



## Spread the Smiles Project

### Guidelines

1. Create a community service project or adapt an existing service project that directly benefits children.
2. Submit a written **Project Proposal** to your advisor in the next 4 months.
3. Your Project Proposal should include three sections: *Project Description*, *Project Timeline* and *Project Details*
4. Plan to complete the 40 hours of community service in your **Project Proposal** within the following 6 months.
5. Submit a written **Project Report** when you're done.

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

1. *Project Description*, Answer the following:

- What is the project you are planning?
- 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. Are approvals needed - like from a school or church or community leader? If so, demonstrate you've received that approval with signatures. If appropriate include photographs before the project begins, providing before and after photographs of your project can give a clear example of your effort.

Here's 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 both before 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?

One of the following advisors will be assigned to help you. But, if you have trouble reaching your advisor, feel free to reach out to anyone on the list.

Smile for a Lifetime of Greater Denver

Community Service Advisors

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