

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.

Operation Smile

Attn: WAREHOUSE/Service Project

3641 Faculty Boulevard

Virginia Beach, VA USA

Complete and submit multiple forms if you are shipping several boxes of items. Include completed inventory sheets in each box. Please place the inventory form on TOP of contents in the box. Shipments of multiple boxes should be numbered: 1 of 3, 2 of 3, 3 of 3, etc. If you would like to receive an acknowledgement for community volunteer efforts and the donation of supplies, please clearly fill out the inventory form with your name, club or group information.

For your records, handmade items have the following values:

- Smile Bags \$2.00 USD
- Smile Dolls \$5.00 USD
- Hospital Gowns \$5.00 USD
- No-No Arm Bands \$2.00 USD
- Quilts, Blankets and Afghans \$5.00 – \$10.00 USD depending on materials

Smile Bags must be empty when shipped. Additionally, completed arm bands must be shipped without inserts.

It is important when organizing your collection that no items contain religious symbols or markings that may offend our patients' cultural beliefs. We do not accept toys related to war or violence, such as guns, military action figures, etc. Please keep copies of your inventory form(s) for your records.

Need more information? Email drelations@operationsmile.org or call 888-677-6453, Monday – Saturday 8:30 a.m. – 11:00 p.m. EST, Sunday 8:30 a.m. – 5:00 p.m. EST for assistance.

COMMUNITY VOLUNTEER SUPPLY DONATION INVENTORY FORM

Please complete the following information:

Contact Person & Title _____
 Business, Group or Club Name _____
 Address _____
 City, State, Zip _____
 Home Phone _____
 Cell/Alternate Phone _____
 Email _____

An email will be sent to confirm receipt of your donation to the e-mail address above.

Item	Quantity	Item	Quantity
Total Donation Count:			
Total Estimated Dollar Value:			

Please use multiple inventory forms, if necessary.

Thank you to our Community Volunteers who are making a difference! You are helping to change a child's life by sharing your time, talent and resources.