



Woodturner Donor Checklist

Our process is critical for the safety of our members and for communication with our donors and member hospitals. Please familiarize yourself with this list prior to donating.

- **Register*** as a Beads of Courage Woodturner donor. Registration will add you to the Beads of Courage Woodturner database to receive newsletters and updates on participating in the program.
- **Follow the AAW Guidelines*** BOC and the AAW created easy to follow guidelines for woodturners. These were created to ensure the safety and integrity of the boxes/bowls being donated. Be familiar with these guidelines when creating your donations. Technical questions about woodturning can be directed to Linda Ferber, AAW Program Director, at linda@woodturner.org.
- **Keep BOC updated** It is crucial that BOC is aware of donor-hospital/organizational relationships. This allows us to know what member hospitals might need donations and those that may already have existing relationships with donors. It also helps to connect the donor with the correct BOC ambassador in the hospital/organization to assure that your donations are going to BOC members and not into general hospital donations. If you already are connected with a hospital/organization for direct donations, please let us know if your contacts change by emailing krista@beadsofcourage.org
- **Please do not contact hospitals/organizations independently** BOC must be aware of all donor-hospital/organizational relationships to ensure the donations are appropriate and safe for our members that will receive them. BOC is happy to try to connect those that have a bulk donation (5 or more). Once you have been connected with a hospital/organization through BOC, you may then coordinate donations directly with the hospital/organizational staff/contact, but should continue to report all donations back to BOC through our gift-in-kind form.
- **Complete a gift-in-kind form for every donation*** A lot of time, energy, and money are put into donations and we want to be able to recognize your work as well as know who has received it. We will be unaware of donations without this form as hospitals/organizations do not report donations back to BOC.
- **Share your stories! *** We know that many woodturner groups publish stories/articles in newsletters, newspapers, etc. on their BOC donations. We love to hear about the amazing work you are doing and see photos! Please visit <http://www.beadsofcourage.org/pages/media.html> to obtain media information as well as permission to use the BOC logo.
- **Group donations are preferred** A group donation is an efficient way to organize many donors with a hospital/organization. Please consider making a combined donation with a group. Groups should identify one point of contact for coordinating donations as well as to report any donation back to BOC.
- **Individual donations are accepted** but we ask those that have a small number of bowls/boxes for donation to please ship them directly to BOC headquarters in Tucson, AZ. We will distribute them to hospitals in need.

Please contact Krista Burgbacher, Program Manager, at krista@beadsofcourage.org with additional questions.

**All forms are able to be accessed at <http://www.beadsofcourage.org/pages/woodturners.html>*