

## IFDH Social Responsibility Program 2021 – 2022

### “How to Develop a Project”

Participants in the IFDH Social Responsibility Program will present their projects at the International Symposium on Dental Hygiene in Dublin, Ireland, August 10-13, 2022. The theme is “Empowering Women: Gracing Our Faces with a Healthy Smile.” Projects should focus on improving women’s oral and general health. 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 working with new mothers? Perhaps women in long-term care facilities are your focus? Identify your demographic and develop your project with their needs in mind.

#### 3. Plan

- ❖ **Determine a date** for your project. Be specific and realistic. For example, the first week of a month, a Saturday etc.
- ❖ **Develop strategies** to contact your intended group. For example, research if there are well baby clinics in your area and get contact information. Check with public health offices to see if there are events targeting new moms that you could also attend. Put flyers at maternity hospitals for distribution.
- ❖ **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.
- ❖ **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.
- ❖ **Determine if more volunteers are needed** beyond the organizing committee. Will there be other duties besides hands-on participation that require volunteer help?
- ❖ **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?
- ❖ **Locate a venue** - A current clinic setting may be available or you may possibly use a room at your hospital



- ❖ **Contact potential sponsors** – these could be companies with oral health products such as tooth brushes for infants, paste for toddlers. Your local health board may also have funds for such projects

#### **4. Deliver**

- ❖ Have the duties of everyone participating clearly outlined
- ❖ Arrive early to set up and greet attendees
- ❖ 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:**

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

### **Example of an Actual Project in Operation for 10 Years**

#### **“Gift from The Heart”**

##### **1. Form a committee**

Committee Formed in September (3 members)

##### **2. Choose a theme**

- ❖ Theme/ Target: Free dental hygiene services provided for the underserved in our community
- ❖ When: Held on a Saturday during National Dental Hygienists Week in Canada

##### **3. Plan**

- ❖ Venue located – dental assisting school with 6 dental chairs – approval from school president
- ❖ Budget – need oral hygiene supplies to deliver comprehensive care to 48 clients ( 6 chairs x 8 clients ) ; bibs and clips, gloves, masks, face shields, scalers, piezon, saliva ejectors, suction tips, air water syringe tips, handpieces, disposable prophylaxis heads, prophylaxis paste, gauze, fluoride, tooth brushes, denture brushes, floss, disposable drinking cups, hand mirrors, steri wipes, safety glasses, denture cleaning product, sterilizer, sterilizer pouches, distilled water, ultrasonic cleaner for instruments  
Sponsors contacted to donate all disposable supplies needed and prizes for give aways during the day (we gave away 8 power toothbrushes)
- ❖ Dental offices contacted to borrow non disposables such as hand pieces, sterilizer etc.
- ❖ Dental equipment technician contacted for support should something not work at venue

- ❖ Dental hygienists recruited to work a 4-hour slot from 8 to 12 or 12 to 4.
- ❖ 2 dentists recruited to provide local anesthesia if needed and diagnose suspicious lesions ( 1 each shift )
- ❖ Local dental hygienist association to provide decorations; hearts and balloons
- ❖ Local restaurants solicited for coffee/ tea and sandwiches
- ❖ Local uniform retailer donated lab coats with embroidery of our “Gift From The Heart “ for up to 12 dental hygienists in a variety of sizes to be used each year.
- ❖ Local radio and newspaper contacted to advertise project and contact name and phone number given of committee member for booking – all slots filled first day!

#### 4. Deliver

- ❖ Day of – welcome desk – health history forms given at arrival
- ❖ 8 dental hygienists on each shift – 6 operators and 2 support for cleaning instruments, sterilizing etc
- ❖ Committee member picks up lunch and snacks from donors for lunch group
- ❖ End of day – pack up supplies, clean room to leave it as we found it

#### 5. Review

- ❖ A week later committee meets to review day and make recommendations for next year.
- ❖ A report of the costs of the services provided free of charge is created to display the value of the services provided.
- ❖ All left over disposables are saved for another year. Lab coats have been laundered and packed as well.
- ❖ Thank You’s sent to sponsors and dental assisting school

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**Thank you to our sponsor!**



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