

Hand Carry Report Packet

Recipients of supplies from ***The Medical Team Store*** are required to document the use of the supplies in a “Hand Carry Report.” This Hand Carry Report Packet is a helpful tool to assist you in completing this component. SOS will share the stories of your mission trip in various ways: SOS website; Facebook page; electronic newsletter; printed materials; etc.

**Hand Carry Report**

The Supplies Over Seas (SOS) ***Hand Carry Program*** connects individuals and organizations with surplus medical supplies that have been donated to SOS by individuals, hospitals, and other organizations for the purpose of providing humanitarian aid. In order to honor our donors, SOS requires that **all participants of SOS’s Hand Carry Program provide documentation** of their humanitarian work by supplying **photographs** and **stories** from the recipient community.

The questions below are to get you thinking about how you can document the use of the SOS supplies on your mission trip. No two mission trips are alike. Each has its own story. These questions are meant to be a guide to help you communicate your mission trip’s impact.

1. Describe healthcare conditions in the region where your team will be working. Is there a lack of access to medical supplies and equipment—and if so, what are some of the reasons for this?
2. Why did your team select this region?
3. How many patients did your team see?
4. What was the nature of the services your team provided?
5. Why did  you choose to go to SOS’s Medical Team Store for supplies?
6. How will SOS supplies/equipment make an impact on the region?
7. What factors have contributed to your passion for this work?
8. Are there any individuals (patients or medical care providers) whose story stands out?
9. How has this trip informed your views on global health equity?

**Examples**

Also attached you will find a copy of “*Total Emersion Nursing Clinical Experience in the Dominican Republic by Patricia McEachron, MSN, RN*.” This report may give you ideas on how to best document your mission trip for the Hand Carry Report. In addition you will find “Their Stories” – a flyer with multiple exerpts from Hand Carry Reports that have been gathered to share with SOS Supporters.

**Photos**

Photos of your mission trip will also be used in SOS publications. Photos should include but are not limited to: the exterior of the clinic/hospital; clinic/hospital signage; the interior of the clinic/hospital; unpacking the supplies; supplies being put on shelving; and especially the public being served by the supplies. The attached examples will give you an idea of the types of photos to share with SOS.

**SOS Label or Sign**

You will be given a SOS Label or SOS Logo sign. Please take a photo of the people you are serving holding the SOS sign, or of you and your team holding the SOS sign. Include this photo in your post-trip report to SOS.

**Promote the Mission Trip Organization**

If you are traveling with a specific mission trip group, send us their web site link and logo and we will connect our social media to their social media.

**Documentation**

Upon return, photos and stories should go to:

Admin@SuppliesOveSeas.org

(502) 736-6360

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