



TO Smiles Required Pay it Forward Project

Instructions:

A message before you begin: This Pay it Forward Project is an amazing experience! It will give you the opportunity to change and improve lives and society, but not only will it help others, it will benefit you too! You will be able to learn new things about the community, potentially meet new people, learn to problem solve, and find joy in helping others. You never know where a project could take you and what you could learn from it, so enjoy this opportunity to make a change in the world!

- 1.** Create a unique 40 hour community service Pay it Forward Project reflecting your personal talents that directly benefits other children. Please be aware that volunteering for an organization is not sufficient for a project, you must create something that doesn't exist yet.
- 2.** Submit a one page **Project Proposal** for your Pay it Forward Project to your assigned mentor(s) and Theresa Bakken 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. Please note: Your braces will not be removed until your Project Summary is approved.
- 5.** At any time during your project timeline, please reach out to your assigned mentor(s) or Theresa Bakken if you have any questions, concerns, or need support!
- 6.** When you have completed your Pay it Forward Project you must submit a **Project Report** of a satisfactory length.

Here's how to put your Project Proposal together:

Helpful Tip: You can choose to submit your Project using Microsoft Word, Power Point, or Google Slides.

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. 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. Providing before, after or during photographs of your project is required.

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** must include before, during and after pictures.

3. 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?
- How did you grow from helping others?
- How will you involve yourself in philanthropy in the future?
- Feel free to include any other relevant information that benefits your report!

THE FINAL PARAGRAPH OF YOUR REPORT SHOULD ANSWER THIS QUESTION REGARDING YOU AND YOUR NEW SMILE:

- How do you feel about receiving the gift of a new smile; what does it mean to you now and how do you feel it will impact your life?

IMPORTANT:

Theresa Bakken will be one of your advisors and you will have mentors from the board to assist you. Please email or call Theresa to get started - or if you have any questions TOP@tosmiles.com (303)-520-8650.