



interfaith partnership against domestic violence
because no one should have to choose between faith and safety

Cell Phone Drive Processing Instructions

To process the phones from your successful cell phone drive...

1. You will need:
 - a. Small- to medium-sized boxes (big boxes get too heavy)
 - b. Strapping tape and scissors
 - c. Trash bags
 - d. Federal Express Labels (from Safe Havens)

2. Procedure:
 - a. Collect the chargers, manuals, phone boxes, bags, and other miscellaneous stuff that people donate with the phones and throw all that in the trash bags
 - b. Collect the cell phones and batteries (even batteries that are detached from a cell phone) **ONLY** and put them in a box (the phones that are going to be re-used will get new chargers)
 - c. When the box is full, close it and tape it up
 - d. Put a Federal Express label on the box.
 - e. Keep on until all the phones and batteries are in a box and all the trash is in trash bags
 - f. Discard trash bags
 - g. There are two things you can do with the boxes of phones:
 - i. Contact Safe Havens at 617-654-1820 to drop off the phones at our offices and we will ship them directly,
 - ii. **OR**, drop them off at the nearest Federal Express office. With the Fed Ex labels on them, the boxes will ship for free.