

## Eligibility Requirements

MAP International seeks to partner with those who endorse our vision of a world in which individuals, families and communities have the hope and capacity to build conditions that promote total health. MAP promotes the total health of people living in the world's poorest communities by partnering to:

- Provide essential medicines
- Prevent and mitigate disease, disaster and other health threats
- Promote community health development

Applicants must be participating in non-profit charitable work.

MAP complies with U.S. export controls and screens all applicants against government-published lists prior to releasing any shipment.

Applicants must secure sufficient funding to cover MAP service fees, shipping costs and any charges related to customs clearance.

The applicant must provide the following materials:

- Fully completed eligibility forms
- Letter of recommendation, either from a partner organization or an appropriate personal reference
- Proof of charitable, non-profit status (if applicable)

Additional information as available:

- Recent annual report
- Descriptive brochure or promotional literature about your organization or project

Eligibility to receive donated medicines and supplies will be determined based on the completed eligibility forms. Continued eligibility will be dependent upon reports received and adherence to the stated guidelines.

MAP policy does not allow for transport of medicines or medical products to any U.S.-embargoed country, or ones subject to economic sanctions, e.g. Cuba, Syria, Iran and Sudan, without the ordering partner providing proof of having obtained the required licensing from the appropriate departments of the U.S. government.

## Guidelines

1. **Limited Stock:** Since MAP's inventory is primarily dependent on donations from the U.S. pharmaceutical industry, the types and quantities of available medicines and medical supplies will

vary.

2. **Product Use:** In compliance with the Food, Drug and Cosmetic Act, as amended, and Internal Revenue Service regulations, all donated products must be used exclusively for the treatment of the ill, needy and infants and may NOT be sold or exchanged for property or services or re-exported. All prescription medicines must be prescribed on-site by a qualified medical professional only. Adequate records must be maintained to document the handling and distribution of all medicines.

All recipients assume full responsibility that all medicines and medical supplies donated for programs outside the United States will be used only for those programs stated at the time of request. No product may be left behind in the U.S. or brought back to the U.S. at the end of the mission. Recipients must notify MAP International prior to any changes to the original plan and request.

All recipients will be required to submit a detailed plan for the storage and distribution of any unused medicines with a full report of the disposition to be completed upon return.

All dated medicines and products shipped by MAP must be dispensed prior to their expiration date.

In the case where product must be destroyed, notification must be given to MAP. The recipient must handle that product in compliance with the original manufacturer's recommendations and the recipient country's regulations. Failure to notify MAP may result in loss of eligibility for future shipments.

All MAP partners must **immediately** report any adverse event potentially related to MAP-supplied medicines, supplies and/or products by calling MAP International at (912)280-6691 and emailing or faxing the completed Adverse Event Report form to [tboatwright@map.org](mailto:tboatwright@map.org) or (912)265-6170.

3. **Customs:** Clearing Customs is the responsibility of the consignee/recipient. Documents are carefully prepared to assist in this process (e.g. detailed packing list, gift certificate, invoice). MAP International is not responsible for customs charges, fines or taxes. **Should product be confiscated by customs officials and not released for its intended use, MAP must be notified as soon as possible.**
4. **Security:** Donations from pharmaceutical and medical supply companies are dependent upon the product being transported and dispensed in a secure manner upon receipt. Please exercise caution when making arrangements in other countries. Shipments to locations in the U.S. for international transport should be opened only AFTER their arrival to the overseas destination.
5. **Service Fee:** Service fees are established for all shipments to recover a portion of MAP's total annual cost to procure, receive, inventory, audit, process, and ship the donated and/or purchased medicines/supplies.
6. **Reporting:** All recipients of MAP-supplied medicines and medical supplies are required to complete and return the delivery confirmation form and submit distribution and impact reports to MAP, including human-interest stories and photographs. The submitted information including photographs and stories may be used by MAP International, its donors and mission partners to promote MAP International's mission and work around the globe. Photos will remain the property of MAP International, will be shared with MAP donors and will not be provided to other agents or sold for profit.