

The Memory Project

a portrait of kindness

INSTRUCTIONS (2009-10)

Introducing the Project

- Video clips for introducing the project are at www.thememoryproject.org/view
- A press release for your newspaper is at www.thememoryproject.org/pressrelease.doc

Creating the Portraits

- Kids at orphanages have very little storage space. Therefore, the maximum size of each portrait should be 9 x 12 inches (small enough to fit inside the plastic sleeves we mailed to you).
- Each portrait must be created on paper or cut canvas that is thin enough to bend.
- Any medium is welcome, and creativity is encouraged, but “abstract” works should be avoided. Abstract portraits usually cause the kids to just scratch their heads and shrug!
- Artists are welcome to make “adjustments” to the portraits, such as turning up the corners of a frown, opening eyes that are partially closed, and giving a girl a different hair style if her hair is pulled back and not visible in her photograph (this suggestion comes from girls who have received such portraits). Artists are also welcome to add creative backgrounds.

The Backs of the Portraits

- We provide you with 4x6” prints of the kids’ photographs that are pre-labeled with their names and ID codes. Please make sure that your artists tape these photographs to the backs of the portraits (otherwise we may not be able to identify the kids)!
- Artists are welcome to tape a photo of themselves on back and sign their name.
- However, the orphanages ask that artists do not write messages to the kids requesting responses. To understand why, please see: www.thememoryproject.org/writing
- The orphanages also ask that artists DO NOT write their mailing or email addresses because they do not want their kids having unsupervised communication. As you can tell, there is a lot of sensitivity in working with orphanages!

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Mailing the Portraits

- The due date for your portraits is provided in the information we emailed to you along with your pictures. Once that due date approaches, we will provide you with the correct U.S. address to which you can mail your portraits (this address may vary depending on which pictures your group has received).
- Please make sure that each portrait is put inside one of the plastic sleeves we mailed to you.
- You are welcome to send the portraits via any delivery service you like. However, we recommend the US Post Office's "Priority Mail" service. Priority Mail is reasonably priced, arrives in about 3 days, and you can request a tracking number. If you bring all of your portraits to the post office, you can even send them in a free Priority Mail envelope or box.

What Happens Next?

- We will deliver the portraits to the kids, and then email you any photos we receive of the kids holding the portraits!
- NOTE: It is important for your artists to know that we cannot "guarantee" that they will all receive photos showing the children receiving their portraits. There are many reasons for this (e.g. a child might be adopted, be moved to a different location, or even run away). There is also a very small possibility that you won't receive any delivery photos at all (e.g. a couple orphanage directors have failed on their promise to send us delivery photos). However, excluding those rare cases, we are usually able to get delivery photos of most portraits in the hands of the kids.
- NOTE: Many of these kids and teens aren't "orphans" in the sense that both of their parents are deceased, but rather they are living in orphanages because of the same reasons that put kids in the USA in foster care (including abandonment, abuse, and neglect).

For Questions or Comments

- Please feel free to contact Ben Schumaker, the project director, at any time for any reason:

Ben Schumaker
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608-467-5706

Thank you for being part of this project!