

PACKING INSTRUCTIONS AND LETTER

NOTE: ROLLED BANDAGES ARE STILL ACCEPTED. PLEASE SEND GOOD WHOLE SHEETS THAT CAN BE USED ACCORDING TO THE RECIPIENT'S NEEDS AS WELL AS BANDAGES. THANK YOU!

TWO PACKING SLIPS are needed. One list should be fastened SECURELY to the OUTSIDE OF EACH BOX and one matching list included INSIDE EACH BOX:

- 1 for U.S.A. Project Barnabas
- 1 for Overseas Missionaries

Everything must be counted. If sending plastic containers they should be filled with smaller items and itemized as to what is in the containers and the number. Bottles, containers, and contents **ALL need to be listed on packing slips.**

- List ten plastic containers, fifty needles, 20 cotton balls, etc.;
NOT ten filled plastic containers (please be specific!).
- Do not list 1 package of band aids, instead list the total amount of band aids sent; Do not list 1 box ziploc® style bags, instead list number of bags in the box; Yard goods should be measured in yards and listed; Quilt blocks (each size grouping) should be counted as pieces and then put in ziploc® style bags; Hospital gowns, sheets, etc. listed as number of items.

EXAMPLE: 20 rolled bandages 30 band aids 120 quilt blocks
 # baggies in boxes 36 needles 100 cotton balls

In the above example, the needles, cotton balls, etc. were used to fill small plastic baggies with count marked and recorded on the list. Cotton balls can be sent in original package (count total in package).

VERY IMPORTANT ! - The U.S. Government and foreign governments need to know **exactly what is being shipped in the containers.** If the senders do not make out a correct packing list, the boxes have to be opened and the items counted. This is a big problem, since there are only a limited number of people to do this work. Boxes come in with incomplete lists or with no list at all (PLEASE LIST EVERYTHING in the BOX!!!!)

Please pack all boxes tightly, so that they don't collapse when stacked. Lining the box with a plastic garbage bag is highly recommended. Due to customs requirements in countries of entry, **ALL medical items must now to be kept separate from humanitarian, woman's work and educational materials.** Keeping boxes all with the same item is much better for keeping things organized as well. Label boxes as HUMANITARIAN (including anything other than medical) & MEDICAL. This is a lot to remember, but when everyone works together the system runs more smoothly!

**Thank you for your careful consideration !
The Project Barnabas Staff**

EQUATORIAL AFRICA NEEDS:

ROLLED BANDAGES STILL ACCEPTED SINCE AS OF MARCH 2009

CLINIC & OTHER MEDICAL SUPPLIES

200X Microscopes
Blood pressure cuffs
Elastic bandages, rolled bandages, bandage scissors, surgical gauze and tape, band aids, antibiotic ointment, peroxide, sweet & low for diabetics (with expirations 2011 and beyond), and cotton balls.
Syringes, stethoscopes, thermometers, slings, crutches, antacids, aspirin, vitamin C, small quantities of over the counter medications (mouth washes, cold, allergy, cough syrups with expirations 2011 and beyond)
Good single sheets for hospital beds, as well as blankets, sheets, pillows and pillow cases (all sizes).
Adult and baby scales
Pressure cookers for sterilizing process
Lab Coats
Wheelchairs, walkers w/wheels, crutches, splints, ace bandages, IV stands, Oxygen concentrator (in good working order), medical exam tables, Mechanical hospital beds
Mechanical tools, cans of screws, bolts & nuts, wheelbarrows, hand lawnmowers
Baby supplies (blankets, sheets, gowns, sweaters, caps, etc.)

OFFICE & SCHOOL

Computers and printers
Typewriters, extra ribbons, and typing books
Photocopiers
Miscellaneous office supplies (rubber bands, tape & dispensers, paperclips, files, file folders, pencils, notebooks, paper, hole punches (single and multiple hole)
Tape recorders – battery operated
Bibles - *The Bible For Today's Family New Testament with Psalms and Proverbs* by American Bible Society
Bible concordances/dictionaries (in English and French)
Maps of the Holy Land
Basketballs, soccer balls, soccer shoes, volleyballs, jerseys
Bicycles and repair parts - inner tubes, pliers, tire pumps
Neck ties, white shirts, white blouses, rain parkas, umbrellas
Large teaching pictures (laminated)
Flannel board & flannel-graph pictures
Puppets of Bible characters — simple, handmade are fine

**OTHER AREA NEEDS
(SCHOOLS, HEALTH & COMMUNITY OUTREACH)**

BIBLE SCHOOLS

Needed for thirty people:

Durable plastic plates, cups, glasses (melamine type)

Silverware (Need not be plastic)

Metal beds

Tables, chairs, windows, doors (money needed for these items)

COMMUNITY HEALTH & EVANGELISM

[Including Women's Work and Christian Education and Medical work]

Photocopier

Paper cutters, large heavy duty staplers and staples, sturdy scissors,

2 & 3 hole punches, ring binders (folders), and three ringed lined paper.

Baby supplies (blankets, sheets, gowns, hats, used clothing, etc.)

Sheets for bandages, sewing supplies, sewing machines, knitting needles, yarn, embroidery floss, etc.

FOR ALBINOS - Ball Caps with bills; Non-prescription sunglasses

**PLEASE DO NOT SEND PILL BOTTLES OR PRESCRIPTION
MEDICATIONS! – effective since 6/6/2003 WMI-MMI**

PROJECT BARNABAS

A PARTNERSHIP BETWEEN

FREE METHODIST

MEN'S MINISTRIES INTERNATIONAL

WOMEN'S MINISTRIES INTERNATIONAL

P O Box 535002 - Indianapolis, IN 46253-5002

Phone: (800) 342-5531 - (317) 244-3660

EMAIL: WMI@fmcna.org - MMIFM@fmcna.org

WEBSITES:

MMI's **NEW Website:** www.mmifm.org

www.fmwmi.com

Revised & Updated JUNE 2009

**PROJECT BARNABAS
SPECS SHEET AND PACKING INSTRUCTIONS**

Sponsors: FREE METHODIST MEN'S & WOMEN'S MINISTRIES INTERNATIONAL

Coordinator: Bob Couch (765-963-5224)

Office Liaison: Beth Kilgore, MMI secretary (800-342-5531)

Ship to: Bob Couch (via UPS)
PROJECT BARNABAS
3427 HWY 31 N
Sharpsville, IN 46068-9121

Packages may also be delivered to the Free Methodist World Ministries Center in Indianapolis, IN. Contact Men's Ministries International office.

Checks payable MEN'S MINISTRIES INTERNATIONAL – PROJECT BARNABAS

or send to WOMEN'S MINISTRIES INTERNATIONAL

(designated PROJECT BARNABAS - DO NOT enclose checks in or attached to boxes. Send directly to the MMI - PB Office – address listed below or in the envelope provided if this is part of a "folder.")

Packages should be: Securely filled and sealed (See specific instructions on back of this page.)

Package labeling: Two packing slips are needed. **One** list fastened SECURELY to the **OUTSIDE** of each box and **one** matching list **INSIDE** each box. (Specific instructions on back.)

Shipping costs: Approximately **\$20.00** per cubic foot

Volume calculations: 1 cubic foot = 1 x 1 x 1
1 cubic foot = 1728 cubic inches = 12 x 12 x 12
Multiply length x width x height
If using cubic inches, divide the total by 1728 to get cubic feet. Take the number of cubic feet x **\$20.00** to get the total cost.

Miscellaneous: Non-boxed items are welcome — crutches, walkers, wheelchairs, canes, bicycles, manual typewriters etc.

Remember: We often receive materials from medical facilities. Funds are needed to ship them. Please help us by rounding off your cost higher to assist us in these extra costs. Extra donations are always appreciated and welcome!

*** MMI & WMI • P O BOX 535002 • Indianapolis, IN 46253-5002 ***