



TO Smiles Required Pay it Forward Project

Instructions

1. Create a unique 40 hour community service Pay it Forward Project reflecting your personal talents that directly benefits other children.
2. Submit a one page **Project Proposal** for your Pay it Forward Project to your four assigned advisors by email. Your Project Proposal must be submitted and approved prior to beginning treatment.
3. Your Project Proposal should include three sections: *Project Description*, *Project Timeline* and *Project Details*
4. Your approved Pay it Forward Project must be completed during your treatment and before your braces come off.
5. During your Project timeline you must send quarterly updates to your four assigned advisors.
6. When you have completed your Pay it Forward Project you must submit a minimum one page **Project Report**.

Here's how to put your **Project Proposal** together:

1. *Project Description*, Answer the following:
 - What is the project you are planning?
 - Why did you choose this form of service – how does it reflect your interests and talents?
 - Who will benefit from the project - how will they benefit?

2. *Project Timeline:*

Write a few sentences explaining how you will use your 40 hours to plan and execute your project.

3. *Project Details:*

This will be very specific to your project. You should describe the present condition you hope to improve. You could outline your method, list your materials, and project how many helpers you'll have. You might have an estimated cost, and a way you're obtaining necessary funds or items needed. TO Smiles can provide you a letter to give to anyone you would like to solicit donations from for your project. Determine if approvals are needed for your project - like from a school or church or community leader? If so, demonstrate you've received that approval with signatures. If appropriate include photographs. Providing before, after or during photographs of your project is encouraged.

During your project timeline Quarterly Email Updates are Required

1. Email your four assigned advisors an update every three months.
2. Updates should include what you think is important to relay. The advisors are here to help you. Have you hit any roadblocks or obstacles in your project? Where are you in the process - still planning or actively working?

When your Project is COMPLETE, here is how to put your **Project Report** together :

1. Include a record of your time like this:

Hours I spent planning the project _____

Hours I spent carrying out the project _____

Total hours I worked on the project _____

Total hours others assisted me on the project _____

2. Your **Project Report** could also list the type and cost of any materials, or donations you used.

Materials required _____

Cost _____

Donations received from _____ in total amount of _____.

3. Your **Project Report** could include before, during and after pictures.

4. Your **Project Report** should answer the following questions:

- In what ways did someone or some group of children benefit from the project?
- Did the project follow the plan?
- If the plan changed, explain why?
- In what ways did you benefit from this experience?
- In what ways did you demonstrate leadership?

Four advisors will be assigned to help you.

Theresa Bakken is one of your advisors. Please email her to get started - or if you have any questions TOP@tosmiles.com