



Program Flowchart and Forms for Processing Soap

Soap Donation Center, Inc.
7301 Mount Vernon St Rm 2
Lemon Grove, CA 91945-3122

SoapDonation.org
info@soapdonation.org
☎ (619) 668-1435

1. Receive Soap Donation

- A) Receive bars of homemade soap and [Soap Donation Form](#) completed by the donor. A completed [Soap Donation Form](#) is needed to accurately record the received soap as revenue on SDC financial documents and to acknowledge the soap maker's donation on the [Donated Soap](#) page of our website.
- B) Verify [Soap Donation Form](#) is accurate and complete.
 - 1) Verify number of bars received matches total number of bars on [Soap Donation Form](#). Verify total value was specified by donor. Verify the date of the soap donation. Verify "soap descriptive name or variety" matches printing on soap label.
 - 2) If [Soap Donation Form](#) has inaccurate or incomplete information, return [Soap Donation Form](#) to the donor to correct or complete.
 - 3) If [Soap Donation Form](#) is accurate and complete, accept soap and completed form. Proceed to step 2, below.

2. Inventory the Received Soap

- A) Add soap to [Soap Inventory List](#). A completed [Soap Inventory List](#) is needed to verify SDC financial documents. As soap donations are received, the soap is added to the [Soap Inventory List](#); as soap is shipped to charities, it is removed from the [Soap Inventory List](#). The [Soap Inventory List](#) is also visible to charities for them to select specific varieties or sizes of soap when requesting soap.
 - 1) Define "Soap Name" as stated on the soap label. If the variety of soap is not found on the label, then use a descriptive name to visually identify the soap, such as color or pattern (e.g., "half purple," "blue and yellow swirl").
 - 2) List quantity by number of bars.
 - 3) List size as "small" if bar is less than 2.0 ounces, "regular" if bar weight is between 2.0 and 6.0 ounces, or "large" if bar weight is greater than 6.0 ounces.
 - 4) "Unit Form" should be "bar," but could also be "liquid."
 - 5) Specify both fragrance (e.g., floral, fruity, woody) and color.
 - 6) Calculate the "Value per Unit" from the completed Soap Donation Form by dividing the "Total value of soap" by the "Number of bars." If the value results in 3 digits or more, round up if 5 thousandths or more, round down if 4 thousandths or less. This value must be accurate and represents revenue on SDC financial documents.
 - 7) List the 2-letter code for the state from which the soap will be shipped. This is needed for inventory control (so SDC representatives know if soap is stored at a volunteer location) and to let charities know if soap is located nearby.

- 8) List the “date available” as the soonest date the soap can be shipped. This date may be delayed if SDC volunteers need to wrap or label the soap.
 - B) Record the donor’s name, address, and other information on the “Donation Receipt Letter” template to automatically generate a receipt letter for the donor.
 - C) As soap is shipped to charities and is no longer in SDC inventory. On the [Soap Inventory List](#), reduce the quantity or remove the line to accurately reflect the inventory.
- 3. Receive Soap Request Form from Charities**
- A) Receive completed [Soap Request Form](#) from charities.
 - B) Record the charities’ information on master-list-of-soap-request-forms.xlsx, found in the Program Committee folder of the Google Drive workspace.
 - C) Follow procedures set forth on the Soap Donation Center Soap Request Process flowchart located in the Google Drive workspace in the Program Committee folder.
 - D) It is vital a charity to receive soap is a valid, IRS-recognized 501(c)(3) nonprofit.
- 4. Ship Soap to Charities**
- A) Send the variety of soap requested by the charity on page 2 of the completed [Soap Request Form](#). To service the most charities throughout the USA, shipments of soap are currently limited to 20 bars per charity.
 - B) Organize and package the soap shipment.
 - C) Complete the Soap Donation Packing Slip. A separate Soap Donation Packing Slip must be completed for each box of soap, even if going to the same charity. Enclose a copy of the Soap Donation Packing Slip in the box with the soap to be shipped and upload the completed Soap Donation Packing Slip to the “Soap Shipped to Charities” folder within the Program Committee folder of the Google Drive workspace.
 - D) Print the shipping label from our USPS account. Affix the label to the box of soap and take it to the Post Office.
 - E) Record the date and cost of the postage as an expense on SDC financial documents, see step 5, below.
- 5. Document Shipped Soap and Postage Expenses**
- A) Record the exact cost of the postage on the SDC expense statement.
 - B) Update the [Soap Inventory List](#), reduce the quantity or remove the line to accurately reflect the inventory.
- 6. Send a Donation Receipt Letter to Each Donor**
- C) Mail the Donation Receipt Letter to donors by January 31 for donations made from July through December and by July 31 for donations made from January through June.
 - D) Update the [Soap Inventory List](#), reduce the quantity or remove the line to accurately reflect the inventory.

