



Helping Hand for Nepal, Inc. – BOOK PROJECT M-Bag Mailing Instructions

501.c.3

92-0175716

2930 Brittany Drive
Anchorage, Alaska 99504 USA
Tel. 907/338-8128
info@hhnepal.org
www.hhnepal.org

Linda “Jay” Jackson, MFA
Founder & Executive Director, HHN
President, Board of Directors
Anchorage, Alaska
director@hhnepal.org

Board of Directors

Diana Baker, Educator
Vice President, HHN
Bend, Oregon

Janet Earl, Educator
Secretary/Treasurer, HHN
Boise, Idaho

Bhagawan Koirala, MD
Assistant Professor, TU
Executive Director/Chief of Surgery
Gangalal National Heart Center
Kathmandu, Nepal

Shashank Koirala, MD
Professor
BPK Center for Ophthalmic Studies
Kathmandu, Nepal

Burritt Newton, MD
Director Emeritus
Pacific Palisades, California

Advisory Board

Colleen Delger, CPA, ABV
Accountant
Spokane, Washington

John Faschan, PE
Electrical Engineer
Anchorage, Alaska

Robert Fleckenstein, OD
Optometrist
Eagle River, Alaska

Jackie Purcell
TV Weather Anchor/NBC
Anchorage, Alaska

Jon Schneider
Real Estate Investor
Anchorage, Alaska

Chris Stuvek
Marketing Director
Seattle, Washington

Jim Wodrich, PE
Civil Engineer
Anchorage, Alaska

Humanitarian projects in medicine,
education, and water supply

M-Bags are an economic way to mail books and printed matter through the US Post Office to foreign countries. The current rate to Nepal (2006) is \$1.05/pound. Minimum weight for a bag is 11 pounds, and maximum is 66 pounds. The books arrive in 18-22 weeks.

1. Line the inside of a box with a plastic bag. Fill with books/journals. Seal bag. Seal the box edges/openings. Reinforce the outside of the box with tape if necessary.
2. Label the outside of the box with the following...

Humanitarian Aid - No Commercial Value - M-Bag Postage Paid

3. Clearly label the outside of the box with complete Sender/Receiver addresses. For example, if you are sending them to the HHN/RBS Book Project, then...

TO: HHN/RBS Book Project for Nepal
c/o Shanta Dixit, Director
Rato Bangala School
PO Box 202, near Patan Dhoka
Lalitpur, Kathmandu
Nepal

tel. 552-2614, 553-4318

4. Put this labeled box in a US Post Office M-Bag—lightweight coated plastic sack available in three sizes: small (3), medium (2), and large (1).

5. Attach an M-Bag label to the end of the bag you have closed (drawstring). The label is tag board and comes with a string. There is a space for your address as the sender, and to address it to the receiver. You may request an ex-ample be provided. Again, please clearly label:

Humanitarian Aid – No Commercial Value – M-Bag Postage Paid.

On the back of the M-bag tag tick either **Books** or **Publishers' Periodicals**. The PO clerk will write in the weight. You fill in the number of sacks, such as 1 of 3, 2 of 3, and 3 of 3 total bags sent.

Note: Most frequently requested are complete sets of encyclopedias, English language dictionaries, and children's literature books (grades 1-6).

6. A Customs Declaration CN22 – Sender's Declaration form is required. You fill in the sender/receiver addresses. On the green portion tick **Other** and write in **Aid** for the first part (not Gift, Document, or Commercial sample). Under detailed description write **Humanitarian Aid – Used School Books**. List value as 0 (zero). Next blank write **No Commercial Value**. Postal clerk fills in weight. Sign and date at the bottom. Example provided upon request.

SPECIAL REQUEST: Children's literature by Eric Carle, William Steig, Juanita Havel, Alike, Arnold Lobel, Dr. Seuss, Leo Liionni, Tomie DePaola, Emmy Payne. Algebra books with teacher edition and “lab gear” with instructions.

Check with HHN regarding appropriateness of books to be sent. Then email HHN a shipment is on its way. That's it! Thanks for caring and sharing.

Helping Hand for Nepal, Inc., is a registered 501.c.3 non-profit doing humanitarian development projects in education, medicine, and water supply.