

## GUIDELINES FOR OPERATION SHOEBOX DONORS

Thank you for volunteering to help children in Honduras. Operation Shoebox is a project of Northwest Medical Teams (NWMT). Donated shoebox gifts are stored in NWMT warehouse facilities before being shipped to Honduras. It is important to follow these directions while packing shoebox gifts and delivering the donations. Regular, adult size shoeboxes are preferred.

1. After packing a shoebox gift, please clearly list the contents on the "inventory sheet", including the age and gender of the child best suited for your gift. Tape the form to the top of the box. When gift wrapping, please wrap the box and top separately to allow easy opening if inspection is necessary.
2. a. If you have 15 or fewer shoebox gifts, you may bring them to Calvin Presbyterian Church, 10445 SW Canterbury Lane, Tigard, OR 97224 during working hours. ph: 503-639-3273. For further assistance, call Dick Saulsbury at 503-659-1689.  
  
b. If you have more than 15 shoebox gifts, please contact Operation Shoebox for special packing cartons. The number of shoebox gifts packed inside should be clearly marked in felt pen on three sides of each carton. A NWMT "inventory sheet" should be taped to the outside of each carton. Operation Shoebox will provide the cartons and forms. Contact Dick Saulsbury (503-659-1689), Bill Inman (503-624-2020) or Don Herr (503-620-2719).

Shoebox gifts packed in Operation Shoebox cartons may be delivered directly to NWMT International Headquarters & Distribution Center, 14150 SW Milton Court, Tigard, OR 97224. It is important to call ahead to arrange a date and time for delivery (503-624-1000) Ask for Mark McKee or Renee Selle.

3. With the loss of the USA Denton Humanitarian Airlift Program, we now request that shoebox donors include a \$2.00 donation, per shoebox, to help pay the high shipping cost.

PLEASE CUT AND TAPE TO ENVELOPE. ENCLOSE YOUR VOLUNTARY SHIPPING DONATION

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NAME OF DONOR \_\_\_\_\_

TELEPHONE NUMBER \_\_\_\_\_

ADDRESS \_\_\_\_\_  
\_\_\_\_\_

NUMBER OF SHOEBOXES \_\_\_\_\_

AMOUNT ENCLOSED \_\_\_\_\_

(\$2.00 per shoebox requested to defray shipment costs)