MEDICAL RECORDS SUPPLY LIST

During each medical mission for patient screening, Operation Smile will set up a complete office for upon arrival at our host hospital. We bring everything we need for medical records – from ink pens to staplers – and many other assorted items that our hosts are unable to provide. Your help to collect and donate these items will help us save costs and serve more children around the world. We are in need of the following items:

- Clipboards
- File folders (bulk, colored)
- Flashlights and D Cell Batteries
- Glue sticks
- Hole punch (2-hole)
- Ink pens (blue and black)
- Markers (Black Sharpie®)
- Highlighters (yellow, green, pink)
- Markers (multi-color, 10-12 pack)
- Masking tape (1")
- Pencil sharpeners
- Rubber bands (large)
- Scissors
- Staple removers
- Staplers (Bostitch® or Swingline®)
- Staples
- Tape and dispensers (Scotch® Brand or similar)
- Trash bags (55-gallon heavy duty)
- White-out® (correction pen/exactliner)
- Ziploc® bags (sandwich size)
**MEDICAL RECORD SUPPLIES Q&A**

**Why do you need flashlights and D Cell batteries?**

The power supply is intermittent in most countries where we serve. We provide our medical mission volunteers and staff with flashlights in case there is a power outage.

**Why do you send trash bags?**

Most hospitals incinerate their garbage. Operation Smile separates biomedical waste and general waste as we do in the United States. Heavy duty trash bags (55 gallon) allow us to clean up our waste and dispose of it properly.

**Why do you send Ziploc bags?**

Patients are sent home with medication and post-surgery care supplies. These bags are used for the patient and their family to carry the items home.

**Why do you send masking tape?**

There are many useful ways that masking tape is used when we set up our temporary sites. It is used for labeling supply shelves, hanging up signs in screening, and taping up boxes. Tape is a must on any mission.
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.

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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.