

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/Service Projects
3641 Faculty Boulevard
Virginia Beach, VA USA 23453

Please contact Operation Smile at 1-888-677-6453 or communityrelations@operationsmile.org if you have any questions or concerns.

SERVICE PROJECTS INVENTORY FORM

ITEM	QTY.	VALUE	SUB-TOTAL	ITEM	QTY.	VALUE	SUB-TOTAL
CHILD LIFE THERAPY SUPPLIES				SMILE BAG SUPPLIES			
Baby rattles (each)		\$3		Shampoo hotel/travel		\$1	
Stacking toys (set)		\$5		Small comb		\$0.50	
Wood/Plastic/Plush blocks		\$5		Wash cloth		\$0.50	
Soft foam/rubber balls		\$2		Soap (bars) hotel/travel		\$0.50	
Toy Medical Kit		\$10		Toothpaste - travel		\$1	
“Little People” figures (ea)		\$2		Child-size toothbrush		\$1	
Baby Dolls (each)		\$5		Small stuffed animal		\$1	
Pull-along toys (each)		\$8		8 or 10 pack of crayons		\$1	
See-n-Say toys (each)		\$10		Coloring Books (thin)		\$1	
Matchbox cars (each)		\$1		MEDICAL RECORDS SUPPLIES			
Basketball hoop (ea)		\$5		2 Hole Punch		\$5	
Barbie style dolls (ea)		\$5		Stapler		\$10	
Jewelry/craft kit (set)		\$5		Staples per pack		\$1	
Liquid Bubbles (each)		\$0.50		Pencils (No. 2) (per 12)		\$1	
Activity/Coloring book (ea)		\$1		Pens (per 8)		\$1	
Bowling/Ring toss (set)		\$10		Sticky Notes (per 5)		\$1	
Building blocks med. (set)		\$10		Legal Pads (each)		\$0.75	
Glitter Tube Wand (ea)		\$2		Ink Pads		\$5	
Sidewalk chalk (pack)		\$3		Clipboards		\$1	
Blow-up balls (ea)		\$1		Marker/Highlighter (pack)		\$1	
Crayons (pack)		\$1		Tape dispensers		\$5	
Markers (pack)		\$1		Binder clips (per pack)		\$1	
Construction paper (pack)		\$1		Other (each/pack)		\$1	
Art/easel paper (per roll)		\$5		HANDMADE SUPPLIES			
Stickers (per sheet)		\$0.10		Children’s Hospital Gowns		\$5	
Masking/Scotch tape (ea)		\$1		Blankets/Quilts/Afghans		\$10	
Foam/Carpet Play Mat		\$10		Smile Bags		\$2	
Large sheet		\$5		Smile Splints		\$2	
Sanitizing wipes (ea)		\$1					
Sub-Total				Sub-Total			
TOTAL VALUE: \$							

***Please Note:** If you do not see the items you want to donate listed above, and they are not included in the 2017-2018 Service Project request list, please contact Operation Smile [before you ship!](mailto:communityrelations@operationsmile.org)

Phone: 1-888-677-6453 | Email Address: communityrelations@operationsmile.org