

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.html
- 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.
- 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 also encouraged 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 (to understand why, please see: www.thememoryproject.org/writing.html).
- 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).
- 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 free 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. Then, we will send you a link to digital photos of the kids receiving the portraits!
- Whenever we deliver portraits to an orphanage, we always find that some kids have been moved to different locations. For example, sometimes they go back to live with any family members or relatives who become able to care for them. In such cases, we leave their portraits with orphanage staff who forward the portraits to the kids' new locations. Please tell your artists that we will not be able to get photos of every single child receiving every single portrait. However, we are almost always able to get photos of most (anywhere from 50-90%) of your students' gifts in the hands of the kids.
- FYI: 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
ben@myclasscares.org
608-467-5706

Thank you for being part of this project!