

Hand Carry Program Description:

SOS Medical Team Store

**Supplies Over Seas (SOS)** supports short-term medical mission trips for individuals and groups who provide health care to underserved patients in developing countries all over the world. Our **Medical Team Store** is stocked with donated surplus medical supplies—the most requested supplies for volunteer medical missions—that have been sorted and reprocessed by our volunteers. A list of the items in the Medical Team Store is provided in the Inventory section of this program description and on the SOS website.

Medical mission teams can shop in the store to collect supplies to assist them in their work abroad. SOS’ partners can take what they need for their mission and check those supplies with their luggage. **Hand carry** **supplies** can range in size from a small box to several suitcases for your group.

The Medical Team Store is open only by appointment to pre-approved applicants who are responsible for hand-selecting and packing their own luggage or box to “hand carry” on a mission trip.

SOS Hand Carry Store Process

1. Read the Hand Carry Program Description (this document)- Potential applicant and other members of the mission team must read this document “Hand Carry Program Description” to understand exactly the responsibilities of the applicant. Applicant must understand that no one will be able to use the Medical Team Store without an approve application, submitting a list of needed supplies with quantities and having SOS schedule an appointment.
2. Date of Mission Trip – for planning purposes, apply to use the SOS Medical Team Store approximately 3 months before your mission trip.
3. Timing – before taking the time to fill out the application, please know that it could be 2 weeks before you can be scheduled to use the Medical Team Store
4. Application Submittal - Potential applicant fills out application and scans/emails to SOS or sends by fax.
5. Supply Request List – Applicant must fill out the “Supply Request List” and submit with Application. No application will be reviewed without the Supply Request List.
6. Appointment Scheduled- Upon application approval, SOS will contact approved applicant to schedule appointment to use SOS Medical Team Store and to meet with SOS Marketing & Development Director. Applicant understands their appointment is for one hour.
7. Pay Fee - Applicant is prepared to pay administrative fee at time of appointment.
8. Documentation - Applicant provides the post-trip Hand Carry Report, including photos. Documentation is required as part of this process and due upon return from mission trip.

**Application Process**

Saving lives is a serious business, and we are committed to ensuring that applicants are prepared to do the most possible good for the people we serve. Mission teams who wish to use the Medical Team Store must first request an application from SOS. Prospective applicants will want to take the time to read the application and understand the financial responsibilities, documentation requirements, and release/indemnity information. Please note: the application must be accompanied by the ***Supply Request List***.

**Timing of Application and your Mission Trip**

There are several reasons why you should plan to come visit the SOS Medical Team Store a ***minimum of 3 months before your mission trip***. SOS may not have all the supplies you require for your trip and this will allow you to find them elsewhere. Also, during the ‘mission trip season’ there is high demand to use the SOS Medical Team Store scheduling an appointment may be challenging.

**User Requirements**

SOS is committed to ensuring ethical, effective, and recipient-focused services. All applicants and recipients must:

* Be a recognized nonprofit organization (NGO, not-for-profit, hospital, or clinic) using supplies for international relief/health care to provide free or affordable care to the poor in developing countries;
* Not use donated surplus for sale or as a means for profit;
* Have representation from both a US-based contact and a contact in the destination country;
* Have a commitment to serving all people regardless of age, race, gender, sexual orientation, or religious beliefs.

**Medical Team Store Inventory**

A sample list of commonly available items stocked in the SOS Medical Team Store is available on our website and in this program description. ***Availability and quantity of items fluctuate based on donations*** from our health care partners. Availability of supplies may also fluctuate during high “mission trip season.” Therefore, we cannot guarantee that all items will be in stock at the time of your appointment.

There is a limitation on the number of durable items (especially surgical instruments) available to applicants. SOS Staff will assist you with available inventory during your Hand Carry appointment. Our inventory is sorted to remove expired, soiled, and/or broken items. Applicant will be able to **select items *only* from the Medical Team Store**. If you are interested in items in the SOS warehouse but not in the store, your application will be treated as a **Custom Box** to which appropriate fiscal requirements apply.

**Supply Request List**

All applicants must fill out a Supply List Request – Section 6 of the Hand Carry Application. The Hand Carry Application has a requirement to **fill out the Supply Request List.** This list must accompany the application. When possible, the SOS Hand Carry volunteer will use this list to pull any requested supplies prior to the appointment so that the applicant can make the best uses of their appointment time. As a reminder, the Medical Team Store ***appointment is only for one hour***, so being prepared to use this time wisely is important.

This list may be helpful in filling out your Supply List Request.

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| --- | --- | --- |
| **Dry Supply Category** | | **Items that may be included in category** |
|  | Anesthesia | Airways, arterial catheterization supplies, block trays, breathing circuits, endotracheal tubes |
|  | Bovie | Cautery pencils w/ holsters, bipolar forceps, patient return electrodes, tips, tip cleaning pads |
|  | Cardiovascular | Cardiac catheterization supplies, chest drains, defib pads, electrodes, embolectomy catheters, paracentesis/thoracentesis sets, thoracic catheters, vessel loops |
|  | Clothing | Disposable surgical & isolation gowns, caps, eyewear, masks, shoe covers |
|  | Dental | Cotton rolls, instruments, toothbrush, toothpaste |
|  | Diabetic | Glucometers & test strips, lancets |
|  | Dialysis | A.V. fistula needles, cycler sets, integrated A.P.D. sets |
|  | Drapes (Medical) | Sterile and non-sterile drapes, table covers, surgical towels |
|  | Dressing (Medical) | Abdominal pads, Ace bandages, Band-Aids, burn dressings, Cobans, cotton balls, dressings change trays, foam dressings, Kerlix, lap sponges, lubricating jelly, petrolatum gauze, non-adherent dressings (Telfa), radiopaque sponges, 2x2” and 4x4” sterile and non-sterile gauze, Steri-strips, tape, transparent dressings (Tegaderm), tubular net dressings, wound packing |
|  | Endoscopy, laparoscopy, & staplers | Clip appliers, endoscopic and linear staplers, endoscopic and linear cutters, endosutures, insufflation tubing, reloads, skin staplers, trocars |
|  | Ear, nose, and throat (ENT) | Cotton–tipped applicators, ear dressings, ear tubes, ENT instruments, ENT surgery packs, nasal dressings, nasal specula, otoscope tips, tongue depressors, tonsil sponges |
|  | Eye (Ophthalmology) | Eye needles, eye blades, eye dressings, eye syringes, drapes for eye surgery, eye sutures, iris forceps, eye surgery instruments |
|  | General Surgery | Biopsy needles and punches; central line trays; gastrotomy tubes; guide wires; hemostatic agents; laceration trays; light handle covers; medical adhesive; needle counters; skin/tissue markers; surgical trays; wound drainage devices |
|  | Gloves | Gloves used for surgery and examination |
|  | Incontinence | Adult and infant briefs and diapers, chux |
|  | Intravenous (IV) | Intravenous sets and tubing, angiocatheters, cannulas, catheter stabilization devices, start kits |
|  | Instruments(Medical) | Clamps, forceps, scalpels, scissors, needle holders, stethoscopes, thermometers |
|  | Laboratory | Blood collection sets, slides, specimen containers |
|  | Needles | All sizes |
|  | Neurology | Nerve stimulators, neuro hooks, neuro sponges, scalp clips, skull pins |
|  | Nutrition | Feeding tubes, enteral gravity and pump feeding sets, enteral feeding syringes |
|  | OB/GYN | Abdominal binders; aspirators; baby blankets, bottles, caps, powder, wipes; delivery kits; enema bags; heel warmers & lancets; KY jelly; mesh brief; perineal cold packs, perineal & vaginal irrigation supplies; perineal pads; vaginal specula; TED anti-embolism stockings; ultrasound gel; umbilical cord clamps and tape; vacuum curettes; vaginal packing |
|  | Orthopedic | Braces, slings, splints, casting supplies, stockinettes, orthopedic instruments |
|  | Ostomy | Adhesive, base plates, irrigation sets, ostomy pouches, skin barriers, night drainage containers, belts, lubricating deodorant |
|  | Oxygen | Ambu bags, nasal cannulas, oxygen masks, oxygen tubing, nebulizers and nebulizer supplies |
|  | Plastic Containers | Basins, bed pans, emesis trays, measuring cups, pitchers, plastic trays, sharps containers, urinals |
|  | Skin Prep | Povidone iodine and Chloroprep bottles, prep trays, sponges; alcohol prep pads; shavers |
|  | Sterilizer Supplies | Sterilization packs, tubing, wrap, and tape |
|  | Suction | Suction catheters; suction handles, tubing, canisters |
|  | Suture | Assorted suture, needles for suture, suture removal trays; suture bags |
|  | Syringes | All sizes |
|  | Tracheal Supplies | Tracheostomy masks and tubes; trach clean & care kits; cricothyrotomy kits |
|  | Urology | Coude, Foley catheters, external, and straight catheters; catheter insertion kits; irrigation sets; Toomey syringes; urinary drainage bags & meters |

The Medical Team store also has a selection of **medical equipment.** There is a limitation on the number of durable items available to applicants. SOS Staff will assist you with available inventory during your Hand Carry appointment. Use this list as a guide to help fill out Section 6 - Supply Request List of the Hand Carry Application: Aspirators (suction machines); BiPAPs and CPAPs; Centrifuges; Cold therapy pumps; Crutches; Canes; Walkers; Digital thermometers; Gauges (for oxygen tanks); Microscopes; Nebulizers; Pulse Oximeters; Sphygmomanometers (BP); Vital signs monitors; Weight scales (adult & infant) and Wheelchairs.

**Adapter Plugs & Transformers** - Medical equipment from Supplies Over Seas will be 110V/60Hz with American outlet plugs and it is the applicant’s responsibility to purchase the adapter plugs and step-down converters. Applicants who need transformers or adapters can order them on-line at: [www.voltageconverters.com](http://www.voltageconverters.com)

**Pharmaceutical Supplies**

SOS **does not** accept or store donated pharmaceutical supplies. If your mission trip needs pharmaceutical supplies, your may find the following contacts helpful:

* [MAP](http://www.map.org/) (Medical Assistance Programs) www.map.org
* Kingsway Charities www.kingswaycharities.org
* Blessings International www.blessing.org

**The Hand Carry Appointment**

The Medical Team Store is open ***only by appointment*** to pre-approved applicants. The **Supply Request List** must accompany your application. Once your application is submitted, it will be reviewed by SOS staff for eligibility. Upon approval, SOS will contact you to schedule an appointment for in-store shopping at the Medical Team Store.

Your appointment will be **scheduled for one hour**.

During your appointment, a SOS staff member or volunteer will escort you to the Medical Team Store and work closely with you throughout the process.

During the appointment time, you will also meet with the SOS Marketing Manager to discuss **post-trip documentation**. The marketing manager will give you a “Hand Carry Documentation Packet” to facilitate the documentation and accountability of the mission trip. Please note that applicants usually **have their photos taken** during their appointments and that these photos may be used in SOS social media.

All items selected during the hand carry appointment must be paid for and taken away from SOS Headquarters at the time of the appointment. SOS does not have the capacity to store supplies that applicants have selected.

Due to staffing constraints, if for any reason you cannot keep your scheduled appointment, please call SOS Headquarters immediately to reschedule so that valuable staff time can be allocated wisely.

**Accountability/Mission Trip Documentation**

During the appointment, you will also be scheduled to meet with the SOS Marketing & Development Director to discuss your mission trip and receive a **Hand Carry Report Packet**.

SOS receives surplus medical supplies from a variety of donors. Through our donors’ generosity, SOS is able to share cost-saving and life-saving materials. For this reason, we must document to our donors how their supplies are being used.

The Hand Carry Report Packet you will receive will include a “Hand Carry Report,” a document listing questions from SOS donors. All organizations requesting SOS supplies and equipment must document how those materials are used at their final destination by returning to SOS a Hand Carry Report and taking photographs of the clinic or hospital using the supplies. SOS likes to receive photos that convey healthcare conditions in the recipient community. 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 the public being served by the supplies.

Because this documentation is so important to the future success of SOS, failure to supply photos or written documentation may restrict the requesting organization’s ability to apply for supplies in the future.

**Financial Responsibility**

The Hand Carry administrative fee/SOS Donation of **$50 covers the first 50 lbs**. Each additional pound will be charged **$2/pound**. No supplies will leave SOS headquarters without payment having been made.

On the day of your appointment to use the Medical Team Store, be prepared to pay the administrative fee/SOS donation. While our healthcare partners donate the surplus medical supplies to Supplies Over Seas, recipients or their sponsors are asked to pay an administrative fee/SOS donation to help cover some of the costs of our operations that ensure we have the supplies to meet your needs. Your tax-deductible donation enables Supplies Over Seas to operate the Medical Team Store and equip your team with the supplies you need.

SOS supports short-term medical mission trips for individuals and groups who provide health care to underserved patients in developing countries all over the world through our Medical Team Store. **For an individual**, the application fee applies to a **mission trip** and fee/s are cumulative if multiple appointments to use the Hand Carry Store for that mission trip are necessary. **For a group**, the application fee applies to a **mission trip** and fee/s are cumulative for multiple participants and if multiple appointments to use the Hand Carry Store for that mission trip are necessary.

**Payment Options**

The following payment options are available: Cash, US check, credit card (AMEX, Visa, MasterCard, Discover); through PayPal on the SOS website; or wire transfer.

**Complimentary Items – SOS Share Shelf**

Sometimes SOS receives non-medical donations that ***we share for free*** with Hand Carry Program applicants. These items could include T-shirts; tote bags; fanny packs; personal hygiene items; pens/pencils; toys; sports equipment; etc. Don’t forget to check out the SOS Share Shelf during your Hand Carry appointment to see if there are any items that might be appropriate and needed for your mission trip.

**Not Able to Visit the SOS Medical Team Store?**

If you or your mission team are not able to come to the SOS warehouse in Louisville, KY, to use the Medical Team Store, or if you are located outside the SOS service area, you may still request medical supplies through our **Custom Box** program.

**Request an Application**

**Call:** 502-736-6360

**Email:** Admin@SuppliesOverSeas.org

**Questions**

502-736-6360 (office)

**Medical Team Store Sponsors**

The SOS Medical Team Store has been made possible through the generous donations of the store sponsors – **KentuckyOne Health and UPS.**

Delivering a **World** of **Health** and **Hope**.