BE AN OPERATION SMILE STUDENT LEADER

STUDENT LEADERSHIP
At Operation Smile, we believe an investment in students is an investment in our future. Operation Smile believes that YOU are our future and that YOU are capable of changing the world. When volunteering with Operation Smile:

- You become a part of our global community that works together to bring access to safe surgery.
- You will meet and create lasting relationships with others who share the same passions.
- You will learn about cultural differences and open your eyes to the world around you.
- You will improve, learn new skills and gain valuable knowledge for your future.

The only way Operation Smile will continue to make a lasting difference is if the culture of caring and humanity is transmitted to YOU, our youth, so you’ll take that excitement and energy into our next era of smiles.

One way to volunteer with Operation Smile Student Programs is to start a student club or join as an association.

OPERATION SMILE STUDENT CLUB & ASSOCIATIONS
Elementary school, middle school, high school and university students have formed hundreds of Operation Smile Student Clubs and Associations across Asia, Africa, Europe, North America, Latin America and the Caribbean. Together we bring an awareness about Operation Smile and fundraise to provide resources to those in need. A student club is an independent Operation Smile Club at your school. If this isn’t possible, you can have an existing club join as an association that supports Operation Smile.

WHO SHOULD USE THIS?
- Students who want to learn about volunteering with Operation Smile
- Youth looking to start an Operation Smile Club or join as an association
- Clubs looking to strengthen their current club practices.
- College, elementary, middle, and high school students

We believe in the power of youth to create a compassionate world.
# Table of Contents

Welcome to Operation Smile ................................................................. 4

Student Programs .................................................................................. 8

Starting your Operation Smile Club .................................................. 10

What's Next? ......................................................................................... 12

Getting People Involved ....................................................................... 13

Running Effective Meetings ................................................................. 15

Figuring out What to Do ....................................................................... 19

Planning a Successful Event ................................................................. 20

University Clubs .................................................................................... 22

Appendix A: Operation Smile Facts ................................................... 24

Appendix B: Student Engagement Opportunities ............................... 27

Appendix C: Operation Smile Resources ........................................... 31

Appendix D: Creating a Constitution ................................................. 32

Appendix E: Student Programs Social Media ..................................... 35

Appendix F: Until We Heal ................................................................. 36

Appendix G: Service Projects ............................................................. 37
HELLO FROM OUR CO-FOUNDERS

As we look at how far we’ve come since 1982, we think of how students have helped bring our organization to the next level. Without your dedication and support, we would not be who we are today.

We hope to ignite a spark that creates action, the spirit that drives volunteerism, and the compassion that inspires you to be an impactful leader in the global community. When you use these abilities and talents to help others, the outcome is immeasurable. We need your help in reaching those who cannot be reached by spreading awareness of what our organization does, and we welcome you into a family that believes students can make a difference.

Thank you for being a part of Operation Smile.

Sincerely,

Bill and Kathy Magee
Co-Founders, Operation Smile
Dear Operation Smile Student Leaders,

To our new volunteers, welcome to Operation Smile Student Programs! To our returning volunteers, welcome back! We hope that you are all as energized as ever to make a difference in the lives of others.

Operation Smile believes that our students are our future and that you are capable of changing the world. In the past year, our students have raised more than $1 million for Operation Smile and 80 students have traveled on international medical missions. We thank you for your unwavering support of our organization and our mission.

We hope that you find this handbook to be a valuable resource. Whether you’re starting a club for the first time or trying to maintain your club’s momentum, this handbook will provide you with tips for success. It is made for students, by students, and includes all of the lessons our student leaders have learned along the way.

We would like to reiterate our thanks to you as you join our thousands of student volunteers across the globe. In as little as 45 minutes, a child’s life can be changed forever. These children have endured a life of hardship but now can enjoy a lifetime of smiles thanks to the generosity and support from people like you. Remember, this change is possible because of you, and children all over the world can smile because of your dedication to Operation Smile.

We wish you the best of luck this upcoming year and will continue to assist you!

All the best,

Operation Smile Student Programs staff
WELCOME TO OPERATION SMILE

ABOUT OPERATION SMILE
Operation Smile is an international medical charity that has provided hundreds of thousands of free surgeries for children and young adults in developing countries who are born with cleft lip, cleft palate or other facial deformities. It is one of the oldest and largest volunteer-based organizations dedicated to improving the health and lives of children worldwide through access to surgical care. Since 1982, Operation Smile has developed expertise in mobilizing volunteer medical teams to conduct surgical missions in resource-poor environments while adhering to the highest standards of care and safety. Operation Smile helps to fill the gap in providing access to safe, well-timed surgeries by partnering with hospitals, governments and ministries of health, training local medical personnel, and donating much-needed supplies and equipment to surgical sites around the world. Founded and based in Virginia, U.S., Operation Smile has extended its global reach to more than 60 countries through its network of credentialed surgeons, pediatricians, doctors, nurses, and student volunteers.

VISION
Operation Smile dreams of a world where no child suffers from lack of access to safe surgery.

For too many families around the world, safe surgery is not an option.

At Operation Smile, we believe every child deserves exceptional surgical care. We believe all children deserve to be treated as if they were our own.

That’s what drives each and every one of us: our global network of medical professionals, who donate hundreds of thousands of hours toward the care of children around the world each year, and our supporters, who are moved every day to make a difference in the lives of children they’ve never met.

As long as there are children in the world who need our help, we’ll do whatever it takes to give them the quality care they deserve.
OUR HISTORY

In 1982, Dr. Bill Magee and his wife, Kathy, traveled to the Philippines with a group of medical volunteers to repair children's cleft lips and cleft palates. In Naga City, Cebu, approximately 300 families arrived hoping their children would receive surgery, but the team could only treat 40 children. As they prepared to leave, the Magees made a promise they would return to help more children.

They began soliciting donations of surgical equipment and supplies from manufacturers, threw themselves into grassroots fundraising and assembled a volunteer team of 18 doctors, nurses and technicians for their own medical mission to the Philippines. They helped approximately 100 more patients, but, again, hundreds still waited.

They saw the need, and Operation Smile was born.

That's where we come in as the largest volunteer-based medical charity providing free cleft surgeries. Since 1982, Operation Smile — through the help of dedicated medical volunteers — has provided more than thousands of free surgical procedures for children and young adults born with facial deformities.

Our work creates a lasting global impact. We train local doctors in developing countries and strengthen health care systems so more children in some of the poorest areas in the world can be treated. Thanks to the generosity and spirit of volunteerism shown by our supporters, we continue to heal thousands of children each year to give girls and boys a new chance at life.
SIX WAYS YOU KNOW IT’S OPERATION SMILE

1. **We reach the unreachable.** Our medical missions mobilize medical professionals from all over the world to treat children with facial deformities. We bring together the latest, most effective practices and training to deliver safe surgery to developing areas. The impact of our missions is lasting. When each mission is over, we leave behind a legacy of trained medical staff, professional partnerships and surgical equipment that work year-round to ensure more children are healed and more lives are changed.

2. **We work from the heart.** Operation Smile surgeries are conducted by our credentialed medical volunteer base of thousands of surgeons, anesthesiologists, dentists, nurses and other professionals. These dedicated individuals donate time and talent throughout the world. Our volunteers are the drive, spirit, and reason we've been able to provide more than 240,000 new smiles at no cost to our patients and their families.

3. **We apply Global Standards of Care.** We bring the highest quality of care to every child, every time. We are the only cleft organization supporting the World Health Organization's “Safe Surgery Saves Lives” initiative. Our Global Standards of Care is our commitment to ensuring that every patient cared for by Operation Smile will benefit from the same sophisticated equipment, procedures and highly trained, credentialed medical professionals, no matter where they receive treatment.

4. **We build self-sufficiency worldwide.** The global demand for cleft-repair surgery is staggering and can only be met if we build a self-sustaining solution. Education, training, medical equipment, best surgical practices and an expanding network of Operation Smile Care Centers are some of our highest priorities. With a presence in 60-plus countries, more than half of our missions originate in-country and follow the proven Operation Smile model — allowing us to deliver essential high-quality care to more and more children each year.

5. **We lead the way.** Raising awareness and fighting to end cleft conditions are major initiatives. Our student leadership programs, network of global foundations, and research and advocacy efforts in the world health community are making significant strides in these initiatives. By engaging students from kindergarten through to college, we aim to build future leaders and humanitarians who will mobilize to help heal more smiles worldwide.

6. **We continually educate and train.** Worldwide education is one of the cornerstones of our organization. We are steadfast in our commitment to help build local expertise through intensive and ongoing training and sharing of best practices on a global level. Working through a collaboration of volunteers, business leaders, universities and governments, our goal is to create an expanding network of highly trained local medical volunteers that will provide the best care possible for the children we help.
STUDENT PROGRAMS

STUDENTS CREATING MIRACLES FOR CHILDREN

During one of the first Operation Smile medical missions, Kathy Magee discovered the unique strength, endurance, and sensitivity her teenage daughter displayed while comforting a small child after surgery.

Upon returning to the United States, Brigette Magee (Clifford) and her friend, Danny Rosen, were asked to raise funds for a school in the Philippines near the first mission site. Together, they gathered a group of students willing to give their time and effort to children in need, collecting funds and books for the school. Exceeding their original goal, they enabled the Filipino community to build an entire wing for the school and appropriately named it The Happy Club School.

Since Brigette’s first mission, the Magees have depended upon students around the world who contribute, even for just a brief moment, their youthful energy, enthusiasm, and imagination to make a child smile. Realizing that you have the ability to change someone’s life for the better is the first step in joining the Operation Smile Student Program. Within each of us is a given strength and compassion that will never reach its fullest capacity until we commit to making that step.

Student Clubs annually contribute much-needed funds to the surgical costs of the children, as well as donate hundreds of toys and school supplies for the patients and their families.

Through their combined efforts, strengths, and compassion, students have proven that, together, they can achieve amazing results.

You have the ability within you to give a part of yourself, and to share your compassion with another human being. This is your opportunity to use your talents to the greatest of your ability.
STUDENT PROGRAMS’ VISION
We believe in the power of youth to create a compassionate world.

STUDENT PROGRAMS’ MISSION
Operation Smile Student Programs empowers youth globally through advocacy, education, leadership, and service.

STUDENT PROGRAMS’ PILLARS
Advocacy: We inspire youth to be an active voice for communities around the world who lack access to safe, well-timed and effective surgery.

Education: We instill the value of teaching and learning to promote social responsibility through exposure to authentic experiences, diverse communities and global health care needs.

Leadership: We create the environment to empower youth to become globally minded activators. We cultivate leadership by facilitating innovative and inspiring programs that teach valuable skills and grow confident leaders.

Service: We empower youth to understand the importance of being an active participant in helping others locally and globally. We promote opportunities for youth to volunteer and take personal ownership of a cause.
STARTING YOUR OPERATION SMILE CLUB

While the information in the following pages will be helpful for you either at the high school or university level, we understand that each school will offer a unique experience. Use these steps as a guide to help you in your process of getting a club started.

Need more help to get started? Contact Student Programs staff to help walk through these steps together. Send an email to student.programs@operationsmile.org and we will put you in touch with your Regional Associate.

☐ **STEP 1: GETTING STARTED**
- Find a few friends to help get the club up and running. Share the Starter Kit with them so they understand the information about Operation Smile and the steps needed to start your club.
- Work together to spread awareness and see if others are interested in joining.
- Prepare a timeline or an outline of what needs to be done and who needs to be contacted, then divide up tasks between you and your friends.

☐ **STEP 2: DO YOUR RESEARCH**
- Research the requirements for starting a new club at your school.
- At every school, there’s usually an activities coordinator or group that oversees all clubs and activities. This person or people will have the information that you will need to learn how a club or program is started at your school.

☐ **STEP 3: FIND A FACULTY ADVISER TO HELP YOU**
Most schools require that you have a faculty adviser, so it would be good to find one that can help you through the beginning stages of founding your club. An ideal adviser would be one who is:
  - Supportive in your objectives, purpose, and goals for your club
  - Willing to assist you in hosting meetings, events, and other projects
  - Excited about service and/or global involvement and issues.

☐ **STEP 4: GET APPROVAL FROM YOUR SCHOOL**
Complete the requirements necessary for your school to start a club.
- Requirements might include writing a constitution, designating leadership positions, and getting support from other students. Find useful resources in the appendices of this toolkit to help you with these requirements.
- Put together a presentation that describes Operation Smile and the benefits of having a club at your school.
- Have copies of the constitution to leave with those you present to, as well as any marketing materials you have received from Operation Smile.

☐ **STEP 5: REGISTER YOUR CLUB**
Register your club with Operation Smile Global Headquarters to stay updated on Student Programs initiatives.
✔ By registering, your club or association will be officially recognized by Operation Smile Student Programs and receive access to resources and tool kits to help your club or association succeed.
✔ Register your club online by completing the form online at http://studentprograms.operationsmile.org/schools-clubs/register-your-club/
✔ The current club president (or founder) should complete the club registration.

*Club tip:* Don’t forget to register your club EVERY year, at the beginning of the new school year; the new president should complete the online registration.

□ **STEP 6: KEEP IN TOUCH WITH YOUR REGIONAL ASSOCIATE**
   Once you have registered, an email confirmation will be sent to you. This person is on staff with Operation Smile Student Programs and is your link to the organization.
   ✔ Communicate your plans for your first meeting.
   ✔ Ask him or her any questions that you have about your club.
   ✔ Get in touch with our National Leadership Council or College Council student leaders.

□ **STEP 7: HOST YOUR FIRST MEETING**
   Publicize and get people excited about Operation Smile! Spread the word and invite students to the meeting to learn about Operation Smile and what the club will do together.
   ✔ Collect information for all your members so you can keep in touch.
   ✔ Announce when the next meeting will be.
   ✔ Prepare for elections: Inform others about what positions and roles they can run for in upcoming meetings.
   ✔ Provide information about how members can learn more about Operation Smile online and through your regional associate.

□ **STEP 8: MAKE A PLAN FOR THE YEAR**
   When starting a new school year, there are a lot of things on your club’s to-do list to keep track of: getting people involved, planning and implementing activities, and bring awareness to Operation Smile. To keep track of all of this, it’s ideal to create a club calendar for the year.

   Decide which activities you want to focus on. For instance, decide how many fundraisers you aim to coordinate and what their focuses will be. Do the same for any awareness projects and/or collection drives you may want to conduct. This is also a good time to make note of the dates for mission applications, the upcoming summer leadership conference, and mission training for anyone who is interested.

   Here are a few helpful reminders when planning your calendar:
   1. Identify and list all the important school dates. For example, if there is annual event that happens at your school, it is good to list this so that your club avoids scheduling club events on the same day.
2. Look at the Operation Smile Student Programs website and list the dates of important events, applications, and conferences.
3. Come up with a number of projects you want to implement throughout the year. Consider how much planning each will take. If it’s an event that takes a lot of planning, schedule it later in the year.
4. Make your calendar accessible to all your club’s members.

☐ **STEP 9: HAVE A GREAT YEAR!**
Don’t forget to HAVE FUN and remind everyone why you’re doing what you’re doing. Knowing that your bringing awareness to Operation Smile’s vision and making an impact on people all around the world will help motivate you and keep your group going throughout the year.

**WHAT’S NEXT?**
After establishing your club, you will need to work on the following things:

**GETTING PEOPLE INVOLVED**

**HOSTING EFFECTIVE MEETINGS**

**DETERMINING WHAT TO DO**

**PLANNING SUCCESSFUL EVENTS**

Use the next sections of the tool kit to help you understand how to do these things.
GETTING PEOPLE INVOLVED

KEYS TO SUCCESSFUL RECRUITMENT AND RETENTION:
To get others interested, you need to consider how you present your club. Use these tips below to help you think through how your club can be successful at recruiting and retaining your club members.

Continuity and organization: Hold regular meetings and set fundraisers. Make sure you set a good plan for the year. Stable sponsors and officers can also strengthen your club. If people see an active and organized club, they will also be more likely to join.

Effectiveness and creativity: The key to not burning out people’s interest is to keep meetings concise, fundraisers organized, and awareness continuous.

Say thank you: It doesn’t take a lot to send out thank-you notes. People remember who appreciates them, their talents and their time.

Variety: Seek out students with different personalities. Find students with unique talents who might not understand how they can get involved. Give each member of the club a role and allow them to feel like they have ownership of something.

Recruit underclassmen: Older members will inevitably graduate and move on to other places, so take the time to teach younger students what you’re doing. Don’t be afraid to make qualified underclassmen high-ranking officers. It might teach them some essential skills they’ll need to maintain an active club when an older member leaves.

Network: Everyone knows at least one person who might be interested in working for a good cause, whether they’re family, neighbors, teammates, or friends. Have club members engage people they know and work their contacts.

Partner with other groups: Partner with other groups! Collaborating is not only mutually beneficial but it can help get the word out about your club.
NETWORKING IDEAS:
One of the best ways for you to spread the word about what you do with Operation Smile is to contact other groups and create a partnership. There is strength in numbers; the more people who know about Operation Smile, the more opportunities you will have to fundraise and create awareness in your school community.

1. **Other clubs’ activities**: Find ways that your club can participate in other group activities. Taking a role in school events will allow the club an opportunity to show others what Operation Smile is all about. Go to other club meetings and mention Operation Smile as part of your conversation with others. Ask others if they’d be interested in getting involved.

2. **Athletes**: Athletic teams are great outlets for awareness-building and fundraising. Reach out to see if you can sponsor a game and share information. One of their games could have a portion of the proceeds donated to Operation Smile, or you could do a week of service, where all sporting events that certain week have some impact on the organization.

3. **Get others involved**: Many other clubs on campus look to make a contribution to the community, and you shouldn’t hesitate to invite them to be a part of Operation Smile. They can volunteer to help at a fundraiser or awareness event. Your club can plan an event that other groups sign up to be a part of that benefits Operation Smile.

4. **Organization fairs**: A lot of schools will host a club fair where you can feature Operation Smile. A booth at the beginning of the school year will attract students to come talk to you about Operation Smile. When participating, be sure to have a sign-up sheet where people who are interested can write their contact information.

   **CLUB TIP**: Send a thank-you message within 24 hours to everyone on your new list.
RUNNING EFFECTIVE MEETINGS

One of the main ways you will tell others about the events going on in your club as well as Operation Smile will be through club meetings. The National Association of Student Councils offered the following tips to get the most out of your meetings. Be sure to use the tips and information to help keep your meetings effective.

BEFORE THE MEETING:
- Make sure that meetings are publicized well in advance.
- The location of the meeting should be comfortable and inviting with plenty of chairs. Arrange the chairs so everyone can see the person speaking at the meeting.
- Choose an objective. Decide why you are having a meeting. Establish an objective and be sure that all parts of the meeting meet this objective.
- Set an agenda and purpose of the meeting. Discuss and decide upon this with the officers of the club. Everyone should know and understand their parts of the meeting.
- Guest speakers should be asked to speak and well informed in advance.

Club Tip: The best way to get a point across is to have a person share his or her personal experiences. Plan to have an Operation Smile speaker visit your club. This will inspire your members and provide them with a different perspective on the organization. Speakers may be medical professionals, student volunteers or even patients.

- Be sure that all necessary materials are ready and operating properly before the meeting.

DURING THE MEETING:
- Punctuality: Start your meeting on time! Punctuality is the sign of an organized group.
- Purpose: Work toward your set objective and focus on staying productive.
- Participation: Draw out shy people to hear their opinions. Avoid letting one person dominate the discussion.
- Discussion: Be sure to get all opinions out into the open. Remind the group members that they are working for what is best for the group, not the individual.
- Fun!: Keep your meeting fun! Get group members moving. Have skits, icebreakers, games, or slideshows to keep members interested. Serve refreshments.

AFTER THE MEETING:
- Be sure to clean up the room that was used for your meeting. Always leave an area cleaner than you found it.
- Get information out about your meeting. Communicate decisions and discussions to those members who could not attend and to others who may need that information.
- Don’t forget to write thank-you notes to any guest speakers.
WHAT TO DO AT YOUR MEETINGS?
Below you can find ideas for your first few meetings and what you can cover. Have meetings regularly to keep club members engaged and informed. Find out the interests of your club members and host meetings with those things in mind. Remember to plan for your meetings and be organized.

FIRST CLUB MEETING
Get people on board and excited about Operation Smile! At this meeting, you will have some people who have never heard about Operation Smile. Many students will want to know what this club is about and what the club is going to do. Begin the year by explaining the history of Operation Smile and why club members should be a part of this club.

To do this you should include the following in your first meeting:

✔ What is Operation Smile?
  o Tell people about Operation Smile’s vision and the history of the organization.
  o Use videos on the Operation Smile YouTube channel to show others how the impact Operation Smile has around the world.

✔ How can students help?
  o Leadership: Take on leadership roles in the club and engage with other student leaders involved with Operation Smile. At the end of this toolkit, see the Appendix that lists student engagement opportunities.
  o Advocacy: Tell others about Operation Smile and spread the word
  o Service: Explain how students are able to go on missions with Operation Smile and be a part of serving those who we help.
  o Education: Teach others about safe surgery and get others on board with the commitment Operation Smile has to not stop Until We Heal every child. See the Until We Heal section of this toolkit to get more information on this mission.

✔ What will we do as a club?
  o Fundraising: Operation Smile is a nonprofit organization that functions solely via donations and volunteers. Fundraising is essential for covering travel costs of the medical teams, cargo, and the costs of tools and equipment needed for surgeries.
  o Service: Students give to children around the world, but they are also encouraged to give back to their local communities through service projects. These service projects can include making cards for retirement homes, baking cookies or making arts and crafts with children in your community or even adopting a street or highway cleanup project.
  o Leadership: Encouraging your members to take leadership roles within your club and community will only strengthen your club.

✔ What programs does Operation Smile offer students?
  o Check out the Appendix that lists all the programs that Student Programs offers. Connect other students to your regional associate.
Other tips for your meeting:
- Display club mementos, including photos, scrapbook, awards, etc.
- Have information packets available that lists specifics about your club that would help new members understand the group’s purpose.
  
  **Club tip:** Contact headquarters for brochures and limited Operation Smile merchandise to hand out prior to your meeting.

- Have veteran members come early to greet and talk with newcomers (don’t forget to have nametags!)
- Collect contact information from new members on a sign-up sheet or membership card.
- Have speakers introduce themselves so that new people feel welcome.
- Explain your organization’s purpose.
- Give a brief overview of your group’s structure.
- Review continuing projects, upcoming events, and ways to get involved.
- Have an icebreaker or get-to-know-you activity. Consider a drawing for a door prize.

**SECOND OR THIRD MEETING: ELECTION OF CLUB OFFICERS**

After your initial handful of meetings, it is time to select officers who will be leaders within your club. Have elections that include platforms and/or speeches and then officially vote. Tailor your club’s structure to your school and club’s needs as well as its goals. For example, if you need positions to represent each grade, have elections for class representatives. Use the following officer descriptions as ideas for how to set up your club’s officers.

- **President:** Must be devoted, hardworking, responsible, and organized. Acts to unite the members and the officers and the club with the student body and administration. Oversees all club functions, conducts meetings, and delegates responsibility to other club members. Inspires other officers through their diligence and hard work.

- **Vice President:** Must also have the same characteristics as the president. When the president is not present or active, the vice president must step up to the responsibility; he or she must also and assist the president. Acts as a liaison for interschool activities, if needed. Helps wherever help is needed.

- **Secretary:** Must take attendance, maintain events calendar, take detailed notes and maintain an updated member roster. Takes minutes at meetings and club functions. Contacts members to inform them of club functions. Prepare a detailed history of the year’s events to be passed on to next year’s cadre of leaders. He or she is also responsible for keeping a list of accomplishments and for sending thank-you notes to those who assist your club.

- **Treasurer:** Must be responsible for deposits, receipts, checks, and other accounting duties. Keeps track of all club finances: money from dues, fundraisers, expenses, etc. Must maintain a report of fundraisers and other donations. This person should forward all profits to Operation Smile headquarters.
**Community Service Chairperson:** Organizes community service events on and off campus. Organizes service projects that strengthen the local community. Also manages service projects specific to Operation Smile. Oversees the service committee.

**Social Media Chairperson:** Responsible for starting and maintaining all social media networks: posting events and updating members. You may find that the best way to reach out and notify your members and other people is through social media.

**Fundraising Chairperson:** Organizes at least one big fundraiser each year. Supervises ongoing fundraisers and oversees the fundraising committee.

**Public Relations/Awareness Chairperson:** Recruits members and publicizes events. Gets the word and the name out. Oversees the publicity committee. Reaches out to nearby high schools to develop new clubs and strengthens existing clubs.

**FOURTH MEETING AND BEYOND: BE CONSISTENT**

Have monthly meetings that are at the same time and place. Host them in places where a lot of students gather: in a dining hall during meals, café or library. This is a great place to promote your club and allow other students to spark an interest in Operation Smile.

You may also want to consider holding meetings and events at other places within your school’s community or at schools that are near you (with permission from that school, of course). This will allow you to make a broader connection with those in your area and allow more people to get involved.

Publicize and announce meetings and events in advance via email, Facebook, Twitter, etc. so members and the community are aware and reminded. Always have an agenda of what needs to be covered during each meeting. Keep them fun!

Remember to leverage your relationships with clubs outside of Operation Smile: This will increase your support base and form a sense of cooperation and camaraderie among different community organizations.
FIGURING OUT WHAT TO DO

Now that you have your club established, people who are interested in being involved, and you know how to host a meeting, let’s discuss what your club can do!

Operation Smile Student Programs empowers youth globally through advocacy, education, leadership, and service. These four pillars can help guide you in determining the projects for your club.

**ADVOCACY:**
We inspire youth to be an active voice for communities around the world who lack access to safe, well-timed and effective surgery.
- Awareness Table – set out a table with information about Operation Smile & tell others about the organization’s vision
- Creative ways to tell others about Operation Smile
- Athletic games
- Presentations

**EDUCATION:**
We instill the value of teaching and learning to promote social responsibility through exposure to authentic experiences, diverse communities and global healthcare needs.
- Safe Surgery Summit
- Guest speakers
- Country presentations

**LEADERSHIP:**
We create the environment to empower youth to become globally minded activators. We cultivate leadership by facilitating innovative and inspiring programs that teach valuable skills and grow confident leaders.
- Officer positions
- Committees
- International Student Leadership Council
- Regional Leadership Councils
- ULead

**SERVICE:**
We empower youth to understand the importance of being an active participant in helping others locally and globally. We promote opportunities for youth to volunteer and take personal ownership of a cause.
- Service projects
- Volunteer work
- Missions
- Fundraising
PLANNING A SUCCESSFUL EVENT

WHERE DO YOU START?
According to the Twelve W’s of Project Planning by the National Association of Student Councils, “planning an activity requires careful thought and preparation. Before stepping into action, be sure you can answer the following questions:

1. **What** are you planning to do?
2. **Why** do you want to do this project?
3. **When** and **Where** will the activity take place?
4. **Who** will benefit from this project?
5. Who will need to approve the project?
6. **How much** money is needed?
7. **When** will the basic planning be done?
8. **What** committees and/or volunteers are necessary?
9. **What** kind of publicity is needed?
10. **Who** deserves a special thank-you?
11. **Was** the project worthwhile?
12. **What’s** next? **Where** do we go from here?”

WHAT STEPS WILL I NEED TO COMPLETE?
Here are general guidelines and a proposed monthly schedule for planning your event. Use this as a guide, but feel free to adjust and add things as needed. Each project is unique and will have specific requirements needed to make it successful.

*Club tip: Starting early will always help! There are always things that come up at the last minute or that you didn’t think of, so make sure you start your planning on time.*

Four to six months ahead of event
- Establish event goals and objectives.
- Select date, time, location.
- Identify venue and negotiate details.
- Get cost estimates and determine if it is within budget.
- Recruit student committees and committee chairpeople. Ask student leaders to help.
- Determine creative materials (posters, T-shirts, merchandise) needed and establish the timeline of when these things will need to be submitted and ordered.
- Identify and confirm speakers/presenters/entertainers.
- Decide sponsor levels/amounts.
- Identify and contact sponsors/partners.
- Determine target audience.

Three to four months ahead of event
- Finalize entertainment.
- Get entertainment bio information, photo.
- Have contracts signed and deposits made if appropriate.
Determine what materials are needed for this event (event page, save the dates, posters, fliers, social media, etc.)
Determine if students need to RSVP and how they register.
Determine if tickets are being sold online or offline.
Meet with the creative students of your club to create and launch publicity plan.
Research if any special permits, licenses, insurance, etc. are needed.
Determine and arrange all details such as food, A/V equipment, registration setup, parking, signage, etc.
Review security needs/plan for the event with venue manager.
Create draft event script (e.g., emcee, speaker introductions, thanks, closing, etc.).
Determine how to promote the event.
Research ways to see if you can promote the event throughout the community.
Request logos from corporate sponsors for online and printed materials.
Promote the event among local schools and student leaders.
Create a Facebook event page; be sure to post on social media and get students to do the same.
Develop and produce invitations, programs, posters, tickets, etc.
Develop a promo video and post on YouTube and your Facebook page and send it out to students.

Two months prior to event
Send reminders to students.
Confirm entertainment.
Follow up to confirm sponsorships.
Follow up with your publicity plan.

One week ahead
Have all committee chairpeople meet and confirm all details – and ensure backup plans are developed for any situation.
Finalize event script.
Make print and online copies of any materials needed.
Print final registration list.

One day ahead
Discuss media with the PR committee and see if any outlets are covering your event.
Ensure all promo items/merchandise are ready.
Double-check your materials list and ensure you have all resources you need for the event.

Day of event
Ensure you have copies of all instructions, script, guest lists, etc. with you.
Check in with each committee chairperson to ensure his or her team is on track.

Immediately following event
Gather all receipts, documentation, final registration data, etc.
Send thank-you notes and acknowledgement letters to sponsors, volunteers, entertainment, speakers/presenters and donors.
UNIVERSITY CLUBS

When considering starting a university club, there are different features to the club that in addition to the things above, you might come across. Here are some helpful tips for university specific clubs.

Be prepared for the process: For many universities, the process of starting a club and getting the necessary approval is a long one. Make sure you understand what is required and rally a group of individuals that are committed and excited to make your club happen.

Know your school’s rules: The rules for events, information tables, fundraisers, and other things your club might want to do vary from campus to campus. Get the information from your school’s student union. Know what these rules are so you can keep them in consideration when planning your events.

Talk to other Operation Smile University Clubs: Operation Smile Student Programs has students all across the world starting clubs. Most likely, there is an existing club that has gone through the process before & can help give you advice before you get started! Student Program’s College Council also is a great resource to talk to college students involved with Operation Smile. Reach out to staff at student.programs@operationsmile.org and ask for contacts to get in touch with.

Collaborate with other student organizations: Most universities have hundreds of clubs that exist on a campus. Take a look at your school’s student involvement page online and see if there are other clubs that have similar and related causes. Here are a few ideas of people to reach out to:

University students living on campus: Talk to people who live on your floor or residence hall, or approach your resident assistant for help. At many schools, RAs are required to put on programs or gatherings for their dorm.

University fraternities and sororities: Greek life can be a great networking opportunity! Fraternities and sororities do a lot of volunteering in community centers and fundraising for charities. Send an email to all of the Greek life organizations on campus and let them know about Operation Smile; ask them to visit the website and invite presidents to your next meeting or event. Fraternities and sororities have the manpower and resources to spread the word about your organization!

Medical students: There are student groups sincerely interested in pursuing a medical career and also highly involved in humanitarian efforts. Thus, reaching out to graduate school students would be a resource.

Be flexible: As stated by a member of Operation Smile’s College Council, “Every club is different. The model that is successful at one [university] may not be the model that is successful at your own club.” Find out what works for your group and stay excited about helping a great cause.
LIST OF APPENDICIES

APPENDIX A: OPERATION SMILE FACTS
APPENDIX B: STUDENT ENGAGEMENT OPPORTUNITIES
APPENDIX C: OPERATION SMILE RESOURCES
APPENDIX D: EXAMPLE CONSTITUTION
APPENDIX E: STUDENT PROGRAMS SOCIAL MEDIA
APPENDIX F: UNTIL WE HEAL
APPENDIX G: SERVICE PROJECTS
APPENDIX A: OPERATION SMILE FACTS

URGENT NEED

- It is estimated that billions of people lack access to basic surgical care.
- Every three minutes, a child is born somewhere in the world with a cleft lip or cleft palate.
- 1 in 5 children born with a cleft condition in Latin America and the Caribbean will die.
- In many countries where we work, there are not enough trained medical professionals to handle the growing need and backlog of cleft cases.
- Lack of access to surgery is estimated to cause up to one-quarter of the death and disability that exists in the world. This significant “burden of disease” is rapidly growing and can be treated, alleviated or cured with surgery.
- The facts are staggering: Each year more people die because of lack of access to surgical care than from HIV/AIDS, tuberculosis, and malaria combined.
- Despite the significant volume of surgical procedures worldwide, lack of access to surgery remains a serious problem for the world’s poor. Only 6.3 percent of an estimated 312.9 million surgical procedures performed each year go to the poorest third of the global population.

CLEFT LIP AND CLEFT PALATE

- A cleft is a gap in the mouth that didn't close during the early stages of pregnancy, and this kind of birth defect happens more often than you may realize. It is estimated that, worldwide, a child is born with a cleft every three minutes—about one in 500 to 750 births. Sometimes a cleft condition can be easy to see because it’s an opening in the lip; sometimes it’s harder to tell if someone has a cleft condition because it’s an opening in the roof of their mouth, called the palate.
- There are many risk factors that can increase the likelihood of birth defects. While some causes are still unknown, genetics and family history, pre-existing medical conditions, poor nutrition and exposure to harmful environmental substances can affect the healthy development of a baby. As a result, these factors could also be the cause of a baby born with a cleft lip or cleft palate. Researchers continue to figure out all the genes involved in the formation of a cleft condition and the interaction of these genes with the environment, hoping to avoid clefts from happening someday. For example, the protective effect of taking folic acid supplements during pregnancy in other conditions such as spina bifida has been documented, but attempts to prove the same protective effect for cleft conditions has remained inconsistent until recently.
- Depending on the type and severity, a cleft can create serious health issues if not corrected. Babies can have difficulty with feeding, which in some parts of the world can lead to malnutrition or even starvation. Ear infections can occur — and recurring ear infections can lead to hearing loss. Dental development can be affected. Speech and language development can also be impaired. Children with such conditions may also suffer from bullying and social isolation.
• With surgery, a child suffering from a cleft lip or cleft palate can have a brand-new, beautiful smile. In an ideal situation, a pediatrician and a plastic surgeon work with a child’s parents soon after the child’s birth to choose the best timing for surgery. Most surgeons agree that a cleft lip should be repaired by the time a baby is 3 months old and that a cleft palate should be repaired between the ages of 12 and 18 months.
• For many families in developing countries, early surgery may not be an option, due to lack of financial resources, qualified medical staff and other factors. Since 1982, Operation Smile has been dedicated to finding these families around the world and providing them with surgery so they can live happy, healthy lives.
• It takes as few as 45 minutes and as little as $240 USD helps provide surgery to a child with a cleft condition. This is possible thanks to the generous contributions of medical professionals who volunteer their time, as well as corporations that donate critical supplies and equipment necessary for safe surgery. This cost includes expenses incurred for essential medical team members to be at a medical mission, the expenses for additional required supplies and shipping cargo costs.

HISTORY
• Operation Smile was founded in 1982 by Dr. William (Bill) Magee Jr., a plastic surgeon, and his wife, Kathleen (Kathy) Magee, a nurse and clinical social worker.
• Operation Smile was launched with its first mission to the Philippines in 1982.

OVERALL IMPACT TO DATE
• Operation Smile is one of the largest surgical organizations in the world.
• Operation Smile is one of the largest volunteer-based medical charities providing free cleft surgeries.
• Operation Smile has provided hundreds of thousands of free surgeries to children with cleft lip, cleft palate and other facial deformities.
• Since 1982, thousands of medical volunteers from over 80 countries have volunteered with Operation Smile to provide free medical care for patients around the world.
• Since 2003, Operation Smile has provided more than 25,000 AHA certifications to health care providers in low- and middle-income countries.
• Operation Smile demonstrates industry-leading clinical management practices through our Global Standards of Care, which help ensure we provide the best quality of care for our patients.
• Operation Smile increases overall surgical capacity and cleft treatment in communities where we work by providing health care workers with medical equipment, supplies, education and training.
• Operation Smile is leading research into the causes of cleft lip and cleft palate, and its prevention, treatment and surgical outcomes.
• Operation Smile is a pioneer in advocating for the importance of safe surgery in resource-poor environments where the lack of safe surgery accounts for 11 percent of all death and disability. We listen to our patients to understand what prevents them from accessing care so we can break down those obstacles for children and families who need surgery.
Since its founding in 1985, Operation Smile Student Programs has cultivated more than 900 student clubs worldwide — with a network of more than 18,000 students from 44 countries — to build awareness, raise funds and educate others about core values of commitment, leadership and volunteerism. Operation Smile Student Programs empowers youth, creating a global movement for positive change through our four pillars of philanthropy: Advocacy, Education, Leadership, and Service.

CLEFT LIP AND CLEFT PALATE DIAGRAMS

APPENDIX B: STUDENT ENGAGEMENT OPPORTUNITIES

STUDENT LEADERSHIP CONFERENCES
Student Leadership Conferences educate students on the value of service within their communities and help them establish a lifetime of giving to others. Students listen to empowering keynote speakers, participate in team-building activities, compete in field games and complete a service project for future Operation Smile patients. The conference offers students an overview of Operation Smile’s work around the world and teaches them to be leaders, learning confidence, public speaking, fundraising and club organization. The student conference provides training and volunteer opportunities for students in education, global awareness, and fundraising.

In July 2017, the 26th International Student Leadership Conference (ISLC) will take place in Rome, Italy. The 2016 conference in San Diego, Calif., hosted more than 450 students ranging in age from 15 to 22 from 29 different countries. Past ISLCs have been held in Ireland, Virginia, North Carolina, New Jersey, Utah, Colorado, Maryland, California, China, and Washington, D.C.

January 2017, the fourth Latino America en Accion (LEA) conference will take place in Mazamitla, Mexico, at Hotel Monte Verde. The 2016 conference was held in Lima, Peru, and hosted 150 students from 13 countries. The conference is in Spanish, and students are from Latin America and the Caribbean.

INTERNATIONAL STUDENT LEADERSHIP CONFERENCE (ISLC)
Each year, hundreds of student volunteers from around the world come together to participate in the International Student Leadership Conference (ISLC), where they learn how to meet challenges and take confident steps toward leadership and strong character development.

Each year, Operation Smile hosts its ISLC at a different university around the world. This annual conference helps students develop and strengthen their leadership skills and character, provides training on how to help those in developing countries, as well as exposes them to different cultures. High school students, at least 15 years of age, and all college students are invited to attend this five-day leadership conference. Attendees hear inspiring speakers share their insights on the topics of leadership, overcoming obstacles and what it means to make a difference; they also meet like-minded people committed to making a difference in the lives of children with cleft lip and cleft palate. Through these experiences, Operation Smile empowers students to reach their goals, achieve dreams, and change lives.

The ISLC is one of the major events planned by Operation Smile Student Programs. It is a great experience for all of those involved, including the students, sponsors, and staff. The conference is open to students ages 15 to 22, and registration is required.
HISTORY OF OPERATION SMILE STUDENT CONFERENCE
In 1991, Operation Smile Student Programs held its inaugural student conference in Norfolk, Va. The event has grown exponentially from 40 students from just the United States to more than 450 students from 25-plus different countries around the world.

Operation Smile’s International Student Conferences have been held at these locations:

- Norfolk, Va., USA: Operation Smile
- Bethesda, Md., USA: Stone Ridge Country Day School
- Greensboro, N.C., USA
- Morristown, N.J.; Delbarton School
- Chapel Hill, N.C., USA
- Williamsburg, Va., USA: College of William and Mary
- Princeton, N.J., USA: Princeton University
- Salt Lake City, Utah, USA: University of Utah
- Malibu, Calif., USA: Pepperdine University
- Princeton, N.J., USA: Princeton University
- Salt Lake City, Utah, USA: University of Utah
- Charlotte, N.C., USA: Queens University of Charlotte
- Malibu, Calif., USA: Pepperdine University
- Williamsburg, Va., USA: College of William and Mary
- Ogden, Utah, USA: Weber State University
- Limerick, Ireland: University of Limerick
- San Diego, Calif., USA: San Diego State University
- Newport News, Va., USA: Christopher Newport University
- Denver, Colo., USA: University of Denver
- Beijing, China: Marriott Beijing City Wall
- Washington, D.C., USA: Georgetown University
- Norfolk, Va., USA: Old Dominion University
- Limerick, Ireland: University of Limerick
- Orange County, Calif., USA: Chapman University
- San Diego, Calif., USA: San Diego State University

Club tip: Know when registration is and tell your members about ISLC. At the beginning of the school year, at one of your first meetings, tell students about ISLC. Show videos and pictures and get everyone excited about the conference.
STUDENTS ON MISSIONS

Why do we send students on missions?
Students represent the future of furthering the Operation Smile vision. Volunteering with us allows students to have a fulfilling and unique opportunity to be exposed to different cultures, serve those who need it most and discover things about themselves.

We take two high school students on each international medical mission with us to work in the mission country with the mission team. The role of the students on missions is to teach primary health care to patients and families at the mission site. Students give interactive presentations on topics including burn care and prevention, nutrition, dental care, and oral rehydration.

The students and their sponsor also travel to schools and orphanages in the surrounding areas to give the health care presentations and to share their Operation Smile involvement. Selection criteria include student involvement and participation in their Operation Smile Student Association and other community service areas.

Additionally:

Student candidates must have attended an ISLC that we hold in the summer each year.

Student candidates must have successfully completed the Mission Training Workshop (MTW). The MTW requires that an application be completed and accompanied with an essay from the applicant and two letters of recommendation. The Student Programs team reviews all applications, and the students with the highest scores are then selected to attend MTW, which is held twice a year: once in January in Virginia Beach, Va., and once prior to the ISLC each summer. Upon successful completion of MTW, the students will be assigned to one of our international missions that will take place within a six- or seven-month timeframe.

U-VOICE

The U-Voice program offers university students the opportunity to join one of our medical missions as an advocate. Their job during the medical mission is to capture stories from our patients, volunteers, and mission as a whole. When they return from the mission, their job is to share their stories and spread awareness about Operation Smile.
**LEADERSHIP COUNCILS**
Regional Leadership Council (RLC)
National Leadership Council (NLC)
College Council (CC)

Operation Smile utilizes students as ambassadors of the organization within their national and local community. Student Programs invests in these individuals by teaching these students skills in leadership, public speaking, advocacy, education, and service. The result is highly dedicated student teams at the high school and college level. Once accepted, students attend a leadership retreat where they work in collaboration with staff on team-building, skill enhancement, expectations and goals for the upcoming school year. Students are empowered to play an active role in supporting Student Programs initiatives. During the academic school year, the National Leadership Council and College Council field inquiry requests from peers, support regional participation and plan local, national and global events.

**HIGH SCHOOL AND UNIVERSITY STUDENTULEAD/SAFE SURGERY SUMMIT**

We strongly believe students can make a difference in the world and their own communities, and we want to present them with tools to help guide them toward success. The goal of this regional ULead is to educate students on the value of service within their communities and help them establish a lifetime of giving to others. This one-day experience ULead provides an opportunity for students to learn more about the organization, ideas on how they can get involved and participate in team-building activities that enhances leadership skills. Students are also encouraged to host a Safe Surgery Summit under the banner of the Until We Heal campaign and educate participants about the global lack of access to safe surgery. Invite guest speakers, form a panel, and plan brainstorming breakout sessions to talk about local and global health challenges. Establish the connections between global access to safe surgery, public health, welfare and economic development.
APPENDIX C: OPERATION SMILE RESOURCES

http://studentprograms.operationsmile.org/

http://www.operationsmile.org/

Learn more about our Until We Heal campaign: http://www.untilweheal.org/

View and share all videos created by Operation Smile: https://www.youtube.com/user/CreateSmiles

Access logos, photos, posters, and other information: http://brand.operationsmile.org/

Start a student club: http://studentprograms.operationsmile.org/schools-clubs/register-your-club/

Organizing a fundraiser: http://studentprograms.operationsmile.org/get-involved/organize-a-fundraiser/

Organizing a service project: http://studentprograms.operationsmile.org/get-involved/organize-a-service-project/

Stay connected with Operation Smile on social media: http://studentprograms.operationsmile.org/connect/get-social/
APPENDIX D: CREATING A CONSTITUTION

As stated in the Virginia Beach Leadership Workshop handbook, “Creating a constitution can sometimes be a difficult, time-consuming process. This is especially so if a group doesn’t know the steps. Here are some tried and true steps to creating your own constitution:

- **Gather ideas and information.** Group members, faculty, administration, the student body, past constitutions, and constitutions from other schools are great resources in this pursuit. You might want to use a constitution survey to gather ideas from organization members.

- **Review the gathered information.** This can get tedious for a group of 25 members to look over, so a smaller committee is recommended. You might want to have a constitution committee or a group of executive council members compile the information.

- **Decide the basics of your constitution.** Decide what your constitution will consist of. Think of broad, general topics at this point rather than specific rules and regulations. For example, at this point you may decide that your constitution will outline the duties of officers, attendance policies, etc.

- **Decide the basics for each part of the constitution.** You don’t necessarily have to use complete sentences. At this point, you just want to put down on paper what each topic covers. For example, now you would actually list the duties of each officer.

- **Revise the constitution.** Smooth out the rough edges and write everything in complete sentences. It might help to have a dictionary/spell-check handy.

- **Edit again.** Make sure the constitution is clear and easy to understand. At this point, it would be a good idea to get feedback from your entire organization if you have not done so already. You might also seek feedback from your adviser, principal, faculty members, and from other students.

- **Distribute copies of your constitution.** Give it to all members, your advisers, faculty, administration, and other interested students. Be sure to keep hard copies and copies saved on a disk that will be kept in your organization’s files.
Constitution of ____ (Name of Organization)____

Article I. Name and Purpose

Section 1. The name of this organization will be _____________(name)________________.

Section 2. The purpose of this organization will be _______(state purpose)_____________
_________________________________________________________________
_________________________________________________________________

Article II. Membership

Section 1. Membership is open to all students who are interested in __________________.
(examples include science, the environment, chess, etc.)

Section 2. Any member who is absent for (number) meeting(s) without reasonable excuse will have his or her name taken off the roll.

Section 3. Dues shall be (amount) to be paid each (ex. year, quarter, etc.).

Article III. Officers

Section 1. The officers of this organization shall be (ex. President, Vice President, Secretary, Treasurer, Historian, etc. Also list elected representatives, if applicable.)

Section 2. Criteria for Office: (List all information regarding requirements for officers)

Section 3. Elections:
a. Nominating committee (ex. The nominating committee shall consist of...their duties are...)
b. Applicants for the office shall be selected in the following manner. (ex. Nominations from the floor or through applications)

Section 4. The Duties of the Officers: (List officer responsibilities by office and duties of elected representatives, if applicable)

Section 5. Vacancies: A vacancy in an office shall be filled by (ex. Nominations for the office with secret ballot elections, except when the presidency is vacant. In this case, the vice president will become president and an election will take place for the vice president.)

Section 6. Installation: The officers shall be installed at the last meeting of the year or the first meeting after being elected to fill a vacancy.

Section 7. Impeachment Procedure of an Officer: (ex. An officer may be impeached by a ¾ vote of the membership or by a petition signed by ¾ of the membership).
Article IV. Meetings

Section 1. Meetings will be held (ex. the second Tuesday of every month at ______ p.m.)

Section 2. The number of people needed to meet quorum to carry on business is (ex. 3/5 of the members).

Section 3. The order of business shall be:
   a. Call to Order
   b. Reading of the Minutes
   c. Reports (Officer, Standing Committee, Special Committee, etc.)
   d. Unfinished Business
   e. New Business
   f. Program (Optional)
   g. Adjournment

Article V. Committees

Section 1. Standing Committees
   (ex. Publicity, Programs, Projects, etc.   For a list of other possible standing committees, please see page 132 in this handbook.)

Section 2. Special Committees shall be appointed by the President as the need arises.

Article VI. Rules of Order

Section 1. This organization shall follow the revised edition of Robert’s Rules of Order in running its meetings.

Article VII. Amendments

Section 1. This constitution may be amended (ex. by a motion passed by ¾ vote of the entire organization).

Section 2. The amendments will take effect at the next meeting.”
APPENDIX E: STUDENT PROGRAMS SOCIAL MEDIA

HASHTAGS:
#OSSTUDPRO
#UNTILWEHEAL
#OPERATIONSMSILE
APPENDIX F: UNTIL WE HEAL

WHAT IS ‘UNTIL WE HEAL’?
UNTIL WE HEAL is a new youth-driven campaign that launched in April 2016 to bring attention to the global need for access to safe surgery. UNTIL WE HEAL is the first campaign to inspire and engage young people to advocate for children who do not have access to the routine surgical care that could save their lives. UNTIL WE HEAL will bring together the voices of youth around the globe to call for safe surgery in every area of need.

WHAT IS SAFE SURGERY?
Surgery requires a lot of preparation and equipment. If you visit a nearby hospital, you might expect to see expensive machines, a variety of medicine and plenty of doctors and nurses on hand in case of emergency. You might expect the hospital to have each patient’s medical records clearly documented and filed. You might expect the surgeons to have studied and practiced for many years in medical school and earned a license to perform surgery on patients.

Alarmingly, this is not the case for nearly two-thirds of the world’s population. Many doctors in low- and middle-income countries do not have access to the training, equipment or resources they need to perform safe surgeries, but they make do with what they have. Even with the best intentions, unsafe surgeries can lead to infection, complications and even death.

OPERATION SMILE’S FOCUS ON CLEFT CONDITIONS
Safe surgery is a universal health problem that will require governments, organizations and people around the world to work together to solve it. Operation Smile is doing our part to address the problem by providing safe and effective cleft lip and cleft palate surgeries around the world, but we can’t solve this problem alone.

We need your help to advocate for the billions of people without access to safe, effective and well-timed surgical care. That is why the theme of this year’s conference this year is UNTIL WE HEAL. Throughout the week, we will engage in conversations about the global lack of access to safe surgery and work together to find solutions to the problems that prevent patients from receiving the care they need to live healthy and productive lives. Each of you have been assigned a team, and each team will represent a patient who was able to receive safe surgical care because of Operation Smile and the support of young people just like you.

When the conference is over and you return to your schools, clubs and communities, you have the responsibility to continue to advocate for access to safe surgery and raise awareness for this universal health problem. For ideas on how to stay involved, visit www.untilweheal.org and join the conversation with #UntilWeHeal on your social media channels.
APPENDIX G: SERVICE PROJECTS

There are a number of opportunities to organize a service project or supply drive for Operation Smile. Our teams are in constant need of medical supplies, children’s therapy items and other materials that help us on our missions and keep our patients smiling. Check out our needs on our website and organize your group of friends or family members to help out today.

http://studentprograms.operationsmile.org/get-involved/organize-a-service-project/

URGENTLY NEEDED ITEMS

We have an urgent need for the following items: travel-sized toothpaste (at least six months from expiration date), child-sized toothbrushes, thin 8.5-by-11 inch coloring books, eight-count box of nontoxic crayons, nontoxic liquid bubbles, puzzles and pull toys.

SMILE BAGS

After receiving surgery, each child receives a Smile Bag that is filled with small personal care items as well as toys, stickers and a mirror to see their new smile. We need community volunteers to collect the personal care items and sew cloth Smile Bags.

MEDICAL RECORD SUPPLIES

During each medical mission for patient screening, Operation Smile will set up a complete office for check-in arrival. We bring everything we need for medical records — from ink pens to staplers — and many other assorted items that our hosts are unable to provide. Your help to collect and donate these items will help us save money and serve more children around the world.

CHILD LIFE THERAPY SUPPLIES

The Operation Smile Child Life Station is a place where children can relax and play before surgery. We accept new and gently used stuffed animals, arts and crafts supplies, liquid bubbles and other toys to help with screening, pre-surgical and post-surgical play therapy. At the completion of the medical mission, these items are donated to the hospital pediatric departments for future use.
QUILTS, BLANKETS AND AFGHANS
Few things give more comfort to a child in a hospital than a warm, soft blanket. Community volunteers can help provide blankets for children receiving an Operation Smile surgery. For some children, this will be the first blanket they’ve ever owned.

SMILE DOLLS
A visit to the hospital can be scary. Smile Dolls are used by our child life therapists to alleviate the fear of anesthesia masks, stethoscopes and needles while communicating what to expect during their medical procedure.

NO-NO ARM BANDS
Proper healing is essential for a healthy new smile. To help keep the surgical incision clean, No-No arm bands prevent a child from bending their arms and touching their face. An arm band is inserted with tongue depressors to create a simple splint.