



Guidelines for Sending Goods

1. Making contact with the ALMA Chaplain for your partner diocese is always a good idea; they may have experience to share of the local situation and can also consult the local ALMA Link Officer for further advice on what can be bought locally.
2. It is preferable to send money to enable your linked parish to buy goods locally.
 - √ Funds should be sent via the ALMA Finance Officer in London and the partner diocese in order to ensure transparency and accountability.
3. If the goods are not available locally at a fair price then:
 - √ Check if there is an opportunity to send a small package via an ALMA visit (see list of planned visits on the web site)
 - √ If not, then the best solution is to send a small package up to 2kg by airmail with a customs declaration attached stating the contents are a gift
 - √ Confirm arrangements with the local ALMA Link Officer to check the plan is viable and how the packages should be addressed to obtain exemption from customs duties.
4. Avoid sending goods by ship because of the extra administration, transport, customs duties and costs involved at both ends.