



OPERATION SMILE PROJECT

With the commence of Operation Smile, we initially had a vision of having a one-day visit to share stuff with a children's home with the mission of having the kids smile. Our first Visit on the 15th of April 2023 at Umbrella Children's Home was a successful one after we gave out our contributions and shared the goodies with the kids. Even though we were not a big number as we had envisioned, the number was worth to make the day and the visit successful through the few of us who could make it to represent Operation Smile.

We have had suggestions of continuing with this inspirational project and that is why today we have decided to bring forth our official proposal for Operation Smile. Through this proposal, our main mission is to reach out to the less fortunate in the society and not just kids. That is visiting the old, rehabilitation centers, people out of reach of basic needs and many more ways that we shall continue to identify as we grow. This is a youth initiative that we are setting on a journey for a long-term project. This proposal document contains details of how we shall raise and manage our funds, how we shall invite and manage membership and importantly how the management committee shall run. We hope that you can review the proposal and give us your feedback on where we can improve and also if you are ready to be part of the progress of this project.

OFFICIAL PROPOSAL

This proposal was first brought up through Anne the current Secretary and was reviewed and accepted by Clinton the current Chairman and Mwalili the head of procurement department.

The proposal is as follows:

1. We shall pay a visit to an identified place once a year every first Saturday of October unless an emergency arises the date can be pushed forward. We suggested once a year so that we can have enough time to raise adequate funds and also have enough time to do proper planning owing to the fact that we are just starting this with most of us still in campus.
2. We shall have a monthly contribution of a minimum of KSh.100 or more which will be sent to our official bank account and managed by the Treasurer and the respective assistant treasurer.
3. As from between July and end of September we shall be expected to contribute a cumulative of 500 or more to boost the current funds in preparation for the October Visit. We hope and believe this period of time is enough for us to find a way of getting the funds. We understand it demands sacrifice and that's why we have a flexible time duration during which you can always

seek support from your friends, relatives or even other donors so that we can equip ourselves as well as possible.

Below is a broken illustration of what we project:

- START UP
 - August 2023-June 2024 monthly contributions (11 months)
 - $100 \times 11 = 1100/=$
 - July-September 2024
 - 500
 - TOTAL
 $500 + 1100$
 - 1600/=
 - 20 MEMBERS MINIMUM EXPECTATION
 - 20×1600
 $= 32,000/=$
 - SECOND AND NORMAL RUN
 - November 2024-June 2025(8 months)
 - $100 \times 8 = 800$
 - July – September 2025
 - 500
 - TOTAL
 $800 + 500$
 - 1300/=
 - 30 MEMBERS MINIMUM EXPECTATION
 - 30×1300
 $= 39,000/=$
4. We shall have a monthly meeting via google meet and updates on the monthly contributions and progress of the management of Operation Smile. We shall also have reminders on our contributions every fortnight to keep us on check through our Treasurer.
 5. We shall have official registration of members. This is to enhance our cooperation and avoid having people who are not aware of our vision. Your registration as a member is just a commitment and not in any way a restraining order. One is free to communicate to the management committee in case of any query.
 6. The membership Management will be done through a Database Management System.
 - Details needed:
 - Name
 - Phone Contact
 - Email
 - Date of Joining

7. Communication will be done via the official WhatsApp group and through email.
8. We shall have a committee in charge of managing the running of Operation smile which shall consist of:
 - a) The Chairperson who is the head of Operation smile. He/she shall be responsible of holding official committee and general meetings. He/ she will also be in charge of supervising the various committee departments.
 - b) The Operations Manager who will be responsible of spear heading the Vision of Operation Smile and taking disciplinary measures against anyone who will be against the conduct of our Vision. He/she will also be responsible of reviewing the reports of the various committee departments.
 - c) The Secretary who will be in charge of writing minutes of every meeting He/ she will also communicate official announcements from the Chairperson through the media team.
 - d) The Treasurer who will be in charge of managing the funds received through Operation Smile. He/ she will also manage the budget for all the visits to be held or any other event or activity of Operation Smile.
 - e) The Assistant Treasurer who will help the Treasurer in managing the funds of Operation Smile. He/ she will also draft monthly reports of the monthly and annual contributions of Operation Smile in collaboration with the Treasurer.
 - f) The Logistics and Organizing Committee shall contain two people, male and female who will be in charge of planning and organizing all events, activities and visits. They shall also with the guidance of the Chairperson be responsible of identifying the places to visit.
 - g) The Procurement Committee will compromise of two people, male and female who will be in charge of managing the purchase of all the required goods. They shall also manage and plan for any cost involving printing of materials needed for the Operation Smile Initiative.
 - h) The Media Committee shall comprise of two people, male and female who will be in charge of managing all the social platforms of Operation Smile. They shall also be responsible of passing official communications to the members through the Secretary. They shall also by guidance of the Chairperson, be responsible of managing the membership registration into Operation Smile.

As Operation Smile, we humbly call on everyone out there to support us through this initiative. The more we grow the more we will do in this society. It is all out of our hearts to sacrifice a part of what we have for this course. Let us strive to impact the society even in the smallest but significant ways we can through our hands. Every life you touch through your sacrifice will always be reciprocated in many ways. Once again, send and share your feedback once upon receiving this message. We appreciate you for taking your time to go through this information. Together we shall prosper.

MISSION:

YOUTH INITIATIVE TOWARDS SUPPORTING THE LESS FORTUNATE I IN THE SOCIETY.

VISION:

IMPACT THE SOCIETY THROUGH SHARING HAPPINESS, LOVE AND CARE.

VISIT US:

<https://operationsmile.cw.center/>