

the interreligious foundation for community organization IFCO/Pastors for Peace



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MATERIAL AID GUIDE

FREQUENTLY ASKED QUESTIONS:

Why send aid to Cuba?

Sending material aid a conscious act of nonviolent civil disobedience challenging the unethical “Trading with the Enemy,” Torricelli, and Helms-Burton Acts. The Caravan is a high-profile act of solidarity with our Cuban brothers and sisters, and is much more than charity. This Blockade has sought to isolate Cuba since 1961, violating international laws by denying Cuba access to medicines and other essential goods.

No matter how much humanitarian aid we collect, it could never remotely assuage the damage that is being done to the Cuban people, especially to Cuban children, by the US blockade. Rather, the act of collecting and sending aid is combined with intentional media and political work that educates the public about the inhumane nature of the blockade and demonstrates to our policymakers and legislators that there is a broad-based international coalition of people of conscience who demand an end to this genocidal policy.

Why don't we get a license?

IFCO/Pastors for Peace does not apply for a license to deliver humanitarian aid Cuba. The US government has used the licensing procedure to serve its own public relations purposes by giving the impression that its helping Cuba while giving minimal aid and NO Trade. Accepting a license would run counter to our moral values and put us in complicity with the US government's presumption of power to use food and medicine as tools in its war against Cuba. We believe the US blockade of Cuba to be contrary to the Biblical principles and moral tenants of all major faiths.

Who receives the aid in Cuba?

An Ecumenical Distribution Committee made up of Cuban religious leaders will receive and distribute the aid to a variety of Cuban organizations and institutions serving the Cuban people on the basis of need. Under the section **Third Party Shipments**, you can find more information about designating recipients. For additional information about distribution please contact our office.

Is there more than one way to send aid?

There are three ways to send material aid on the Friendship caravan:

- ★ **Reserve space** on an IFCO/Pastors for Peace vehicle bound for Cuba
- ★ **Sponsor or purchase a vehicle** locally to be donated to Cuba and fill it with aid
- ★ **Send a locally-owned vehicle** filled with aid that will return after the caravan

For more information about sending vehicles on the Caravan, please consult the **Vehicle Guide**, available from IFCO/Pastors for Peace and on our website www.pastorsforpeace.org.

Is the delivery guaranteed?

No. Because the caravan is a direct and open challenge to the blockade, there is a possibility that government officials at the border in Texas will seize some of this aid. IFCO/Pastors for Peace cannot be responsible for aid that is confiscated, damaged, destroyed or lost by federal, state or local officials. On the 2005 caravan US customs seized some boxes of computer equipment and denied passage to others. In addition, Mexican customs regulations limit what is allowed to pass through that country. Following these guidelines precisely improves our chances of delivering all the aid.

What items should be sent?

Below is a summary of general aid needs in Cuba. A **glossary** that gives more detail is available on request from our office or from our website. When sending solidarity aid to Cuba, **it is essential that all items collected must be new or in excellent condition, clean and rust-free.** Do not donate items that are not in working condition. This is not an opportunity to clean out junk from garages or basements. If it's not good enough for you and your family, don't send it to our Cuban brothers and sisters.

The 20th US-Cuba Friendshipment this July –

Has been specifically asked to prioritize **construction supplies for the ongoing reconstruction effort after the 3 devastating hurricanes that hit Cuba in the fall of 2008**

WE PARTICULARLY NEED THE FOLLOWING CONSTRUCTION SUPPLIES

Plumbing: nuts, bolts, washers and all thread, plastic pipe fittings, toilets, sinks, faucets, PVC plastic fittings, copper fittings and valves, drains and stoppers, pipes, shower fixtures

Carpentry: nails, hammers, screws, drills, flashing, wall anchors, saws and saw blades, banding tools, door hanging tools, ladders, jacks, plaster, sandpaper

Electrical: any electrical wiring, fasteners, electrical boxes and covers, electrician tools, energy efficient lighting and bulbs, extension cords and adapters, generators, electric line testers, electrical tape

Masonry: grouts, sealants, horizontal reinforcing, masonry admixtures, concrete, masonry hand tools (floats, trowels), chisels (wood and masonry)

Painting: brushes, rollers, lead-free paint, brush extenders, paint plates

Protective Gear: dust masks, work gloves, protective eyeglasses

What we take in general...

- ! **Vehicles:** School buses, ambulances, trucks, pick-ups, mobile libraries (bookmobiles) - **diesel & stick shift preferred** - in good condition and with at least several years of life left in them.
- ! **Computers:** IBM compatible computers with Pentium III or better processors, and all computer accessories/peripherals. Must be in full working order. All types of printers but especially Epson LX 300 and HP laser jet 1200
- ! **Educational supplies:** All types of educational materials including for writing on and with etc (but pen, pencils, paper etc must be new/unused)
- ! **Medical equipment/supplies/medicines:** All kinds if equipment in good working order, supplies sterile and supplies/medicines with expiry date Feb 1, 2010 or later
- ! **Books:** Medical and scientific textbooks and journals in Spanish or English
- ! **Alternative transportation/energy equipment:** e.g. Bicycles (good condition), solar panels
- ! **Sports/arts/cultural equipment:** All kinds if in good condition.
- ! **Musical Equipment:** Musical instruments especially, DJ equipment, sound equipment
- ! **Bibles:** All Bibles must be in Spanish.
- ! **Food:** Powdered milk, infant formula, dietary supplements - in original factory-sealed containers. .
- ! **Car mechanics tools:** Tools must be in good condition or new.
- ! **Home supplies:** Factory new clothing in bulk quantities.

And what we don't take ...

because it is inappropriate or because Mexican customs won't let it through

- ! Anything that is not in good working order or is rusty
- ! Medication and medical supplies that have already expired or will reach their expiry date before February 1, 2010
- ! Medication and medical supplies that have been opened
- ! Computers older than Pentium III (about 7 years old) or that are not IBM compatible
- ! Books, in English or Spanish, that are not medical or scientific text books/journals
- ! Any clothing, sheets, towels, etc. that are not enclosed in their original packaging.
- ! Used paper
- ! Canned food

Paying to send the Aid

Why does it cost to send aid to Cuba?

It is expensive & complicated to transport aid to Cuba. Vehicles must be purchased, repaired, maintained, insured & fueled. Space on a cargo ship must be reserved. Distribution must be arranged to high need areas in Cuba. As part of this act of solidarity, we rely upon organizations and individuals to contribute to these costs.

IFCO/Pastors for Peace CARAVAN SHIPPING COSTS

Shipping costs are rated according to “tenths”; a reference to space available in the vehicle.

1/10 = \$800 = 100 ft³ or 1,000 pounds (approximately 25 large computer boxes)

- ★ The minimum space reservation is 1/20 = \$450
- ★ More details of costs for larger amounts are on Page 7 of this guide
- ★ Please note that there is **no** charge for sending aid with the caravan in private vehicles or in a vehicle your community has sponsored.

ON MEDICAL SUPPLIES / MEDICATION:

All kinds of medical supplies, medications & medical equipment can be useful, if it is in working order. **But there are some special requirements.**

- ★ The expiration date on **all medication and medical supplies** must be no earlier than **Feb 1, 2010**

Note that some medical supplies don't have expiration dates so they are OK. Sample medications will be accepted only if sorted into different bags or boxes by specific type of medication. **Medications or medical supplies that have been opened cannot be accepted**

Please follow these guidelines; failure to do so will result in extra work for caravanistas at orientation in sorting through the aid and throwing some out, and may delay our arrival in Cuba.

How can I solicit medical donations?

Find out who has access to the materials and whose stamp of approval you need. Try your doctor; the director or any worker in the biomedical engineering department of your hospital; the director or any worker in the pharmacy of your hospital; the administrator of your local hospital; workers in a private clinic-such as an “Urgent Care” clinic; your nurse; your neighbors; family members; and friends who may work in a hospital. You will probably need to invest a lot of time in making phone calls, taking personal trips to hospitals/offices, and writing letters.

Consider your contact's motivations when shaping the conversation or letter. Doctors and private offices donate because

- ★ they want to help others
- ★ they want to rid their offices of old, unused equipment (even though it is still very useful)
- ★ they want a tax deduction

Hospitals donate because

- ★ they too want to help others
- ★ they want to free up space by discarding unused supplies
- ★ unlike private medical offices, most hospitals pay no taxes and therefore have no need of tax deductions. You might, however, find a private hospital or health center that is taxed.



**IFCO/PASTORS FOR PEACE 20th US-CUBA FRIENDSHIPMENT
THIRD PARTY SHIPMENT**

IFCO/Pastors for Peace organizes material aid shipments as an integral component to its action/education project in the United States, and also to support the Cuban revolutionary system of equal distribution of resources. As elaborated in the **Material Aid Q & A**, all donations will be received by the **Cuban Ecumenical Distribution Committee**, who designate the aid throughout the island according to greatest need. However, if you would like to designate your donation to a specific non-governmental organization, you are welcome to submit a **Third Party Shipment Request Form** to the committee for consideration. Under no circumstances can aid for individuals or unrecognized organizations be sent on the Caravan. Please detach and send the form below to IFCO/Pastors for Peace, who will forward this information to the Ecumenical Distribution Committee for evaluation and approval. Third party shipments are not considered approved until IFCO/Pastors for Peace has received official approval from the coordinator of the Ecumenical Distribution Committee. If your third party shipment is not approved, it will be considered a general donation unless you choose to withdraw it, in which case your deposit will be subject to a 25% (or \$50) administrative reduction.

All **Third Party Shipment Request Forms** must be received by IFCO/ Pastors for Peace by **May 17, 2009**, or they cannot be considered. *Please do not notify organizations in Cuba about any third-party shipments on the Friendshipment until it has been confirmed that your third party shipment has been approved by the Committee.* Approved recipients are responsible for picking up the aid in Havana.

PACKING INSTRUCTIONS: Third Party Shipments must be packed separately and labeled with a **green** label, regardless of the specific category of aid, to ensure release to its intended recipient. *The label form in this packet cannot be used for third party shipments.* Please request the **Third Party Shipment Label** from the office in New York once you're notified that your third party shipment has been approved by the Ecumenical Distribution Committee.

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**IFCO/PASTORS FOR PEACE 20th US-CUBA FRIENDSHIPMENT
THIRD PARTY SHIPMENT REQUEST
Due May 17, 2009**

DONOR INFORMATION

Organization Name: _____
Contact Person: _____
Address: _____
Phone #1: _____ #2 _____ Fax: _____
Email: _____ website: _____

RECIPIENT INFORMATION

Organization Name: _____
Contact Person: _____
Address: _____
Phone #1: _____ #2 _____ Fax: _____
Email: _____ website: _____

Please attach the following to this form for consideration by the Cuban Ecumenical Distribution Committee:

_____ a letter of request from the recipient _____ a bilingual list of the items you intend to send



IFCO/PASTORS FOR PEACE 20th US-CUBA FRIENDSHIPMENT

a few more than

TEN STEPS TO SENDING MATERIAL AID

Aid that is inappropriate or improperly packed will not be accepted on the Caravan.

1. Determine how much space your host committee will reserve with the Caravan & establish a plan to fundraise the shipping costs.
2. **Reserve the space with IFCO/Pastors for Peace by May 17, 2009.** We cannot accept aid without prior arrangement, due to limited space on the caravan vehicles.
3. Set the date of your labeling party. If you plan to send more than a few boxes, labeling is not a task to undertake alone unless you have a lot of free time!
4. Arrange storage space. Will you collect, or should your donors deliver?
5. Solicit donations in your community. Post the cut-off date and date of your labeling party.
6. **Third Party Donation** requests should be turned in no later than **May 17, 2009.**
7. Collect all necessary boxes, packing material, scissors & tape. A range of box sizes is helpful for packing. Make copies of the label. (see color coding – item 11)
8. Start to list or **Manifest** the boxes of aid. If you have access to a computer, make sure you use our **Electronic Manifest Template**. This will save you and us a lot of time. The template is available in Excel from www.pastorsforpeace.org if we haven't already emailed it to you. A paper manifest form is available from our office if you can't use the computer version.
9. **SCREENING:** Separate any items that are **not in quality condition** or that are prohibited by Mexican customs regulations. This screening is essential, as certain items cannot be sent with the Caravan, and it will waste valuable time at orientation if it is not completed. We don't want:

★ Any medicine, or medical supplies that are not in factory-sealed packages or that have an **expiration date earlier than February 1, 2010**

- Computers with models earlier than Pentium III, or that are not IBM compatible
- Food
- Any clothing, sheets, towels, etc. that are not enclosed in their original packaging.
- Books that are not Science or Medical textbooks

- 10. SORTING:** Sort the donations according to categories (see box below under point 11), and then divide into boxes or other appropriate packaging. Each box should contain items from only one category. *Loose items will not be accepted.* **Computer components** should be packaged together in sets: CPU, cables, keyboard, monitor, etc. If you use more than one box, please label them as a set (e.g. 7A, 7B) to ensure that they get reunited in Cuba.
- 11. LABELING:** Make two color-coded **Shipment labels** for each box (*see table below*), listing the category and top three contents. The list of contents must be specific; general terms like “medical/educational supplies, misc., etc.” are not adequate. Labels should be easily distinguishable by color. It is best to fill out the information about the sending organization on the enclosed label form **before** reproducing the form on the appropriate color(s). **Third Party Shipment Labels** are different and must be requested from the office. All labels should be in English & Spanish. Consult with the **Material Aid Glossary** for translation.

- **Purple** - Alternative energy supplies and bicycles
- **Yellow** - Sports/arts/cultural equipment
- **Blue** - Educational supplies
- **Red** - Construction supplies/tools
- **Pink** - Home supplies
- **White** - Medical supplies/medicines
- **Orange** – Powdered milk/dietary supplements
- **Green** - All third party shipments (any category) - see above

- 12. SEALING:** After sealing the box, attach **two** labels, on opposite sides, being careful to place them so that opening the box will not damage the label. Cover the label completely with clear tape. Boxes are often opened by Mexican customs officials, and if the label is damaged, it becomes more difficult for our partners in Cuba to distribute the aid.
- 13. LARGE ITEMS:** such as wheelchairs or large pieces of medical equipment don't need boxing but should have labels attached and should be manifested. Bicycles should preferably be put in special bicycle boxes.
- 14. MANIFESTING:** By **July 1, 2009**, your **Final Electronic Manifest** is due to the NY office. If you do not use a computer, please designate this task to someone who does. The Manifest should have the box number: category: top three items. Please refer to the **Glossary** for guidance.



**IFCO/PASTORS FOR PEACE 20th US-CUBA FRIENDSHIPMENT
CARAVAN SPACE RESERVATION FORM**

*Please complete and send to IFCO/Pastors for Peace by fax, email or mail by **May 17, 2009** with a **\$200 deposit**. The **Final Electronic Manifest** is due **July 1, 2009**, along with the **shipping cost balance**.*

SENDING ORGANIZATION:

Organization Name: _____

Contact Person: _____

Address: _____

Phone #1: _____ #2 _____ Fax: _____

Email: _____ website: _____

SPACE RESERVED: *(1/10 = approximately 25 large computer boxes)*

_____ **1/20th** (50 ft³ or 500 lbs.) for \$450 _____ **3/10ths** (300 ft³ or 3000 lbs.) for \$2100

_____ **1/10th** (100 ft³ or 1000 lbs) for \$800 _____ **4/10ths** (400 ft³ or 4000 lbs.) for \$2800

_____ **2/10ths** (200 ft³ or 2000 lbs) for \$1400 _____ **other** (_____) for \$ _____

RECEIVING ORGANIZATION:

_____ **GENERAL DISTRIBUTION** by the Cuba Ecumenical Distribution Committee

_____ **THIRD PARTY SHIPMENT.** I have filled out the necessary forms to request that this aid be designated to a specific recipient organization in Cuba.

CARGO SUMMARY:

ESTIMATED TOTAL # OF BOXES _____ ESTIMATED VALUE _____

SPECIAL INSTRUCTIONS: (Please note oversized or heavy items, specific pick-up information, etc.)

IFCO/PASTORS FOR PEACE 20th US-CUBA FRIENDSHIPMENT LABEL

This aid is for GENERAL DISTRIBUTION

Print label on white/colored paper according to Category - see Material Aid Guide

Use this form to label each box on two sides. Attach securely and cover the label completely with clear tape. Do not put label over the place where the box opens. Any questions, contact IFCO/Pastors for Peace at 212-926-5757

SENDING ORGANIZATION: _____ BOX #

CONTACT PERSON: _____

HOME PHONE: _____ WORK PHONE: _____

FAX: _____ EMAIL : _____

Name up to three most common items in box. Don't put items belonging to different categories in same box.

CONTENTS	ENGLISH	ESPAÑOL
Category		
Item 1		
Item 2		
Item 3		

Additional Notes / Instructions:

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