Operation Smile
Changing Lives One Smile at a Time

Community Volunteer
Service Project Inventory Form and Shipping Instructions

Operation Smile accepts supply donations throughout the year. Please send supplies to:

Operation Smile
ATTN: Warehouse/Service Project
6435 Tidewater Drive
Norfolk, VA 23509

Print a blank form (below) and fill it out. Complete multiple forms if shipping several boxes. 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.

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. Please include your e-mail address so that we may send you a confirmation that your donations have been received.

For your records, handmade items have the following values:

- Smile Bags $2.00
- Smile Dolls $5.00
- Hospital Gowns $5.00
- No No Arm Bands $2.00
- Quilts/Blankets/Afghans $5.00 - $10.00 depending on materials

Please keep copies of your inventory form for your records.

For more information or assistance, please contact our Donor Relations Team at 757-321-7645, Monday-Friday, 8:30-5:30pm EST, or send an e-mail to drelations@operationsmile.org

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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 as a local Community Volunteer. Your help with Service Projects saves us money – so that children across the globe can receive free, life-changing surgery from our Operation Smile Medical Volunteers.

6435 Tidewater Drive ▪ Norfolk, VA 23509 ▪ PHONE 757.321.SMILE (7645) ▪ FAX 757.321.7660
www.operationsmile.org