



### Woodturner Donor Checklist

The list below serves as a quick checklist for individual and group donors who are creating and donating woodturned bowls/boxes on behalf of Beads of Courage. Please contact Krista Burgbacher, Program Manager, at [krista@beadsofcourage.org](mailto:krista@beadsofcourage.org) with additional questions or for support.

- **REGISTER\*** as a Beads of Courage Woodturner donor. Registration will ensure that you are added to the Beads of Courage Woodturner database to receive newsletters and updates on participating in the program.
- **KEEP BOC UPDATED.** It is crucial that BOC knows what donor is connected to what hospital/organization for donations. This helps us to know what member hospitals might be in need of donations and those that may already have existing relationships. This 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. Please let us know if your contacts change.
- **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. Please be sure to be familiar with these guidelines when creating your donations. Technical questions can be directed to Linda Ferber, AAW Program Director, at [linda@woodturner.org](mailto:linda@woodturner.org).
- **COMPLETE A GIFT-IN-KIND FORM EACH TIME A DONATION IS MADE\*.** BOC has not required this type of form in the past, and we have come to learn that we are then unaware of who is donating when. We know a lot of time, energy and money is put into these donations and want to be able to be able to track and recognize your work. Without this form, we are unaware where your donations are going as hospitals do not report back to us.
- **SHARE YOUR STORIES\*!** BOC has come to find that many woodturner groups publish stories and articles in their group newsletters, local papers, etc. on their BOC donations. Please share this with us! We love to hear about the amazing work you are doing. Please also remember to **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.** Although we would love to connect each and every donor to a hospital for direct donation, the logistics of doing so do not work. Organizing a group donation is far more efficient. Please consider joining a local woodturning group in your area to combine donations of 5 or more boxes at a time.
- **INDIVIDUAL DONATIONS ARE STILL WELCOMED** but we ask that those that have less than 5 to donate ship them directly to BOC headquarters in Tucson, AZ. We will distribute them to local hospitals in need.
- **PLEASE DO NOT CONTACT HOSPITALS DIRECTLY FOR DONATIONS.** Again, it is critical that BOC is aware of all woodturner donations and hospital relationships to ensure the appropriate donations are going to our BOC members. Once you or your group has been connected with a hospital/organization through BOC, you may then coordinate donations directly with the hospital/organizational staff/contact.

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