



Veterans Leather Program  
384 County road 852  
Elizabeth, AR 72531-9603  
E-mail: kdmc@mtnhome.com  
Dennis McAleese, Chair

## VETERAN LEATHER PROGRAM CRAFT KIT ORDER FORM

Date: \_\_\_\_\_

Name: \_\_\_\_\_  
(Lodge Veterans Chair)

Address: \_\_\_\_\_  
(Mailing Address - No PO Boxes)

\_\_\_\_\_

(City) (State) (Zip)

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### STATE VETERANS HOME OR NURSING HOME OR LODGE

Name of facility: \_\_\_\_\_

Address: \_\_\_\_\_  
(Mailing Address - No PO Boxes)

\_\_\_\_\_

(City) (State) (Zip)

Craft kits are available for distribution by our Lodge Veterans Chairs to needy veterans in state facilities, nursing homes for veterans, Lodge events for veterans or other veterans facilities.

### KITS ORDER

Number of kits: \_\_\_\_\_ Type: \_\_\_\_\_

Kits are not to be taken to VA-run facilities at this time. By signing this form, I agree not to take kits to a VA facilities of any kind.

Name: \_\_\_\_\_  
(Lodge Veterans Chair)

Signature: \_\_\_\_\_

**FOR OFFICE USE ONLY**  
Order #: \_\_\_\_\_  
Date: \_\_\_\_\_



## ARTS & CRAFTS KIT PROGRAM RECOMMENDED GUIDELINES

1. Arts and crafts activities are therapeutic tools for patients undergoing medical care or rehabilitation.
2. These craft kits are strictly for veterans or active duty military patients. They are not for facility personnel, patients' family members, or any other persons. If clinical staff believe there are benefits for patients in ambulatory care programs, outpatients are also eligible to receive the kits.
3. All craft kits and materials need to be stored in a secure area.
4. Patients should only be permitted to receive one craft kit at a time. Another kit may be provided only after proof that the previous kit was completed.
5. Any uncompleted craft kits may not be sold for gain or profit by any organization. Craft kits may not be used as prizes for various facility or patient programs.
6. After the veteran/military patient completes a kit, it is his or her property to do with as they wish.

### POST CARD USE

1. Patients are to complete and mail the donor reply cards supplied with each craft kit. This is best done when the kit is given to the patient. (Cards are intended as a brief thank-you note to the donor supplying the kit.)
2. If the patient needs help writing, staff (or a volunteer) should assist them in completing the post card.
3. Some patients may refuse to complete a post card. Explain why the post cards are important: see if any other patient (or a volunteer) is willing to write a short note on the post card on behalf of the patient.
4. Please make sure the facility name and location are on the card.
5. Please do not use rubber stamps or automated messages as the patient's response on the post cards. Donors enjoy hearing directly from the patients.
6. Required: Review all post card before mailing to make sure the comments are appropriate. These cards are only intended to thank the donors for contributing a craft kit to veterans/military patients.

### FACILITY USE

1. At all times, keep Help Hospitalized Veterans informed regarding the responsible person at the facility for the craft kit program.
2. If there is a change in personnel, please turn over all records pertaining to the HHV program to the replacement staff, and also notify HHV of this change.
3. HHV will supply the facility with as many craft kits as needed, provided the kits are distributed to the patients within 90 days. (Order size is not important, as long as kits are distributed within 90 days.)
4. Notify HHV when craft kit inventory is down to a 30-day supply.
5. Each facility determines the extent of its craft kit program based on patient mix, staffing, and volunteers.
6. Confirm receipt of all shipments in writing on facility letterhead, signed by the director or administrator.
7. Include the date of receipt and the total donation amount. If all cartons are not delivered, ask the freight carrier when to expect any remaining items. If delivery of those remaining items takes longer than five days, forward a copy of all documents to HHV. (Freight companies guarantee delivery within 10 days.)
8. Remember, the HHV program is for our veterans and military patients only.
9. The primary mission of HHV is to put craft kits into veterans/military patients' hands to learn from and enjoy.

**Help Hospitalized Veterans is a non-profit, tax-exempt corporation established in 1971**  
**36585 Penfield Lane • Winchester, California 92596 • (951) 926-450D • Fax (951) 926-3569**  
**Website: [www.hhv.org](http://www.hhv.org) • Email: [hhv@htw.org](mailto:hhv@htw.org)**

FACILITY/PHONE: \_\_\_\_\_  
 ORDERED BY: \_\_\_\_\_  
 TAKEN BY: \_\_\_\_\_  
 DATE: \_\_\_\_\_

#PALLETS: \_\_\_\_\_

**HHV CRAFT KIT REQUEST GUIDE**

#CARTONS	<b>WOOD MANUFACTURED BY HHV</b>	# CARTONS	<b>LEATHER MANUFACTURED BY HHV</b>	Notes and Comments
	Bluebird (Simple)		Pocket Billfold	
	Wren House (Simple)		Deluxe Wallet	
	Bird Chalet		Basic Wallet (Simple)	
	Music Box (Simple)		ID Wallet ( Simple)	
	Assorted Clocks		Tri-Fold Wallet	
	Regular Pen Kit		Money Clip Wallet	
	Lock N Load Pen kit		Biker Wallet	
	Wagons		Soda Can Holder	
	Keepsake Box		Embossed Coin Case (Simple)	
	Windchimes		Large Drawstring Pouch	
	Magazine Rack (Simple)		Small Drawstring Pouch	
	Wooden Baskets		DbI Pocket Coin Case	
	Tool Box (Simple)		Playing Card Case	
	Ship/Eagle/Fish Sculptures		1" Link Belt (Simple)	
	Medallion Case		1 1/4" Link Belt (Simple)	
	Outhouse		Belt Buckle	
	Shoe Shine Box		Checkbook (Simple)	
	Duck Whirligig		Ladies Purses	
	Birdfeeder		Wheelchair Glove	
	Civil War Cannon		Wheelchair Pouch	
	Wooden Tray		Small Utility Pouch	
	Desktop Flag Kit		Combo EC/ID Tag	
	Bee Whirligig		Dreamcatchers	
	Bookends		Cell phone case	
	Laser Wood Sculptures (Assortment)		Neck ID Wallet (Simple)	
	Wooden Shelf		Fanny Pack	
	Jewelry Box		Clutch Pouch	
	Wishing Well		Link Wristband	
	Tabletop Chalkboard		Manicure Case	
	Wooden Military Ornaments		Messenger Bag	
	Calender		Football	
	<b>MISCELLANEOUS</b>		Moccasin assortment sz 7-12	
	Bead Keychains		Moccasin individual cartons	
	Paracord		Size 4	
	Concho Group Packs		Size 5	
	Create Your Own Puzzle (Simple)		Size 6	
	Latch Hook		Size 7	
	Puzzle Books (Assortment)		Size 8	
	Paint by Number		Size 9	
	Christmas Latch Hook (small)		Size 10	
	Cross Stitch		Size 11	
	Patriotic Bead Mobile		Size 12	
	<b>PAINT AND GLUE</b>		Size 13	
	Auto Paint		Size 14	
	Non-Toxic Glue		Size 15	

**SPECIAL REQUESTS** (PLEASE INFORM US OF KITS DESIRED THAT ARE NOT LISTED ON GUIDE)

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**PLEASE CHECK ONE OF THE FOLLOWING**

- SUBSTITUTIONS ARE OK IF SPECIFIC REQUEST IS NOT IN STOCK
- MAKE ORDER WELL ROUNDED WITH WHAT'S IN STOCK
- SEND ONLY WHAT IS REQUESTED ON ORDER