



WRITE. LOVE. INSPIRE.

PAPER BRIDGES CHAPTER STARTER KIT

A NOTE FROM OUR 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



PAPER BRIDGES 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. We want to empower students to take initiative and create a positive impact on these orphans' lives.

OUR VISION

SPREADING LOVE AND HOPE TO ORPHANS AROUND THE WORLD

With over 500 million orphans internationally, 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.

WHAT A CHAPTER DOES

WHAT A CHAPTER LOOKS LIKE

A chapter is a group of people who want to come together and help orphans. Ranging anywhere from 5 people to 50 or more, each chapter is important in spreading hope and ensuring that orphans around the world feel important and loved.

Chapters can be in schools, in community centers, in book clubs, in churches, or just among friends!

HOW ARE CHAPTERS DIFFERENT FROM PROJECTS?

Although chapters and projects both write letters and send them to orphanages, projects are sporadic, one-time activities. Starting a chapter, however, is a commitment to working with one orphanage and develop a long-term, close relationship with the children at that orphanage. Chapters are expected to maintain contact with their partnered orphanages and bring about a larger scale impact through their initiatives.

RESPONSIBILITIES OF A CHAPTER

Each chapter will be partnered with an orphanage. If your chapter is smaller, you and other small chapters may be paired with the same orphanage.

1. The chapter will fill out the orphanage pairing request on the website
2. Once paired, a chapter will be responsible for contacting the orphanage and finding out gaps where they can help
3. Each chapter should do research on the orphan situation in their paired orphanage's country and on the orphanage itself
4. Chapters should brainstorm ways to address the needs of their orphanages and reach out to other nonprofits or community groups for support and supplies if necessary
5. Chapters will host fundraising events or apply for grants for club supplies or supplies for the partner orphanage
6. Each chapter president will remain in contact with their state chapter president to give updates on ongoing projects or needs

Additional information can be found in the Orphanage Partnership Document in the Chapter Starter Kit, which will be provided to each new chapter.

STARTING A CHAPTER

CHAPTER REGISTRATION

All Paper Bridges Chapters must complete the chapter registration form on our website, paper-bridges.org. This will allow us to send you updates about opportunities available, as well as more information and resources for starting a chapter. The registration form must be done annually with updated faculty sponsor and leadership information

ORGANIZATIONAL STRUCTURE AND LEADERSHIP

We recommend each club having the following positions (if applicable):

President: Oversees all club activities and communicates with the non-profit about activities and updates.

Vice President: Works alongside president in managing club activities, and overseeing membership and recruitment.

Secretary: Organizes logistics for events and is in charge of communication with general members. Responsible for communicating with the partner orphanage.

Treasurer: Manages all club funds, organizes fundraisers, and keeps a budget that will be submitted in the bi-annual form.

Outreach Director: Outreach to local elementary and middle schools, community centers, and senior homes to set up letter writing workshops and events

**Project heads as necessary*

BI-ANNUAL UPDATE FORM

A form will be sent to the designated chapter contact at the end of each semester for your chapter to report your event, letter writing, and fundraising progress. You will be asked to submit the following:

- General project progress
- Updates on events held and fundraisers
- Club budget
- Photos of club activities (optional)
- Chapter instagram account handle

Based on these updates, we will feature outstanding chapters on our website and social media.

CHAPTER SET UP INSTRUCTIONS

Welcome to our organization! Once you decide to start a chapter, please fill out the **Chapter Registration Form** on our website. Only when you fill this form out will you officially register and become part of the Paper Bridges Community. After you do that, follow the instructions below to set up your chapter.

CREATE AN INSTAGRAM ACCOUNT

Make an account for your chapter in which you will tag our main (@paper.bridges) to post about all of the events and activities you have organized! Please format it as @paperbridges.(school name abbreviation), and **email the account name to us when you are finished.**

CREATE AN OFFICIAL PAPER BRIDGES EMAIL ACCOUNT

Set up an Official Paper Bridges email account for your chapter which you will use to reach out to orphanages and other organizations. The account information should have been emailed to you by our international outreach team. **Please make sure to make sure to 'cc' us at: internationaloutreach@paper-bridges.org in all of your emails.**

CONNECTING WITH AN ORPHANAGE

Visit the 'Orphanages' tab on our website and submit a form requesting to be partnered up with an orphanage. Our international outreach team will get back to you as soon as possible with your assigned orphanage. **Thoroughly read and complete our orphanage-chapter partnership packet on the "Start a Chapter" page of our website.**

*If you have an orphanage in mind already that you want to work with, please email us information about the orphanage including the name, country, address, contact email, number of children/ages, and any other important information or requests! In addition, please 'cc' us at: internationaloutreach@paper-bridges.org in all of your emails.

POTENTIAL CHAPTER ACTIVITIES

LETTER WRITING

Spreading love and hope to orphans through letter writing is at the core of Paper Bridges. Chapters can fill out the orphanage request form on our site to be paired for an orphanage, where they can then host letter writing workshops and sessions to write and collect letters. Upon submitting the form, each chapter will be given an orphanage to write letters to, the orphanage contact information and address, and the number of letters needed and any language or age specifications. Each chapter is responsible for shipping the letters to the orphanage they are paired with, and need to notify the nonprofit team through the letter submission form that the letters have been sent.

FUNDRAISING

Individual chapters can fundraise to raise money for club activities and supplies, as well as shipping costs. Fundraisers should be recorded in the semester chapter update form. Bake sales, fundraising dinners, t-shirts and bracelet sales, and events all make great fundraisers! Be sure to get creative.

CARE PACKAGES

Care packages consist of items needed by orphans that will either positively affect their physical or emotional help. This could range from notebooks and clothing all the way to craft kits and toys. Make sure to keep in mind that shipping large packages comes with relatively high shipping costs.

EDUCATION MATERIAL

In 2020, we launched a new campaign that focuses on improving education for orphans to allow for them to catch up to their peers. Chapters will have the opportunity to collaborate with our nonprofit leadership, as well as other leading orphanage welfare nonprofits to design STEM curriculum catered towards orphans, as well as early education that will help the children develop valuable problem solving and critical thinking skills.

LETTER-WRITING INSTRUCTIONS

HOST LETTER WRITING WORKSHOPS

Work with both teachers and students to organize your first letter writing workshop. These workshops can be in libraries, other community centers, or local schools. Examples of previously written letters are attached in the chapter starting kit for your reference.

MAIL THE LETTERS OUT

Now it's time to mail your letters! Most orphanages prefer to have the letters shipped directly to them, however, some may request to have the letters scanned and emailed. Please proceed accordingly! **Please make sure to send an email to the orphanage letting them know that you have shipped the letters (remember to CC our email to let us know)!** Also request the orphanage to send you any pictures or videos of the orphans with their letters if possible.

PENPAL PROJECTS

Some students have reached out asking whether it was possible to receive responses to letters sent and to create long term relationships with the orphans. Yes! You will need to communicate with your paired orphanage to gauge the feasibility of mailing letters back and forth. If you would like to set one up, let us know and we will be happy to help you!

NOW YOU ARE ALL SET!

Just wait for the orphanage to receive the letters and keep your chapter members updated. Meanwhile, post pictures of your letter writing workshop, letters, and the pictures the orphanage sends on your chapter's Instagram. **Don't forget to tag our main (@paper.bridges)!**



THANK YOU FOR YOUR COMMITMENT
TO IMPROVING THE LIVES OF
ORPHANS AND VULNERABLE CHILDREN
ALL AROUND THE WORLD! IF YOU
HAVE ANY QUESTIONS OR JUST WANT
TO CHAT WITH A TEAM MEMBER
ABOUT IDEAS, REACH OUT TO US AT
TEAM@PAPER-BRIDGES.ORG