



Bead Bag/Stitcher 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.

*All forms referenced in this document can be found at <https://beadsofcourage.org/beat-bags/>

- **Register*** as a Beads of Courage Stitcher for bead bag donations. Registration will add you to the Beads of Courage Stitcher database to receive updates from Beads of Courage concerning bag donation.
- **Follow the Bead Bag instructions***
- **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. 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. 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 stitching 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! If you have a story to share, please email krista@beadsofcourage.org
- **Group/Bulk 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 bags for donation to please ship them directly to BOC headquarters in Tucson, AZ. We will distribute them to hospitals in need.
- **Direct donation to Beads of Courage Headquarters are ALWAYS needed!** Beads of Courage goes through thousands of bead bags each year. You are always welcome to send bags directly to headquarters at any time. Bead bags are distributed to member hospitals all over the country throughout the year.

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

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