



## Medical Missions Outreach Eyeglass Recycling Program Instructions:

1. Assemble the box by opening it and folding down the top and bottom; use the tabs to secure the box in this position.
2. Place the box so that the logo is in front. Remove the adhesive strip from the “donate your used eyeglasses” card and adhere the card to the top of the back of the box so that it sticks up and is clearly read from the front.
3. Slide half of the brochures in each of the two side pockets.
4. Place the box in a predominant area for collection.
5. Email [dawn@medical-outreach.com](mailto:dawn@medical-outreach.com) with your name and the location where the collection box is placed so that we can log it in our registry.
6. When the box begins to fill, remove the glasses, place them in a separate box, and mail to:

**Medical Missions Outreach  
ATTN: Eyeglass Recycle Program  
9200 Philadelphia Road  
Baltimore, MD 21237**

### Important Considerations:

1. Please place collection boxes in areas for which you received explicit permission to collect.
2. By placing a box, you are agreeing to maintain this box by checking it regularly to be sure it is not full, damaged, or unwanted at the location. For the sake of our testimony in the community, please communicate with the owners of the collection site regularly to be sure the box is maintained.
3. Do not place additional materials or signage on the box without express consent of Medical Missions Outreach.
4. Please do not mail glasses in the donation box; this box is designed to collect, not ship. Use a separate box. We are unable to take eyeglass cases because of luggage/weight restrictions. To save your shipping costs, please remove any cases before sending the glasses.
5. Should you have any questions about the Eyeglass Recycle Program, please contact [christine@medical-outreach.com](mailto:christine@medical-outreach.com).

*Thank you so much for being a Medical Missions Outreach Eyeglass Recycle Program representative. Your desire to share the gift of sight along with the gospel message is one we share, and we're grateful to partner with you in this endeavor.*