

## GENERAL SHIPPING INSTRUCTIONS

When you are ready to ship these items, please complete and submit the Service Project Inventory Sheet to accurately record your efforts. We recommend that you collect donations or work with a local business to cover the cost of packaging and shipping the supplies to Operation Smile.

Please complete the following information:

Date	
Contact Person & Title	
Club Name	
Address	
City, State, Zip	
Phone	
Cell/Alternate Phone	
Email	

An email will be sent to confirm receipt of your donation.

If you are sending more than one package, please use a separate form for each package and include only the contents of that package. Place the inventory sheet on top of the contents. Please use multiple sheets if necessary.

Thank you for helping to change a child's life by sharing your time, talent and resources.

To receive full credit for your club, please complete and enclose this form at the top of each box and send to:

**Operation Smile**  
**ATTN: Warehouse**  
**3641 Faculty Boulevard**  
**Virginia Beach, VA USA 23453**

**Please contact Operation Smile at 1-757-321-7659 or [communityrelations@operationsmile.org](mailto:communityrelations@operationsmile.org) if you have any questions or concerns.**

## SERVICE PROJECTS INVENTORY FORM

ITEM	QTY.	VALUE	SUB-TOTAL	ITEM	QTY.	VALUE	SUB-TOTAL
<b>CHILD LIFE THERAPY SUPPLIES</b>				<b>SMILE BAG SUPPLIES</b>			
Ball Soft Foam/Rubber		\$2		Shampoo hotel/travel		\$1	
Barbie Style Dolls		\$5		Wide tooth comb		\$1	
Basketball hoop		\$5		Wash cloth		\$1	
Blocks plush/wood/plastic		\$5		Soap (bars) hotel/travel		\$1	
Bowling/Ring Toss		\$10		Toothpaste - travel		\$1	
Bowling Toy Set		\$10		Individual Child-size toothbrush		\$1	
Building Blocks		\$10		Small stuffed animal		\$1	
Card game		\$1		8 or 10 pack of crayons		\$1	
Connect 4		\$5		Coloring Books (thin)		\$1	
Construction Paper		\$1		<b>MEDICAL RECORDS SUPPLIES</b>			
Hot Wheels		\$1		2 Hole Punch		\$5	
Jump Rope		\$1		Stapler		\$10	
Markers		\$1		Staples per pack		\$1	
Matchbox cars		\$1		Pencils (No. 2) (per 12)		\$1	
Paper Art/Easel		\$5		Pens (per 8)		\$1	
Play Mat Floor Foam		\$10		Sticky Notes (per 5)		\$1	
Play-Doh		\$1		Legal Pads (each)		\$0.75	
Puffer Ball		\$2		Ink Pads		\$5	
Pull Back Cars		\$1		Clipboards		\$1	
Pull-Along Toys		\$8		Marker/Highlighter (pack)		\$1	
Puzzles		\$2		Tape dispensers		\$5	
Rubik's Cube		\$2		Binder clips (per pack)		\$1	
Fidget Spinner		\$1		Other (each/pack)		\$1	
Stacking Toy Set		\$5		<b>HANDMADE SUPPLIES</b>			
Stickers (per sheet)		\$0.30		Children's Hospital Gowns		\$5	
Stress Smile Face Balls		\$1		Blankets/Quilts/Afghans		\$10	
Stuffed Toys (Medium Sizes)		\$2		Smile Bags		\$2	
Yo-yo		\$1		Smile Splints		\$2	
Sanitizing wipes (ea)		\$1		Tongue Depressors (100)		\$3	
<b>Sub-Total</b>				<b>Sub-Total</b>			
<b>TOTAL VALUE: \$</b>							

**\*Please Note:** If you do not see the items you want to donate listed above, and they are not included in the 2022 Service Project request list, please contact Operation Smile before you ship!  
 Phone: 1-757-321-7659 | Email Address: [communityrealitions@operationsmile.org](mailto:communityrealitions@operationsmile.org)

## **SERVICE PROJECTS ITEMS GUIDE**

Please note the following guide should be followed when sending in Service Project items for our Surgical Programs. Please consult prior to sending items.

Combs- Please send wide tooth combs, do not send pocket combs as they are easily breakable while in transportation.

Toothpaste- When sending toothpaste please be aware of the expiration date, for some of our partner countries we are unable to send toothpaste within 6 months of the expiration date.

Toothbrushes- Please send toothbrushes in packs of 1 or 2. It is unsanitary for us to send items outside of their original packaging and when we receive large packages of toothbrushes, we are unable to send them for immediate use.

Crayons- When sending crayons please send them in packs of 8 or smaller.