4. Confirmation of Eligibility

Confirm your eligibility by completing the following declarations:

- Tick to confirm you live within in Shetland.
- Tick to confirm the statement:

“I confirm that, by proceeding, I am unable to obtain free disposable period products offered by Shetland Islands Council reasonably easily, and that no one else is able to do so on my behalf.”

## 5. Consent for Data Sharing

Tick to confirm your consent:

“I consent to share my name and address with Hey Girls and Shetland Islands Council.”

## 6. Submission

Once all required sections and confirmations are completed, click Submit to finalise your order.

## 7. Delivery & Support

Once your order has been submitted, your products should arrive within approximately 3 weeks.

If you have not received your products after this time, or if you have any queries about your order, please contact [periodproducts@shetland.gov.uk](mailto:periodproducts@shetland.gov.uk) for assistance.