Thank You For Volunteering To Host A Give Kids A Smile Event

This Planning Program Guide will assist you in planning your event. Also included are forms to help your event run smoothly and to help us track how successful your event was. You will want to keep the worksheet titled “Billable Hours” at each patient station. Ask the dentist to place a quick hash mark beside each procedure. This will help you to complete the “Site Survey - Quick Report” much easier.

We will need the following forms back from you right after you are done with your clinic(s). You can mail or email them to Sally Medina at sally@tcds.org

(Make sure they are completely filled out)

- Volunteer Sign in Sheet with signatures of volunteers that showed up.
- Volunteer Photo & Video Consent Form
- Patient Waiver/Consent Patient Photo & Video
- Worksheet of Billable Hours
- Site Survey Quick Report
- Patient Registration Treatment Record
- IEHP Lead Sheet
- How Did You Hear About Us?
- Child Referral Form
- Additional Treatment
- Patient Sign In Sheet

If you do not have internet access you can fax them at (951) 787.9703.

Should you need any further assistance in the planning of your event, please feel free to contact the GKAS coordinator at Tri-County Dental Society.

Good Luck!
Planning Program Guide
Introduction to Give Kids a Smile® – Tri-County Dental Society

Our target population is children ages 6-18; however you are not limited to this age group. The program’s goal is to provide care for children from low income families without insurance; who would otherwise not have access to care.

Program Planning Steps

Step #1: Have a meeting and invite individuals who you believe would be interested in helping with your event. This could include team members from your office or from the community; (Note: National Children’s Oral Health Month is in February. You do not have to have your event in February, however, most offices do. You will want to have your first meeting with your team in October. Supply orders through the ADA must be requested by November.)

- Dentist
- Dental hygienist
- Dental assistants
- Dental and dental hygiene school faculty and students
- Members of the Alliance to the ADA
- School nurses
- Parents
- Parent Teacher Associations
- Churches

Try to reach beyond the immediate dental community and include business or civic leaders, elected officials, non-dental professions, church pastors, school officials, or the media. Even if their roles on the committee are mostly ceremonial, involving these people can help heighten your event’s profile.

You will want to assign duties to each member of your team to oversee:

- Program development and future meetings
- Budget, record keeping and reviews for the state dental practice act
- Location for event and set up
- Publicity and advertising

Sally Medina GKAS/GAAS Coordinator email sally@tcds.org
3993 Jurupa Avenue Suite 104, Riverside, Ca 92506
Phone: (951) 787-9700 Fax: (951) 787-9703
**Step #2: During your first meeting you will need to discuss:**

Programs come in all shapes and sizes, and the first topic at your meeting should be to answer:

1. What type of dental services will be provided: Preventive, Restorative, and Emergency? *(Note: In the past, the clinics that have been successful with providing a large amount of restorative work have a pre-screening day or event to take x-rays and come up with tentative treatment plan.)* If you are planning a pre-screening day, after school hours tend to work best for our target population. Patient show rate is higher if the pre-screening is within a couple weeks of the event. It is best to let patients know they will be seen on a first come first served basis.

2. How many patients can the program realistically see in a day? Ideally, how many dentists do I need to maximize this event? Although a dentist may be used to working in multiple columns, typically on GKAS they will only work in one or two. Other things to consider are how many dental assistants or hygienists will also need to volunteer to sustain the patient goal.

**Step #3: Plan your event**

As you begin planning your event, answer these questions:

1. What date should we have our GKAS day? *(Note: In the past, we have found that Saturday is the best day for this event for our target population.)*

2. Where should the event take place? *(i.e.: your own office, another colleague’s office, community clinic.)*

3. Where and to whom should we advertise our event? *(i.e.: schools, churches, shelters. You can identify low income children through the free lunch program and school nurses. Pastors and church administration can help in this area.)*

   Activities to be offered day of event? *(Note: Make it fun, have a raffle, get a jumper, have balloons, have entertainment.)* Decide what type of fun things you will have at your event. Call your local vendors and request that they donate these types of goods/supplies for GKAS. You might want to see what other events are taking place in your community at the same time for possible collaboration *(i.e. church event, health fairs.)*

4. You will need to register your event with Tri-County Dental Society in September [https://tcds.site-ym.com/?HostAClinicRegist](https://tcds.site-ym.com/?HostAClinicRegist)

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Step #4: Obtaining supplies
Tri-County Dental Society will be requesting supplies on your behalf through ADA in the month of November. Supplies are limited therefore every program may not receive all the product they need. It will be based on the amount of supplies we receive and the size of your clinic. Even if you are selected to receive supplies additional supplies may be needed. In that case, you can contact your vendors and ask them to donate supplies. Supplies can also be purchased at http://www.ada.org/productguide.aspx.

Step #5: Inviting Doctors to Volunteer
If you are going to be inviting other doctors to work with you in your office, allow about 1 hour per patient. The doctors can finish as much as they can at their own pace. Make sure you have dental assistants for them or ask them to bring one. If you are low on dental assistant volunteers, you can always go to your local Dental Assisting School and ask for their participation (they are usually excited to help.) If you are working with multiple doctors, make sure to ask them to bring at least two restorative setups and have them place color bands on their instruments. This makes it easier to identify their instruments. If there are several doctors, you might want to put one person in charge of overseeing sterilization and making sure everyone’s instruments are identified. You may want to take pictures of everyone’s setup before starting. You might also request them to bring a copy of their malpractice insurance and proof that their license is current. You want to make sure you are covered. If you need help in finding volunteers, Tri-County Dental Society will try to find you volunteers its not a guarantee. We encourage you ask your colleagues personally.

Step #6: Print out all your forms by clicking below:
https://tcds.site-ym.com/?GKASForms

or email Sally Medina at sally@tcds.org for forms.

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Program Planning Timetable

Getting the most mileage from your Give Kids A Smile® event takes planning and good organizational skills. This checklist will help you to effectively budget time and resources.

**September**
- Have a meeting with your team.
- Identify a coordinator. Establish subcommittees if necessary.
- Register your event on TCDS’s website at: [https://tcds.site-ym.com/?HostAClinicRegister](https://tcds.site-ym.com/?HostAClinicRegister)
- Have one-on-one meeting with TCDS Give Kids a Smile Coordinator.

**October**
- Supplement supplies and materials by contacting various dental companies, local businesses, etc., for donations.
- Recruit/encourage staff and colleagues to volunteer on the day of your event have them register by clicking here: [https://tcds.site-ym.com/?GKASVolunteerForm](https://tcds.site-ym.com/?GKASVolunteerForm)

**November**
- Plan activities for your event. You can download coloring and activity sheets by visiting: [http://www.tcds.org/members/group_content_view.asp?group=83109&id=104034&SearchTerms=gkas+and+helpful+and+forms](http://www.tcds.org/members/group_content_view.asp?group=83109&id=104034&SearchTerms=gkas+and+helpful+and+forms)
- Ask for donations from local vendors. Check with Tri-County Dental Society to see what they have to donate.
- Review your budget. Solicit funding if applicable.

**December**
- Upon pre-identifying children for your event, contact local organizations or schools for assistance in locating children from low-income families.
- Reserve needed space, equipment or other materials (food, caterer, sound system, and balloons).

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**January**

- Invite media to attend your Give Kids A Smile event.
- Email your list of volunteers to TCDS. (They might have items for your volunteers)
- Contact all your volunteers and give them special instructions regarding your event. (Ex: Time to arrive, where to register, what to expect)
- Call/email Sally Medina with TCDS to see if your clinic kit is ready for pick up.
- You can print out your forms by clicking here:
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  https://tcds.site-ym.com/?GKASForms
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**February**

- Conduct your Give Kids A Smile event.

**March**

- Email all pertinent reports within 7 days of your clinic to Sally Medina to; sally@tcds.org or mail all forms back to TCDS 3993 Jurupa Avenue Suite 104, Riverside, Ca 92506.
- Acknowledge everyone who assisted with your event with a letter of thanks or certificate of appreciation.
- Review your event and related activities. Prepare a summary report of activities, expenses and other meaningful date including recommendations for next year.

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