



Helping Orphans Smile Fund Raising and Event Planning Guide

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200 Orphanages Worldwide Information for Your Guests

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A personal note from the Executive Director:

As Founder and Executive Director for **200 Orphanages Worldwide**, I have a passion to help the orphans and



vulnerable child. There are more than 150 million children orphaned around the world, either having lost one or both parents, but all cases their situation is dire. Poverty, HIV/AIDS and civil strife has left many societies reeling, with children being left alone and destitute. Were it not for the many organizations who have taken up the challenge to create a better life for these suffering children, they would have no hope in the world. My heart's cry is to help them, help them.

200 Orphanages Worldwide is based in Minnesota, but works virtually with people across the nation who want to help our cause. Our board members are from various locations around the nation, as are our orphanage partners. We seek donors and supporters from all walks of life from locations near and far. Many have sought to do something to help orphans in some way. Many have helped us further our mission raising awareness and funds to help provide better shelter and care for the orphans and vulnerable children.

We've helped more than 20 partners with 80 building projects in 18 countries. Our vision is to come along

side and help our partners complete their projects so the children in their care will have a better life. Your help in fundraising will make a lasting impact and help us complete the project you are passionate about. I hope that you find our Fun "D" Raisers a useful tool. We will support your effort in every way to help you have a successful event.

Thank you again for considering coming alongside our organization to help orphans have a brighter future. Your generosity is helping provide orphaned, abandoned and disadvantaged children with hope for the future.

Sincerely yours, **200 Orphanages Worldwide, Inc.**

Jan Hanson Founder/Executive Director



Step by Step

- 1 Go to 200orphanagesworldwide.com
- 2 Select One Of The Current Projects
- 3 Choose one of the "Fun" draiser Event Ideas and contact 200 Orphanages for Support In Planning and Execution.





SCHOOL REPAIRS IN KENYA
OPEN ARMS INTERNATIONAL

GOAL: \$9,453 (PHASE 1 OF 2)

The school is preparing to reach full capacity. They are in need of repairs to bathrooms, classrooms, floors, and ceilings.



WATER WELL IN SOUTH SUDAN GLOBAL ORPHAN RELIEF

GOAL: \$13,000

This project will fund a water well for a school and neighboring area in South Sudan, impacting over 250 children.



100% of all funds go to projects

Fun "D" Raiser EVENT IDEAS

Here is a list of smaller events with the following Fun "D" Raisers. Add your own special touches and your attendees will enjoy themselves even more! We can help you to make the event a smashing success!

Keep in mind smaller events such as these, help a great deal.

Bake Sale

Cookies, cakes, etc. are donated and sold at a special event. Sales of coffee and donuts or bagels and juice at a school meeting or following a church service can also raise money.

Book Sale

Sell donated used books. Ask individuals as well as a book store or library to donate.

Budding Artist Debut: Select a new art gallery and ask them to host a Budding Artist Debut. Invite new artists to prepare a showing and donate their proceeds. Provide refreshments and be prepared to share a short presentation that discusses the plight of the orphans and how a little bit can go a long way.

Car Wash/Dog Wash

Charge a fee and request a donation. Bring in all your pet lovers, veterinarians, pet stores.

Charity Walk/Run 5K, 6K, Half Marathon

Work with your gym to organize a Charity walk. This event brings out the avid and leisurely runners and walkers. Charge an admission fee and have sponsors that will pay for the T Shirts. (See examples of actual event outline and Marketing Materials Pag16)

Chores

Organize a group to do chores, such as mowing a lawn, shoveling snow, or walking a dog, with the fees collected going to **200 Orphanages Worldwide.**

Cookbook Sale: Host an event at your home or church. Invite your friends to collect their favorite family recipes, produce and sell their cookbook at your home. Swapping family cookbooks for a price can be a fun way to enjoy an evening.

Craft Sale



Make/decorate holiday wreaths or trees, gifts or cards to sell.

Fast N Furious Live Auction

Invite your friends and family to your home. Have them bring one lightly used household item and a bottle of wine. Provide refreshments and after a short presentation discuss the projects on our website as part of the program. Set the items out on display and have either a silent auction with a minimum bid, or have someone entertaining do a live auction. (See invitations and materials from actual event.

Garage/Yard Sale

Do one on your own, or organize a multiple family sale.

Honor Gifts

Ask for monetary donations to **200 Orphanages Worldwide** instead of birthday, anniversary, graduation or other special event gifts for yourself.

Movie Night

Show a popular movie and charge admission. Also sell donated popcorn and other snacks.

Multicultural Fair

Organize an event with games, refreshments and booths/tables with information about the countries where projects are located. Charge admission; sell food and tickets for games.

Music Recital

Charge admission and/or use a jar or bowl for donations.

Pancake Breakfast

Sell tickets in advance. Utilize volunteers for set-up, cooking and cleaning. A soup-and-sandwich lunch is another idea.

Pencil Sale

A grade level or classroom obtains and sells pencils to fellow students during lunchtime. **200 Orphanages Worldwide** can recommend vendors to purchase pencils printed with our name or Web site.

Potluck Lunch or Dinner

Charge admission and sell tickets in advance. Assign groups to be responsible for food, decorations and information appropriate to a country where a project is located.

Raffles

Obtain donated items and sell tickets. Have the drawing at an event.



Recreational/Sports Events

Ideas include bowling, basketball and volleyball tournaments, walk-a-thons, bike races and dance marathons. Collect pledges and/or entry fees.

Recycling

Collect aluminum cans, newspaper and other recyclable materials and sell them to recycling centers.

One For Me, One For The Orphans Poker Tournament

Arrange for a gathering of as many card players you know and ½ the winnings are donated to 200 Orphanages Worldwide.

Skip-a-Lunch

Participants pledge to skip lunch and have juice and a small snack instead. Money saved is given to **200 Orphanages Worldwide.**

Uniform-Free Day

Discuss this idea with the school principal; charge \$1 or more per student.

These are just some of the possibilities to raise funds for **200 Orphanages Worldwide**. You are welcome to think of your own! Any event you host can be turned into a mini fund raiser to help put a roof over the heads of the orphans!

Ask For Sponsorships

You may be able to request donations for event sponsorships. Corporate Sponsors: Consider requesting donations from your company, vendors, suppliers or friends with businesses to help pay for supplies and expenses. You can develop levels of sponsorship such as \$100, \$250, \$500, even \$1,000 or any level that makes sense. In return, it's customary to allow the business to promote their business in some way at your event. We will provide a tax deductible receipt for donations more than \$200.

Individual Sponsors: You can request individuals, family, friends or neighbors to help sponsor your event, pay for the supplies, food and entertainment more funds will go directly to the projects. If you are able to get individuals or companies to pay for or donate supplies, you will be able to give even more funds for the support of the children.

Matching Donations: You can ask sponsors, corporations or individuals and foundations if they would consider matching what you raise. Some of your attendees may work for companies that match donations at some level. If the attendee is willing, have your guests make their checks out to that individual for a matching donation. We are a 501 (3) c nonprofit, so we are eligible for matching funds. Please let us know if you have an opportunity to match your funds raised.





1st Annual Charity 6K Walk/Run

200 Orphanages Worldwide.org

Not responsible for accidents, lost or stolen items. The walk/run is not a timed event, but for charity purposes.

Place: Gold's Gym

Date: February 21, 2009

Start time: 10 a.m.

Registration: 9:00 a.m. Gold's Gym's Trainers Warm Up: 9:30 a.m.

Register Today: Online or At The Gym!

Early Bird Registration: Single: \$12 Family: \$20 Day of Registration: Single: \$15 Family: \$22

Here's a Charity Run Sample Timeline.

This outline is an actual timeline for one of our charity runs, but it could be modified for any event.

1st Annual Walk-a-Thon

Event Organizational Timeline

Eight Weeks before the Event
Begin planning your walk-a-thon route
Determine a target date and time for the walk-a-thon
Set walk-a-thon goals (number of walkers and fundraising goal) 500
Discuss strategies to attain your goals. Consider the impact of allied groups that might be able to
identify potential participants and student environmental groups that may want to be involved.
Finalize locations for stopping points during your walk-a-thon
Solicit donations to be used as prizes for most recruits?
Six Weeks Before the Event
Produce promotional flyers
Rusty said they would prepare a poster



	donn't a community carchaar/public service announcement to local newspapers
	ewsleader/Times/Radio stations
B	egin outreach to potential walkers/start sign up
Five Wee	eks Before the Event
B	egin posting flyers/posters
C	onsider contacting local groups that may be willing to put an event listing on their website or help
W	ith promotional outreach on your behalf
Four We	eks Before the Event
	inalize your walk-a-thon stopping points along the route and talking points for each stop
D	etermine volunteer roles and responsibilities
• S	letup/breakdown
	topping point presentations/information booths
	Refreshments?
• P	Photographer
	Greeter
	ou may want to see if any of your volunteers are First Aid or CPR certified, in case of an emergency.
	you anticipate a larger group of participants, you may want to have a designated first aid stop along
	e route.
Se	end participant confirmation email and encourage them to send emails to solicit donations
Se	end a press release to your local newspaper
Three Wo	eeks Before the Event
D	raw up and organize any informational materials you want to distribute to walkers on the day of the
W	alk-a-thon.
R	epost flyers promoting the event
Two Wee	ks Before the Event
	end participants email and continue to encourage them to solicit other walkers (when do people pay?)
	lake sure walkers' stops are adequately staffed
	onfirm participation of local businesses or groups that have offered either a location or services for
	opping points along your walk-a-thon route
	lake sure you have provided for some method to communicate between volunteers at different stops
	uring the walkathon
	k Before the Event
	inal reminder email to walkathon participants
Fi	inal check-in with volunteers to confirm roles and responsibilities for the event day
M	Take sure you or another organizer brings the following:
• E	xtra water
• E:	xtra light snacks

• Camera Walk-a-Thon Event Day

Basic first aid kit



A	Arrive at least 30 minutes before the scheduled arrival time of participants to start setting up
H	lave a sign-up sheet and (if necessary) a sign so people can find you easily
One or T	Two Days After the Event
H	landwrite thank you notes to key volunteers who helped, or get together to celebrate your
a	ccomplishment!
S	end thank you notes to any local businesses that provided a location or materials for your walk-a-thor
S	end thank you notes to leaders of other organizations that helped with promotion and recruiting
p	articipants
Three W	eeks After the Event
S	end post-walkathon thank you note to participants and sponsors
S	end email update on results of walk-a-thon
C	Contact Us! We want to hear about your success and share it with others! Please contact 200
C	Orphanages Worldwide or send a brief summary (please include news clippings)

Fun "D" Raiser Organizing Checklist

BEFORE YOUR EVENT

We recommend you review the information in this guide prior to your event so that you are able to answer any questions your attendees may have. Once you have decided to hold a fundraiser: Here is a brief outline to organizing a fund raising event

- 1 Set YOUR GOAL! How much would you like to raise?
- 2 Choose a project you want to focus on
- 3 Decide what type of fund raiser would accomplish your goals
 - a. Will you charge for tickets?
 - b. Will you ask for donations?
 - c. Will you do both of the above?
- 4 Select and mobilize a committee. The size of your committee will depend on the size of your event. Here is a list of members that would be useful. If your event is small gathering of friends and family, this list can be used as a useful outline.
 - a. Marketing
 - b. Budgeting
 - c. Sponsorship solicitation
 - d. Event Planner
 - i. Date of event
 - ii. Site Selection
 - iii. Desired Number of Guests
 - iv. Food and Drink choices
 - v. Speaker/Entertainment
- 5 Set a date (depending on the event, allow up to 10 weeks in advance)
- 6 Prepare an invitation list
- 7 Invitations should be sent at least 4 weeks in advance
 - a. Email invitations are the cheapest and easiest to send



- b. A follow up with RSVP two weeks prior is recommended
- c. A reminder email should be sent the day before the event
- 8 Find corporate sponsors can help pay for:
 - a. Food and Drinks
 - b. Print materials and mailing, advertising
 - c. Offer Recognition at the event and in as many ways as possible
 - d. Request payment before the event
- 9 Prepare marketing materials
 - a. Send a press release to local media (Select a friend in PR for your committee to do your marketing and communications)
 - b. Prepare in invitation, postcard, E-vite
 - c. Decide on what types of materials you'll want at the event
- 10 Then please contact 200 Orphanages Worldwide for support.

Please inform us of the details of your event.

- It is important to keep us informed of any changes in case anyone calls them directly about the event.
- With your permission, **200 Orphanages Worldwide** will post information about your event onto the website. (www.200 orphanagesworldwide. org)
- Request templates for promotional materials to customize.
- Discuss what informational materials you may want to have available at your event.
- Discuss the need of having a member of **200 Orphanages Worldwide** at your event.
- Ask any questions you have about **200 Orphanages Worldwide.**

Promote Your Event! Submit a press release to your local newspapers, news programs or Web sites for the "Community Calendar."

DURING YOUR EVENT

- Have 200 Orphanages Worldwide information and materials available.
- Post a sign or poster of your financial goal. (See samples) If possible, you may want to track your progress in meeting the goal as your event is taking place.
- Collect contact information from attendees: (name, address, phone and e-mail) from people who are interested in receiving news or more information about **200 Orphanages Worldwide**.
- Take photos. If anyone is identifiable in a photo, please ask them to complete a Permission to Use Photo or Other Media and Release Form (See page 19) in case **200 Orphanages Worldwide** would like to use the photo in printed materials or on the Web site.
- Provide your guests with an informational flyer and pledge card.
- Ask attendees to commit to hosting an event of their own



Please provide the **200 Orphanages Worldwide** office a report about your event, including how many people attended, how much was raised, any special gifts, etc. They may write a story about it and add it to the Web page. If your gift is in the form of a check, you may mail it to the **200 Orphanages Worldwide** office, or if you receive cash, you may want to deposit it and send us a check. Make sure to provide the donors contact information.

- Submit attendee information for those who want more news or more information.
- Return extra informational materials.
- Submit photos or photo release forms (if applicable).

Fun "D" Raiser Worksheet

Following is a list of questions to consider when planning an event.

What type of event will you have? (Bake s	ale, cocktail party, etc.)	
Private	Open to the Public _	
What is the budget? \$	•	
What are your goals for having the event?	Informational:	Fund Raising: \$
When will the event be held?		
Where will the event take place?		
Home		
Public Place		
Reserve a space _		
Deposit needed \$		
Special permits re	equired	
How will you invite people?	_	
Personal invitations _		
Written & or verbal _		
What cumplies will you need?		

Promotional Materials

Letters, signs, flyers, postcards, invitations and other materials can help promote your event. The following pages contain samples as well as templates that are available electronically so that you may customize them.

PRINTING MATERIALS

Your local Kinko's, Staples or Copy Max (Office Max's copy center) are good resources for quick and economical printing and copying. You can choose from a wide selection of paper, black only or full-color printing. Cutting services are also available. Online, www.overnightprints.com and www.mycolorcopies.com offer low-priced, full-color printing, although the latter has a minimum of 100.



Location **200 Orphanages Worldwide, Inc.**

52 Cavalry Ridge Rd Sheridan WY 82801

Phone: 320-217-4944

Email: janh@200orphanagesworldwide.org

200 Orphanages Worldwide, Inc. ~ Board of Director's

Jan Hanson, Sheridan WY: Executive Director/Founder
Jason Hastings, 6H Talent, Montana: Treasurer
Jacqueline Clines, APS, Arizona: Secretary
Brodie Miller, Attorney Rinke Noonan LTD, St. Cloud: Board Member
Ankush Grover, Microsoft, Washington: Board Member
Mason Hopfensperger, Financial Adviser, Ohio: Board Member
Kristina Lederer, Kakenya's Dream, NGO, Illinois: Board Member

VISION/MISSION STATEMENT

- ORGANIZED DECEMBER 31, 2007
- NON PROFIT STATUS: JULY 28, 2008
- NONPROFIT 501 (C) (3)

By partnering with existing United States-based non-profit organizations to raise awareness and funds for projects that serve orphans.

By assisting approved non-profit partners, when necessary, with emergency or disaster relief on a case-by-case basis.

By serving as a resource and conduit, connecting charitable donors, whether individuals, corporations or foundations, to projects that help orphans.

By mobilizing volunteers and supporters, providing opportunities to help orphans worldwide.

To solicit, receive and administer funds for charitable purposes; and

To engage in any other activities that are not inconsistent with Code Section 501(c)(3) and applicable state laws.

200 Orphanages Worldwide seeks to raise awareness and funds for existing organizations around the world that are building projects to better serve orphans in their care. Our efforts raise funds for building projects



which makes us unique. We expect existing organizations to have their operational costs and staffing needs met through other sources.

It's also preferred that the organization profiled originate in country and are a registered NGO or nonprofit in their country.

Donations

Donors receive prompt acknowledgement of their gifts and if a project is selected, we ensure the funds are used for the specified building project. If not, we fund the project that will benefit most from the funds available.

Vision Trips:

We encourage donors to take Vision Trips to orphanages on our site in order to better appreciate the needs of the organizations and the orphans they serve.

200 Orphanages Worldwide is a fundraising organization whose primary function is to provide financial support to credible organizations that seek to raise, nurture and educate orphaned children.

200 Orphanages Worldwide directors and advisors approve applications from organizations that are featured on the site and regular site inspections are made by third parties.

200 Orphanages Worldwide representatives visit the projects in order to report project progress first-hand before funds are distributed.

Donor and Volunteer Information Fact Sheet

This overview has been prepared in order to help ensure donors, volunteers and supporters that the funds, time and talents donated are cared for to the best of our ability. We want to assure you that your funds will be watched over and cared for and delivered with seriousness, due diligence and ongoing onsite project monitoring. We are aware there are many scams and fraud is rampant when working internationally, so this document's intent is to address some of those concerns.

At this time, donors can be assured that 100% of their donations are allocated to an approved project profiled on our site. Projects come to us by way of referrals or our online application. The requirements of our partner projects desiring to partner with us and be featured on our website must complete our application. We partner with existing U.S. organizations to raise funds for building project that will better serve the orphans. The requirements are

- That the partner organization be an existing organization serving the needs of orphans
- Be a U.S. based nonprofit in good standing with current 990s
- Have a U.S. Representative Serve on our board as a Partner Board Member
- Provide sufficient and acceptable reporting for accountability
- Operating funds and staffing to manage the project have to be in place
- Organizations will have to provide proof of good standing with local affiliates



- Complete an application and provide a plan, projections and progress reports
- Submit to unannounced inspections
- Provide ongoing information for due diligence

The staff follows up on board, references and the board of directors makes final approval.

The partner project agrees to allow 200 Orphanages to build awareness and find groups to adopt their project. It is hoped that once we have a base of support, that the board will approve an amount.

Currently 200 Orphanages has no paid staff, but is directed and managed by volunteer director and others. From time to time an independent contractor is hired. All the funds donated are 100% allocated to a project or used for a program fitting our mission and vision. **Distribution of Funds:**

It is the intent and will of the Board of Directors and the Executive Director that funds for the projects be used wisely and distributed for their intended purpose. Oversight and monitoring will be in place with each distribution. There are sources available to assist in the monitoring of the construction process.

- 1) Funds will be held in account on behalf of a project until at such time the Executive Director feels release of the funds will make an impact on the building of the project.
- 2) Funds will not be distributed in bulk, but as needed to advance the project based on a construction draw agreement. Funds will not be released until the Executive Director and the Project Approval Advisor Committee approves each distribution. Each project is different, but great care is taken to ensure the actual proper use of the distributed funds.
- 3) If at any time the partner project does not use funds for the directed purpose no more funding will be distributed and donations will be redistributed.
- 4) Proof of construction must be provided with each distribution and verified by independent parties that are chosen by www.200orphanagesworldewide.org.
- 5) Each funded project that receives funds agrees to be monitored by independent parties and funds distributed only as project is built.

Privacy: 200 Orphanages Worldwide respects and protects donor privacy and will never sell, trade or rent your personal information to others.

The information that you provide is used only to complete your donation. Your name and contact information will be added to our donor list to provide updates. You can unsubscribe at any time.

In Summary: It is the full intent of the board and executive director of 200 Orphanages Worldwide to serve as a guardian of your funds to ensure to the best of our ability that your donations are used for the purpose intended. Although we realize that there will most likely be challenges, it is our intent and desire to put policies and procedures in place that help to monitor use of your funds.

For the Children,

Executive Director, Jan Hanson



FORMS AND OTHER HELPFUL TOOLS Permission to Use Photo or Other Media and Release Form

For consideration given, the undersigned grants permission to 200 Orphanages Worldwide to use photographs, videos or images of the undersigned in 200 Orphanages' Worldwide promotions, advertising and publicity.

Further, the undersigned does hereby release **200 Orphanages Worldwide** from liability arising from said usage.

Name (Print)	Accepted by: 200 Orphanages Worldwide
	a non-profit corporation
Signature (Parent must sign for minor)	By:
Address	Date:
City, State, Zip	
Daytime Telephone	
Date:	



Join the 200 Orphanages Worldwide, Inc. Mailing List

Name	Address, City, State & Zip	Phone	E-mail





200 Orphanages Worldwide

Submit Print Fo	Submit
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We Are Building An Orphanage!

	Team Name	
	Team Lead	
	Email Address	
	\$ Goal	
	Start Date	
	End Date	ĵ
Orphanage		

200 Orphanages Worldwide currently has 11 Organizations represented in three continents with about \$2 million requested to complete building projects that will serve 2,000 orphans, both for schools and housing.

How To Eat An Elephant

The Appeal: Breaking It Down Into Bite Sized Pieces...

Someone asked once how you eat an elephant. The reply? One bite at a time. So that's how to approach these needs. One child at a time.

The \$2 million in building projects represents about 2,000 orphans that are going to be served if we can get these projects built. If I can inspire 10 of my friends to give or raise \$100 that's \$1,000. It will only take 2000 people across the nation to give \$1,000 and all the projects will get built. It's one bite at a time

You and your teammates will receive a tax deductible receipt via Email. Thank you for your donation. Send donations to 200 Orphanages Worldwide Inc. 2921 35th St. N. Sartell, MN 56377 Call 320-257-0774 with questions.

Name	Email	Amount	
Name	Email	Amount	



Why We Do What We Do The Big Picture

The Statistics are staggering. This is why we do what we do. Read on.

CHILDREN WITHOUT PARENTAL CARE

Orphans

Children who suffer the death of their parents are denied their first line of protection. Burdened by sudden responsibilities or forced to fend for themselves, many become less visible in their communities because they drop out of school or fall victim to exploitation.

- 143 million children in the developing world 1 in every 13 are orphans.
- More than 16 million children were orphaned in 2003 alone.
- 15 million children have already been orphaned by AIDS.

Children on the streets

Tens of millions of children live on the streets in plain sight, but paradoxically are among the most invisible, their plight ignored and their needs neglected. Street children are vulnerable to all forms of exploitation and abuse.

Children in detention

There is scarce data on children who are detained, but current estimates put the figure at more than 1 million children globally. Their access to healthcare, education and protection is far from guaranteed. Many of these children are no longer treated as children and suffer physical and sexual violence. UNICEF firmly believes that detention should be a last resort and only a temporary measure for children.

http://www.unicef.org/sowc06/press/who.php



SOBERING FACTS

Number of AIDS Orphans:

- There are over **15 million children orphaned by AIDS** around the world.
- Well over **12 million** AIDS orphans live in **Sub-Saharan Africa**, alone.
- Experts believe that millions more orphans remain unaccounted for in India, China and Russia.
- At least 10 million more children will be orphans by AIDS by 2010.

The Impact:

- In addition to the trauma of losing a parent, **orphans are often subject to discrimination and are less likely to receive healthcare, education** and other needed services.
- In HIV affected households lacking community support, **food consumption can drop by 40%** putting children at risk to hunger, malnutrition and stunting.
- Impoverished and often without support to educate and protect them; **orphans and vulnerable children face increased risk of HIV infection.**
- Orphans are often **easy prey to many forms of exploitation:** forced labor, prostitution and child soldiering.

Support for AIDS Orphans

- Less than 1 in 10 AIDS orphans receives any external support.
- US \$4.6 billion is needed to implement a comprehensive response to AIDS orphans and vulnerable children. Estimates suggest that less than US \$0.5 billion is currently being invested.
- Only three countries the US, UK and Ireland have earmarks providing at least 10% of HIV/AIDS funding to orphans and vulnerable children. Yet experts believe that these promises and legislation are unfulfilled as they meander through government bureaucracy
 - Over 15 million children worldwide have lost one or both parents to AIDS equivalent to the number of people living in New York, Paris, and Bangkok combined. In sub-Saharan Africa alone, over 12 million children have been orphaned by the pandemic.
 - Experts believe that millions more orphans remain unaccounted for in India, China and Russia.
 - By 2010, the number of AIDS orphans worldwide is expected to reach at least 20 million.

We Can't Do It All, But We Can All Do Something!