



## IFDH Social Responsibility Program 2023 – 2024

### **“How to Develop a Project”**

Participants in the IFDH Social Responsibility Program will present their projects at the International Symposium on Dental Hygiene in Seoul, Korea, July 11-14, 2024. The theme is “Sharing oral health knowledge for sustainable smiles.”

Projects should focus on creating and providing education to others who provide oral health care such as nurses, caregivers, and teachers. The following steps will help you plan, develop and implement your project.

#### **1. Form a Committee**

Reach out to your network of colleagues to find who may want to participate. Social media is a good resource.

#### **2. Choose a Theme**

Decide on project theme. Are you passionate about education and helping persons who provide oral hygiene to others for sustainable smiles? Identify your demographic and develop your project with their needs in mind.

#### **3. Plan**

- a. Determine a date for your project. Be specific and realistic. For example, the first week of a month, a Saturday etc.
- b. Develop strategies to contact your intended group. For example, research if there are long term care facilities in your area and get contact information. Check with public health offices to see if there are events targeting caregivers that you could also attend. Put flyers at schools for distribution.
- c. Decide when and how to advertise – research free public service advertising opportunities in your community, such as TV, newspapers, radio. Determine how far in advance you should promote the project.
- d. Select an individual who will be the contact for more information or how to register to attend. Set up ways for attendees to register, such as online, in-person, etc.
- e. Determine if more volunteers are needed beyond the organizing committee. Will there be other duties besides hands-on participation that require volunteer help?
- f. Develop a budget – include any oral health care products needed, advertising costs and printing. Do you need lunch for volunteers? Would you like to provide “thank you” gifts to sponsors?
- g. Locate a venue - for example a current clinic setting, a room at your hospital, or a local classroom or meeting room.
- h. Contact potential sponsors – these could be companies with oral health products such as toothbrushes, toothpaste, floss, and oral hygiene aids. Your local health board may also have funds for such projects.



#### 4. Deliver

- a. Have the duties of everyone participating clearly outlined.
- b. Arrive early to set up and greet attendees.
- c. Always have a person who is not busy with hands-on duties but available to ensure the project is running smoothly.

#### 5. Review

After the project, meet to prepare a final report.

**The final report should include:**

- a. Who worked at the project
- b. Who or how many guests attended
- c. What services were provided
- d. A budget with costs and revenue detailed
- e. Recommendations should you decide to do this again



**The International Federation of Dental Hygienists**

100 South Washington Street, Rockville MD 20850, USA

• Phone: 240-778-6790 • Fax: 240-778-6112 • Website: [www.IFDH.org](http://www.IFDH.org)