

NCNW × Colgate: Bright Smiles, Bright Futures

Section Implementation Manual

Mobile Dental Van | Virtual Education Session — A Complete Field Guide for NCNW Sections covering both program options, from first step to final report.



Before You Begin

"A child who gets their first dental screening at your event may never have had one before. That moment matters. Your Section made it happen."

Oral health is not a luxury. For millions of children, access to basic dental care is out of reach — not because families don't care, but because the system was not built to serve them equitably. Dental disease is the most common chronic condition among children, and it is almost entirely preventable.

NCNW's partnership with Colgate is a statement that our communities deserve better — and that Black women-led organizations are uniquely positioned to deliver it, because we already have the trust that clinics and corporations spend years trying to earn.

If You Are NEW

Start with the Readiness Assessment. Do not skip it — it will save you significant stress and set you up for a strong first event.

If You Are EXPERIENCED

Use this guide to tighten your execution, close any gaps, and scale your impact across both program options.

Quick Navigation — Find Your Section Fast


Use this guide like a field manual — go directly to what you need. Both program tracks share the same first four steps before diverging.

Mobile Dental Van

- Your Two Program Options — Compare side by side
- Readiness Assessment — Check here first
- Submit Intake Form — Do this before anything else
- Step 1 — Secure Location
- Step 2 — MOU — Lock in the location agreement
- Step 3 — Attendance Plan — Path to 100 children
- Step 4 — Marketing — 3-week campaign strategy
- Step 5 — Communications Lead
- Step 6 — Volunteer Team
- Pre-Event Timeline — Full checklist from 8 weeks out
- Event Day Execution — Setup, run of show
- Post-Event Reporting — Form fields and report link
- Toolkit — Mobile Van Templates

Virtual Education Session

- Your Two Program Options — Compare side by side
- Readiness Assessment — Check here first
- Submit Intake Form — Do this before anything else
- Phase 1 — Submit intake form & request session
- Phase 2 — Recruit participants (25–50 target)
- Phase 3 — Platform setup and co-host prep
- Phase 4 — Promoting your session
- Phase 5 — Running the live session
- Phase 6 — Post-session follow-up
- Virtual Reporting Fields
- Post-Event Report Link — Submit within 1 week
- Toolkit — Virtual Templates

 Both columns share the same first four rows — Readiness Assessment, Readiness Pathway, Program Options comparison, and Intake Form. Read those first regardless of which program you choose.

Your Two Program Options — Choose What Fits Your Section

NCNW Sections have two distinct ways to participate in the Colgate Bright Smiles, Bright Futures partnership. Both are legitimate, impactful program options — not one lesser than the other. The right choice depends on your Section's current capacity, relationships, and goals.

Option 1 — Mobile Dental Van

In-person activation at a host site

What Colgate provides:

- Physical dental screenings inside the van
- The dental team and all clinical equipment
- Oral health kits for every child served
- Educational materials for families

What your Section provides:

- Venue and host site coordination
- 100+ children recruited and present
- Volunteer team for day-of operations
- Marketing and community outreach

Attendance requirement: Minimum 100 children (ages 12 and under)

Best for: Sections with established community partnerships, confirmed access to 100+ children, and a volunteer team ready to execute a full in-person event.

Option 2 — Virtual Education Session

Online session with Colgate presenter

What Colgate provides:


- A trained Colgate presenter/facilitator
- Oral health education curriculum and content
- Digital educational materials for participants
- Engagement and Q&A support during session


What your Section provides:

- Zoom or virtual platform hosting
- Participant recruitment and registration
- Promotion across your Section network
- Attendance tracking and post-event reporting



Attendance requirement: Minimum 25–50 participants

Best for: Sections building their foundation, reaching dispersed audiences, or looking to engage families who cannot attend an in-person event.

 **Not sure which to choose?** If you have strong school or church partnerships and can realistically recruit 100 children — go with the Mobile Van. If you're newer or serving a dispersed audience — start with the Virtual Session. It is a full, impactful program in its own right.

 Both program options require an intake form submission, active promotion, attendance tracking, and a post-event report. The commitment level differs — but the reporting requirement does not.

Start Here: Readiness Self-Assessment

  Do not commit to a Mobile Van date until you can answer YES to most of the questions below. It is better to build your foundation first and host a strong event later than to host a weak event now.

Readiness Question	✓
Do we have direct access to 100+ children (ages 12 and under) through our existing relationships?	<input type="checkbox"/>
Do we have trusted, confirmed relationships with at least 1–2 schools, churches, or community organizations?	<input type="checkbox"/>
Do we have at least 3–5 committed volunteers who can be present the full day of the event?	<input type="checkbox"/>
Do we have a designated Communications Lead who can respond to emails within 48 hours?	<input type="checkbox"/>
Can we commit to a marketing campaign that runs at least 3 weeks before the event?	<input type="checkbox"/>
Do we have someone available to manage day-of logistics and volunteer coordination?	<input type="checkbox"/>
Can we complete and submit a post-event report within one week of the event?	<input type="checkbox"/>

Mostly YES

You are likely ready. Proceed to Step 1. Keep this guide open throughout your planning.

Mixed Answers

You may benefit from strengthening 1–2 areas first. Read the Readiness Pathway before committing to a date.

Mostly NO

Begin with the Readiness Pathway. Host a smaller preparatory event first. A strong event later is worth more than a weak event now.

Readiness Pathway: Building Toward Success

Not every Section will be ready for a Mobile Van event immediately — and that is completely expected. The Sections that host the strongest events are the ones that built their foundation first.

1

Tier 1 — Foundation Building

Indicators: New to health programming, few or no established community partnerships, small or untested volunteer team.

Recommended Path: Host a Virtual Education Session. Colgate sends the presenter. You recruit 25–50 participants and host on Zoom. Strong starting point that builds your track record with NCNW and Colgate.

2

Tier 2 — Capacity Building

Indicators: Have hosted at least 1 virtual session, 1–2 confirmed community partners, can reach 50–75 children in person.

Recommended Path: Continue Virtual Sessions while actively building toward the Mobile Van. Use your virtual event experience to strengthen partner relationships and test community engagement.

3

Tier 3 — Full Activation Ready

Indicators: 2+ confirmed in-person partner organizations, clear plan for where 100 children will come from, 3–5 committed volunteers.

Recommended Path: Proceed with the Mobile Van. Continue Virtual Sessions as a complement — they serve different audiences.

Submit Your Intake Form

Once you have completed the Readiness Assessment and confirmed you are ready to proceed, your first official action is to submit your Section intake form. This notifies the NCNW national team that your Section is planning an activation and initiates the coordination process with Colgate.

✔️ 🖱️ **Submit your intake form here:** https://ncnw.qualtrics.com/jfe/form/SV_8A1RptU7Vh62olg

1

Section Contact Info

Your Section's full contact information as it appears in NCNW records.

2

Proposed Event Date & Location

Your proposed event date and the venue you have in mind.

3

Attendance Plan

Your expected attendance plan and how you will reach your target number.

4

Communications Lead Info

Name and contact details for your designated Communications Lead.



The national team will follow up within **3–5 business days** of your submission.

Step 1: Identify and Secure Your Location

6–8 Weeks Before Event



Selecting the right location is one of the most consequential decisions you will make for this event. A strong location does not just provide space — it drives attendance. When you host at a place people already trust and gather, you are meeting them where they already are.

Location Type	Why It Works	Typical Child Reach
Elementary Schools	Direct access to children; trusted by parents; school can send home flyers and make announcements	40–75+ children
Churches with Youth Ministry	Trusted community anchor; built-in family audience; pastor can promote from the pulpit	20–50 children
Community & Recreation Centers	Serves broad demographics; often hosts family programs; staff can help promote	20–40 children
YMCAs / YWCAs	Strong family programs; health-conscious audience; staff partnership opportunities	15–35 children
Public Parks (Summer)	High foot traffic; works well for warm-weather events with proper setup	Variable — unpredictable

  **Coach's Note:** If you are new to this program, start with a school. A principal who says yes gives you immediate access to the exact population you need — and their communication channels reach every parent automatically.

Location Outreach Script (Phone or Email)

Hi [Name], my name is [Your Name] and I'm with NCNW — the National Council of Negro Women, [Your City/Section]. We're partnering with Colgate's Bright Smiles, Bright Futures Mobile Van to bring FREE dental screenings and oral health care kits to children in our community. We're looking for a host site for our event on [proposed date], and [Organization Name] came to mind immediately because of your connection to families in this neighborhood. There's no cost to you — Colgate brings the van and the dental team. We just need a location with enough space for the van to park and families to wait comfortably. Would you be open to a 15-minute conversation about partnering with us?

  Colgate must approve the final venue. Do not sign any agreements or make final commitments to a location before receiving Colgate's confirmation through the NCNW national team.

Step 2: Secure the Location Agreement (MOU)

5–7 Weeks Before Event

Once your location partner says yes and Colgate approves the venue, a Memorandum of Understanding (MOU) must be signed between the host location and Colgate. This is a non-negotiable requirement — not a formality. It confirms the venue's commitment, establishes the logistics agreement, and protects all parties.

What the MOU Covers

- Event date, time, and location details
- Space requirements — van parking, waiting area, restroom access
- The host organization's role and responsibilities
- NCNW's role as community coordinator
- Colgate's responsibilities as the service provider



Colgate provides the MOU template. Your job is to make sure the host organization receives it, understands it, signs it, and returns it on time. Follow up proactively — do not wait for them to come to you.

⊗ ⚠ Do not proceed with marketing or volunteer recruitment until the MOU is signed. Confirm the paper first.

Step 3: Build a Realistic Attendance Plan

5–6 Weeks Before Event

100 children is a firm requirement — not a goal or a target. It is the threshold that makes the Colgate activation worthwhile and demonstrates NCNW's community reach. If you cannot clearly and specifically explain where your 100 children will come from — by name of organization and estimated number — you are not ready to set a date yet.

0–5

Social Media Post

A single post reaches very few attendees on its own.

5–15

Neighborhood Flyers

Flyers distributed in a neighborhood reach a modest number.

40–75

One School Partnership

With school announcements and take-home flyers.

20–40

One Church Partnership

From a family-oriented congregation with active promotion.

🟢 💡 **The Math:** 1 school + 1 church + 1 community org = 100+ children if each partner actively promotes the event. Your partners' communication channels are more powerful than anything you can do alone.

Partner Organization	Estimated Children They Can Reach	How They Will Promote
Example: [School Name]	40–60 children	Take-home flyers, morning announcement, teacher reminder
Example: [Church Name]	20–30 children	Bulletin announcement, pastor mention from pulpit
Example: [Rec Center]	15–25 children	Posted flyers, program director announcement
[Your Partner 1]		
[Your Partner 2]		
[Your Partner 3]		
TOTAL ESTIMATED REACH		

⚠️ ⚠️ **When to Pause:** Contact the NCNW national team and do not proceed if your venue falls through without a backup, your attendance mapping falls significantly short of 100, your Communications Lead becomes unavailable within 3 weeks, or your MOU is not confirmed within 4 weeks of your proposed date. Going silent is never the right move.



Step 4: Execute a Strong Marketing Strategy

3–5 Weeks Before Event

Marketing is not optional — it is the engine of your event. People attend events they hear about multiple times, from multiple trusted sources. One post is not a marketing plan. A 3-week, multi-channel campaign is.




Social Media Caption Template

  FREE dental care for your kids is coming to [Location] on [Date]!

NCNW is partnering with Colgate's Bright Smiles, Bright Futures Mobile Van to bring FREE dental screenings + oral health kits to children ages 12 and under in our community.

 [Date] |  [Time] |  [Address]

No appointment needed. Open to all children 12 and under.

Share this with every parent you know. Healthy smiles start here. 

#BrightSmilesBrightFutures #NCNW #FreedentalCare #[YourCity]

Flyer must include: Event name and NCNW + Colgate branding, date/time/exact address, "FREE Dental Screenings for Children Ages 12 & Under," "No Appointment Necessary," "Free Dental Care Kits for Every Child," a contact name and phone/email, and your Section's name and logo.

Step 5 & 6: Communications Lead + Volunteer Team

Step 5 — Communications Lead

The Communications Lead is the single most important operational role in this partnership. This person is NCNW's point of contact with Colgate, and their responsiveness directly reflects on the organization's professionalism.

Who Should Be the Communications Lead:

- Checks email every day — not just on weekdays
- Can respond within 48 hours — ideally within 24
- Detail-oriented and organized
- Still available the week of the event
- Ideally the same person who manages post-event reporting

Responsibilities:

- Primary point of contact with Colgate and NCNW national team
- Coordinating all logistics confirmations
- Receiving and distributing the MOU
- Tracking all deadlines
- Completing and submitting the post-event report

Step 6 — Volunteer Team

Your volunteers are the face of NCNW on event day. A well-briefed, role-assigned volunteer team is the difference between an event that feels professional and one that feels chaotic.

Role	# Needed	Responsibilities
Event Lead / Coordinator	1	Oversees full event; liaises with Colgate team; makes real-time decisions
Registration & Check-In	2	Greet families; capture child name, age, parent contact; distribute materials
Line & Flow Manager	1–2	Manage waiting area; keep families informed; direct flow to the van
Materials Distribution	1–2	Hand out dental care kits as children exit the van
Outreach & Survey	1	Share NCNW program info; collect participant feedback
Photography	1	Capture event photos throughout (with verbal consent)
Floater	1–2	Fill gaps wherever needed; support registration; restock materials

- 📄 💡 Volunteer orientation should cover: event overview, role assignments, flow walkthrough, communication protocol, NCNW ambassador mindset, and photo consent procedures.

Complete Pre-Event Execution Timeline

Use this timeline to track every major milestone from planning through event day. Assign an owner to each item and note the status as you go.

Timeline	Task	Owner
8 Weeks Out	Complete Readiness Self-Assessment	Section Leader
8 Weeks Out	Submit Section Intake Form	Communications Lead
7 Weeks Out	Identify top 3 potential venues	Section Leader
6–7 Weeks Out	Contact venues — get verbal confirmation from at least 1	Section Leader
6 Weeks Out	Confirm Colgate venue approval through NCNW national team	Communications Lead
5–6 Weeks Out	Receive and distribute MOU to venue for signature	Communications Lead
5 Weeks Out	Return signed MOU to NCNW national team	Communications Lead
5 Weeks Out	Complete attendance mapping exercise — confirm 100+ children are reachable	Section Leader
4–5 Weeks Out	Designate and brief all community partners on their promotional role	Section Leader
4 Weeks Out	Create event flyer — submit to national team if approval required	Communications Lead
3–4 Weeks Out	Launch full marketing campaign — flyers, social media, partner announcements	Communications Lead
3 Weeks Out	Recruit and confirm volunteer team	Event Lead
2 Weeks Out	Second round of marketing — social media push, partner reminder	Communications Lead
1 Week Out	Hold volunteer orientation	Event Lead
1 Week Out	Confirm all logistics with Colgate — setup time, space requirements, van arrival	Communications Lead
1 Week Out	Final marketing push — daily social media posts begin	Communications Lead
2 Days Out	Send reminder to any pre-registrants	Communications Lead
Event Eve	Pack all supplies — sign-in sheets, role sheets, pens, NCNW materials	Event Lead
Event Day	Arrive for setup 2 hours early	All Volunteers
Post-Event (Same Day)	Collect all sign-in sheets and surveys; take team photo	Event Lead
Post-Event (Within 1 Week)	Submit post-event report	Communications Lead

Event Day Execution

Event day is where all of your planning becomes real. Your job is not to be everywhere at once — it is to trust your preparation, support your team, and make every family who walks in feel welcomed and cared for.



Setup (2 Hours Before)

- Arrive with your full volunteer team
- Confirm van parking location with Colgate team
- Set up registration table with sign-in sheets and pens
- Set up waiting area with chairs
- Station materials distribution volunteer at van exit
- Brief your entire team — 10 minutes, quick role confirmation



Run of Show

- Doors open → Registration table begins capturing family information
- Families move: Registration → Waiting Area → Van → Kit Pickup
- Midpoint check: Event Lead checks in with Colgate team on pace and supplies
- 30 min before close: Begin final push through remaining families
- Close: Politely close registration; complete final families through the van



What Success Looks Like

- Families feel welcomed, informed, and respected from arrival
- The line moves efficiently — no family waits more than 30 minutes
- Volunteers are visible, helpful, and warm — never overwhelmed
- Every child leaves with a dental care kit
- Your Section leaves with stronger community relationships

Post-Event Reporting — Know Before You Go

Submit Within 1 Week of Your Event

⊗ ⚠ A late or incomplete post-event report affects NCNW's relationship with Colgate and your Section's standing for future activations. Submit on time, every time.

✅ 👉 Submit your post-event report here: https://ncnw.qualtrics.com/jfe/form/SV_4TKKhtOM2JiRPOS

1 Section A: Event Information

Section name, Communications Lead name and email, event date, event type (Mobile Van or Virtual), event location or platform, whether combined with another event, and partner organizations involved.

2 Section B: Demographics Served

Select all racial/ethnic groups represented in your attendance. Use your knowledge of the community and host site's population. Estimate based on what you observed — do not overthink it.

3 Section C: Attendance Data

Total children (12 and under), parents/guardians present, educational materials distributed, oral health kits distributed, and age group breakdowns (3–5, 6–8, 9–12). Your sign-in sheet must capture child age.

4 Section D: Mobile Van Metrics

Children screened, treatment referrals made, and children with urgent dental needs identified. These numbers come from the Colgate dental team — ask before they leave the event site.

5 Section E–G: Volunteers, Educational Impact & Story Data



NCNW volunteer count, parents who received oral health guidance, parents requesting additional resources, parents committed to scheduling a dental visit, testimonials, photos, and overall experience feedback.

📋 💡 **Coach's Note:** Station one volunteer at the kit pickup exit with one job: have a brief 30-second conversation with every parent as they leave. Ask: "Did you learn anything new today?" and "Do you plan to schedule a dental visit?" Tally the responses. This is your educational impact data — it will not collect itself.

Day-Of Data Collection Checklist

Print this checklist and give it to your Data Specialist before the event starts. Every item below maps directly to a field in the post-event report form.

- Sign-in sheet capturing: child's name, child's age or age group (3–5, 6–8, 9–12), parent/guardian name, ZIP code
- Separate volunteer sign-in sheet with names of all NCNW volunteers present
- Count of educational materials distributed (tally as you hand them out)
- Count of oral health kits distributed (count before event; subtract remainder after)
- Before Colgate team leaves: ask for children screened, referrals made, urgent needs identified
- Exit station tally: parents who received oral health guidance, parents who requested additional resources, parents who committed to scheduling a dental visit
- At least 2–3 direct written quotes from parents or guardians — word for word
- Photos: van exterior, volunteers in action, families (with verbal consent), community moments — minimum 5 photos
- Your event flyer saved as a PDF or image for upload
- Name of each partner organization that participated
- Note whether the event was combined with another type of event
- Note of any demographics observed — what communities were represented in attendance

  Your sign-in sheet **MUST** capture child age or age group. If you do not collect ages at sign-in, you will not be able to complete the age breakdown fields in the report. Add age as a required field on every sign-in sheet.

Option 2: Virtual Education Session — Complete Guide

Colgate provides the presenter. Your Section provides the audience and the platform.

The Virtual Education Session is a fully facilitated online oral health program delivered by a trained Colgate presenter directly to your Section's audience. Your role is not to be the educator — it is to be the convener. You bring the people. Colgate brings the expertise.

A Section with 30 engaged virtual participants who learn, ask questions, and leave with new dental health habits has delivered real community impact. Do not underestimate this program because it happens on a screen.



Phase 1 — Submit Intake & Request Session

Submit your intake form, indicate you are requesting a Virtual Session, propose 2–3 dates, and confirm your Zoom hosting capability. Do not promote until a presenter is confirmed.



Phase 2 — Recruit Participants

Target 25–50 participants. Set up a registration link. Promote across all channels. Send the Zoom link only to registered participants — 48 hours before and again 1 hour before the session.



Phase 3 — Prepare Your Platform

Test your Zoom setup. Assign a co-host. Prepare your welcome message. Confirm with the Colgate presenter — session date, time zone, Zoom link, and expected participant count.



Phase 4 — Promote Your Session

Post 3 times minimum on social media. Send email outreach to your Section list. Ask partner organizations to share. Make 10–15 personal outreach calls — personal invitations convert at a significantly higher rate.



Coach's Note: Virtual events have a higher no-show rate than in-person events. Recruit for 60–75 registrants to reliably hit 25–50 live participants. WhatsApp reminders perform better than email for last-minute reach.

Running the Virtual Session & Post-Session Follow-Up

Phase 5 — Running the Live Session

10 min before	Open the Zoom room. Co-host admits participants. Welcome people as they join via chat.
Opening — 5 min	Section leader welcomes participants. Introduce NCNW, why this partnership matters, what participants will learn. Hand over to Colgate presenter.
Main session — 30–45 min	Colgate presenter leads oral health education. Co-host monitors chat and flags questions. Section leader stays on camera and engaged.
Q&A — 10 min	Colgate presenter facilitates Q&A. Co-host elevates chat questions. Encourage participation.
Closing — 5 min	Section leader closes. Thank the Colgate presenter by name. Remind participants about resources in the chat. End with a warm close.
After session	Co-host sends follow-up email to all registrants with session recap, digital materials, and NCNW contact information.

Phase 6 — After the Virtual Session (Within 48 Hours)

- Send a follow-up email to ALL registrants — thank you, key takeaways, digital materials from Colgate, NCNW contact information, and a note about future programs
- Post a recap on social media — include a screenshot if appropriate and permitted
- Compile your attendance data — who actually attended vs. who registered
- Submit your post-event report within one week — select "Virtual Van Visit" as your event type



Post-event report:

https://ncnw.qualtrics.com/jfe/form/SV_4TKKhtOM2JiRPOS



Add a one-question Zoom poll: "After today's session, do you plan to schedule a dental visit for your child in the next 30 days? Yes / No / Already have one scheduled." Launch it in the last 5 minutes. This gives you your "committed to scheduling" metric without chasing it down after.

Virtual-Specific Field	How to Collect It
Number of Virtual Participants	Co-host attendance tracking during session
Parents who received oral health guidance	All attendees receive guidance; use live attendance count
Parents requesting additional resources	Co-host monitors chat; track post-session email inquiries
Parents committed to scheduling a dental visit	One-question Zoom poll at session end

Toolkit — Ready-to-Use Templates

Everything below is ready to copy, paste, and customize for your event. You should not have to create these from scratch. Adapt them for your community and your Section's voice.

Template 1: School Principal Outreach Email

Subject: Free Dental Care for [School Name] Students — Partnership Opportunity

Dear Principal [Last Name], My name is [Your Name] and I am with NCNW — the National Council of Negro Women, [Section Name]. We are partnering with Colgate's Bright Smiles, Bright Futures Mobile Van to bring free dental screenings and oral health care kits to children in our community. We would love to partner with [School Name] as our host site. Date: [Proposed Date] | Time: [Proposed Time]. Free dental screenings for all children ages 12 and under. Free dental care kit for every child served. No cost to the school — Colgate brings the mobile dental van and all equipment. All we would need is permission to use your [parking lot/facility] and your help spreading the word to families. Would you be open to a 15-minute conversation this week?

Template 2: Church / Faith Partner Outreach Email

Subject: Free Dental Care Event for Our Community — Partnership Opportunity

Dear [Pastor/Leader Name], I hope this message finds you well. I am [Your Name] with NCNW — the National Council of Negro Women, [Section Name]. We are hosting a free community dental care event in partnership with Colgate's Bright Smiles, Bright Futures Mobile Van on [Date]. We would be honored to partner with [Church Name] to help spread the word and serve the families in our community. Free dental screenings and oral health kits will be available for all children ages 12 and under — no appointment needed. If you would be willing to make a brief announcement to your congregation and share our event flyer, it would make a tremendous difference in how many children we are able to serve.

Template 3: Volunteer Recruitment Message

Hey [Name]! I'm reaching out because NCNW is hosting a free dental care event for children in our community on [Date] at [Location], and I'd love to have you volunteer. We need [X] volunteers from [Setup Time] to [End Time]. Your role would be [brief description]. This is a great way to give back and represent NCNW in our community. Can I count you in? Reply here or call/text me at [Number]. Thank you!

Template 4: Post-Event Social Media Caption

💖🦷 What a day! Today, NCNW [Section Name] partnered with Colgate's Bright Smiles, Bright Futures Mobile Van to bring FREE dental screenings to [X] children right here in [City/Neighborhood]. Every child left with a dental care kit and a healthy smile. This is what community health equity looks like — and we are so proud to be part of it. Thank you to [Venue/Partner], our incredible volunteers, and every family who came out. We will be back. 💖 #BrightSmilesBrightFutures #NCNW # [YourSection] #OralHealthEquity #[YourCity]

Template 5: Event Day Sign-In Sheet Header

NCNW × COLGATE BRIGHT SMILES, BRIGHT FUTURES MOBILE VAN

Event Date: _____ | Location: _____

By signing in, you consent to NCNW collecting this information for program reporting purposes.

Columns: # | Child's First Name | Child's Age | Parent/Guardian Name | ZIP Code | Contact (Optional)

Total Children Served Today: _____ | Volunteer completing this sheet: _____

A Final Word

"Every child who leaves this program with healthier habits and a brighter smile — that is NCNW's mission made visible."

Every child who comes through this event deserves the best experience your Section can deliver — and you are capable of delivering it. Strong preparation is what makes that possible. This guide was built so that you never have to wonder what to do next. Use it from start to finish. Share it with your team. Come back to it on event day.

"Strong preparation leads to strong outcomes. And strong outcomes are what bring the van back to your community next year."

Section Intake Form

ncnw.qualtrics.com/jfe/form/SV_8A1RptU7Vh62olg

Post-Event Report

ncnw.qualtrics.com/jfe/form/SV_4TKKhtOM2JiRPOS

Questions & Support

programs@ncnw.org

You've got this. And we've got you.

COMMITMENT.

UNITY.

SELF RELIANCE.