

Paper Bridges

Chapter

Starting Guide

Email: corp.paperbridges@gmail.com



A note from the Co-Founders

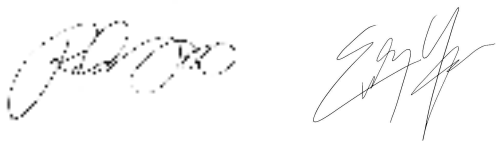
Dear Paper Bridges supporters,

First off, thank you so much for your dedication and commitment to serving the world around you. It truly shows strength in character and a generous heart. Paper Bridges firmly believes that it is individuals working together that make a true difference in the lives of others. Your hard work and support is crucial to our undertaking. For all returning volunteers, thanks for sticking with us and keeping our organization running smoothly! For all new students and sponsors, welcome! With some persistence and open hearts, you will make a tidal change in the lives of thousands of orphans who will be inspired by the love of support of caring individuals.

If this is your first time instituting the program at your school, we hope that you can find this handbook useful. Whether you've had this running for some time, or you're just getting started, this kit will provide plenty of tips for successfully running our letter-writing campaign. With just the stroke of a pen, you will light up a child's day, instilling a little bit of happiness and joy. Human connections are so valuable and they are built on a simple desire to reach out and say hello. Five minutes of your time can transform the lives of others.

As a student run organization, we strongly advocate for the ability of every single person regardless of age to make a lasting impact on those around them. Thank you once again for taking this opportunity to take initiative and become a part of our Paper Bridges family.

With love,
Rebecca Huang and Emily Yuan

The image shows two handwritten signatures in black ink. The signature on the left is for Rebecca Huang, and the signature on the right is for Emily Yuan. Both are written in a cursive, flowing style.

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About Us

Our Organization

Paper Bridges is a 501(c)(3) tax exempt nonprofit organization started in 2017 dedicated to spreading love and hope to orphans around the world. We work with individuals, schools, senior homes, and camps from across the country to create multigenerational initiatives to support these orphans.

Our Vision

We strive to spread love and encouragement to orphans all around the world through letters.

With over 500 million orphans around the world, we need to do everything in our power to ensure [their happiness and success in life?]

These letters will help remind each and every orphan receiving them that they are loved and cared about. We hope to spread a smile to every child's face as they read these letters and cards, injecting a small piece of happiness into their day.

No child should feel that they are abandoned or unloved. Paper Bridges is driven to empower these orphans – remind them of all the support they have and all the new adventures they can embark on.

School Chapter Starting Tips

1. Getting Started

Congratulations on starting a Paper Bridges Chapter! Here are some tips to get started:

- Find sound friends who would like to be involved and work together to raise awareness and recruit members
- Create a timeline of tasks you would like to accomplish within the first year of the club.
- Create a club email

Example for the first 4 months:

September:

- Get club approved
- Find staff sponsor

October:

- Begin advertising the club to the school
- Hold the first club meeting
- Start collecting letters
- Reach out to other school organization to advertise Paper Bridges and receive more letters

November:

- Hold a fundraiser (bake sales and restaurant fundraisers work great!)
- Reach out to a local elementary or middle school to set up letter writing stations or programs
- Fundraise

December:

- Continue to collect letters
- Hold a holiday card making workshop for orphans
- Conduct a holiday fundraiser (candy cane sale, bake sale, holiday cards)

2. Working With Your School

The first step to officially start a Paper Bridges program is to reach out to your school.

- Research all the steps to starting a club or program at your school
- Get in touch with a staff sponsor passionate about the cause. Make sure that they are okay with you holding meetings and workshops in their room.
- Tell any activity coordinators, the principal, counselors, and other teachers about Paper Bridges! This will help you receive lots of support from the school administration.
- Check all the fundraising, advertising, and meeting rules with your school

3. Leadership Structure

Find a group of passionate individuals and create a leadership structure. We recommend that each chapter have a president, vice president, outreach director, and treasurer. Additional positions can be added as needed.

Leadership positions:

- President: United all club members and oversees all activities, runs meetings, delegates responsibilities, communicates with Paper Bridges nonprofit team
- Vice President: Has similar dedication with president. More responsible for day to day events and activities, club meetings, helping president with managing club
- Secretary: Takes attendance and notes at meetings, creates powerpoints, communication with students (emailing about meetings, answering questions, etc.)

- Treasurer: In charge of fundraising, keeping a budget, and reporting fundraising amounts to the nonprofit board after *each* fundraiser. In charge of collecting and transferring money.

4. Meetings

Regular meetings or workshops should be held to plan events, write letters, and fundraise.

- Create a meeting agenda to organize everything you will go over at the meetings
- Make a to-do list after every meeting to stay on track with sending letters and organizing events

5. Fundraising and Outreach Tips

- Local grocery stores such as Giant or Safeway are usually very receptive to students holding small fundraisers or bake sales
- Reach out to local businesses to see if they will donate or allow you to put up a flyer or leave a donations jar
- Make (or print) a poster or banner! This makes your fundraiser seem more professional
- Bracelets, t-shirts, and other small items are perfect for a school fundraiser
- Invite local organizations or programs to participate in a card writing workshop



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6. Letter Writing Guidelines

Try to keep the language relatively simple, and make the message between 100-500 words. English is usually a second language for orphans around the world.

Split a blank piece of paper(no lines!) down the middle. Write your letter on the right, and draw a picture on the left.



7. HAVE A GREAT TIME!

Above all, make sure that you enjoy your time working for these orphans! Our job is to put a smile on people's faces, so have fun! Draw silly pictures, and use this as an opportunity to learn more about your friends and to share a piece of your wonderful personalities with the world!