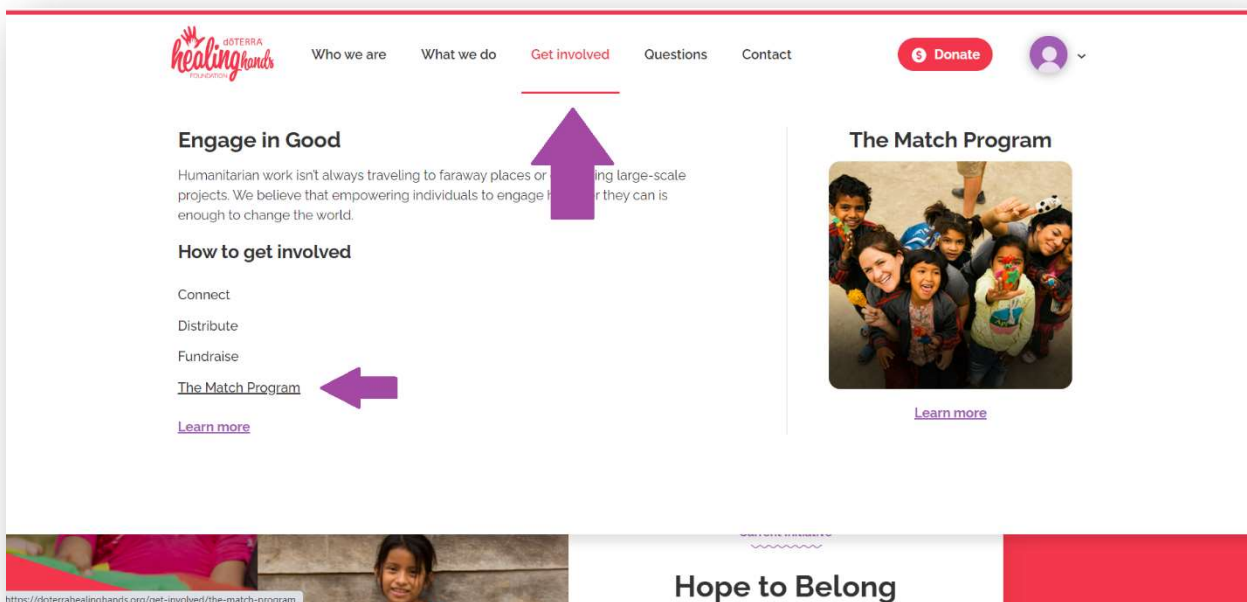
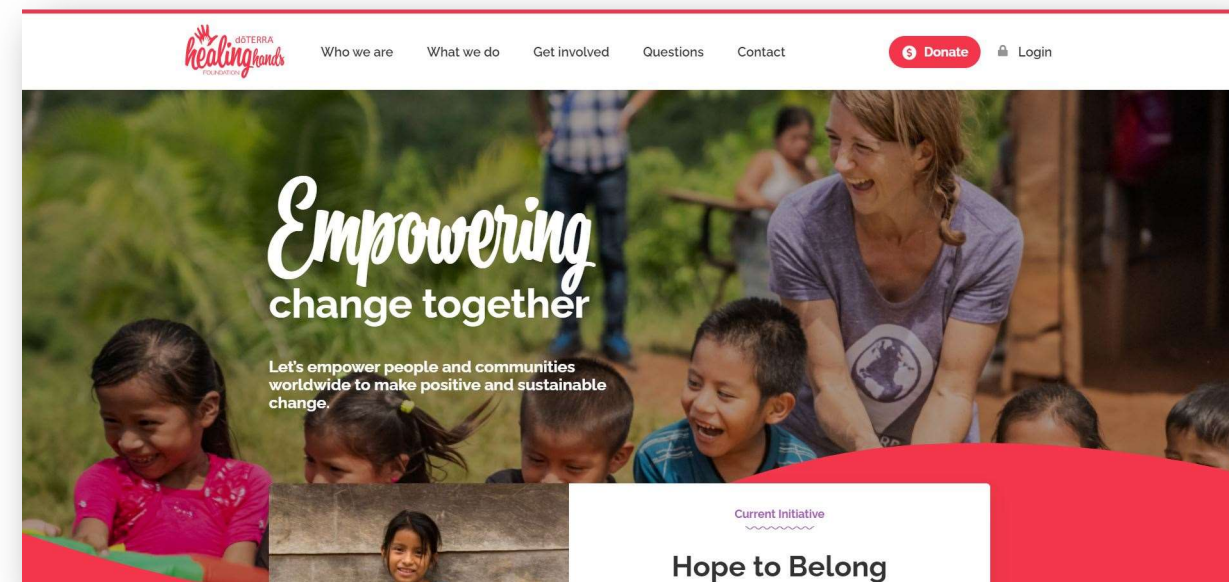


The Match Program

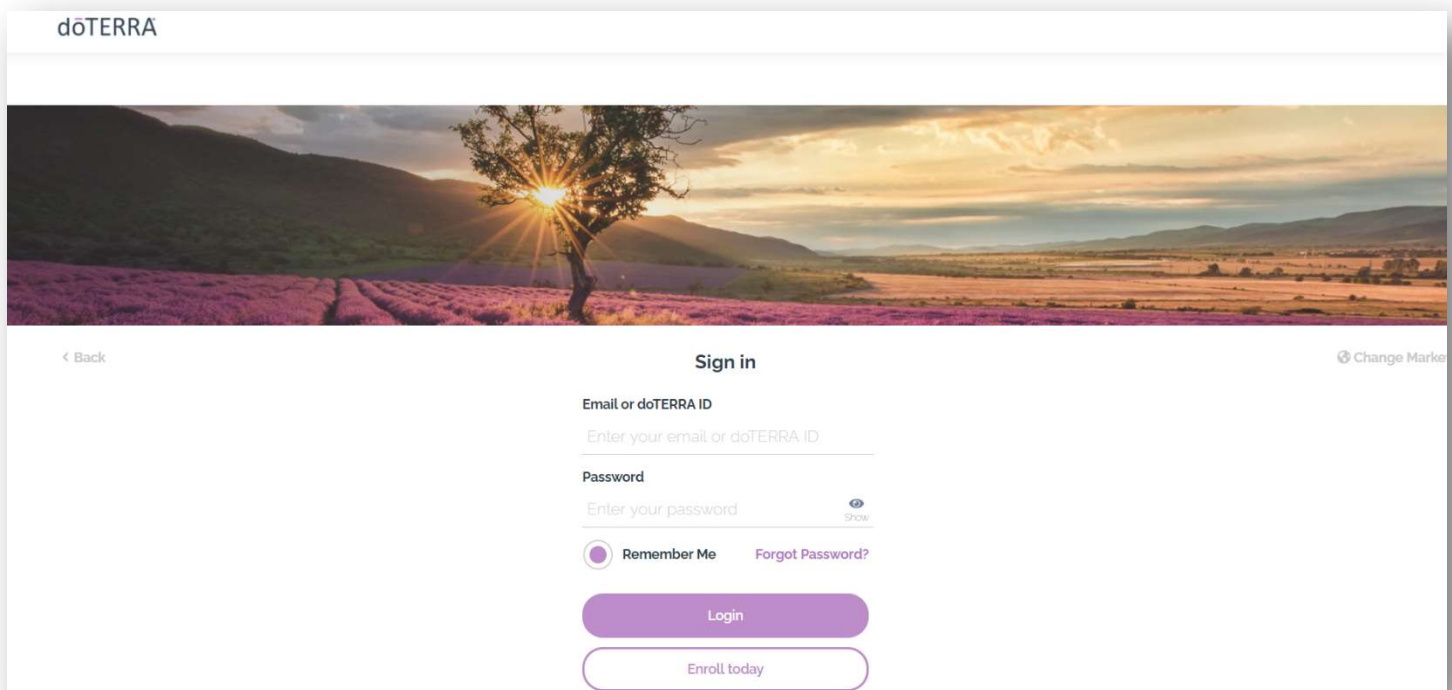
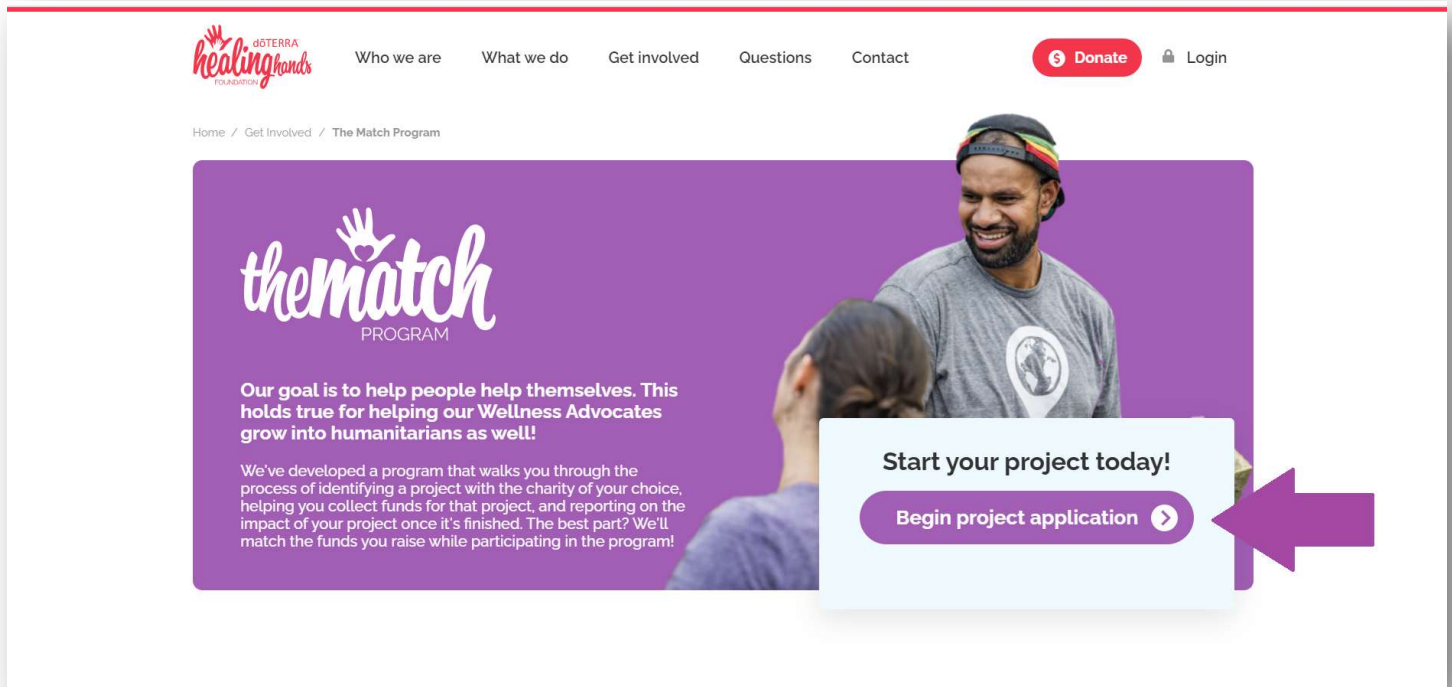
Since the launch of The Match Program in 2015, the dōTERRA Healing Hands Foundation® has been supporting Wellness Advocates in their humanitarian and philanthropic efforts at home and abroad. With the shared mission to empower individuals and communities worldwide, combined efforts to fundraise and complete humanitarian projects enables our dōTERRA® family be the difference that makes all the difference. #EngageInGood

Login

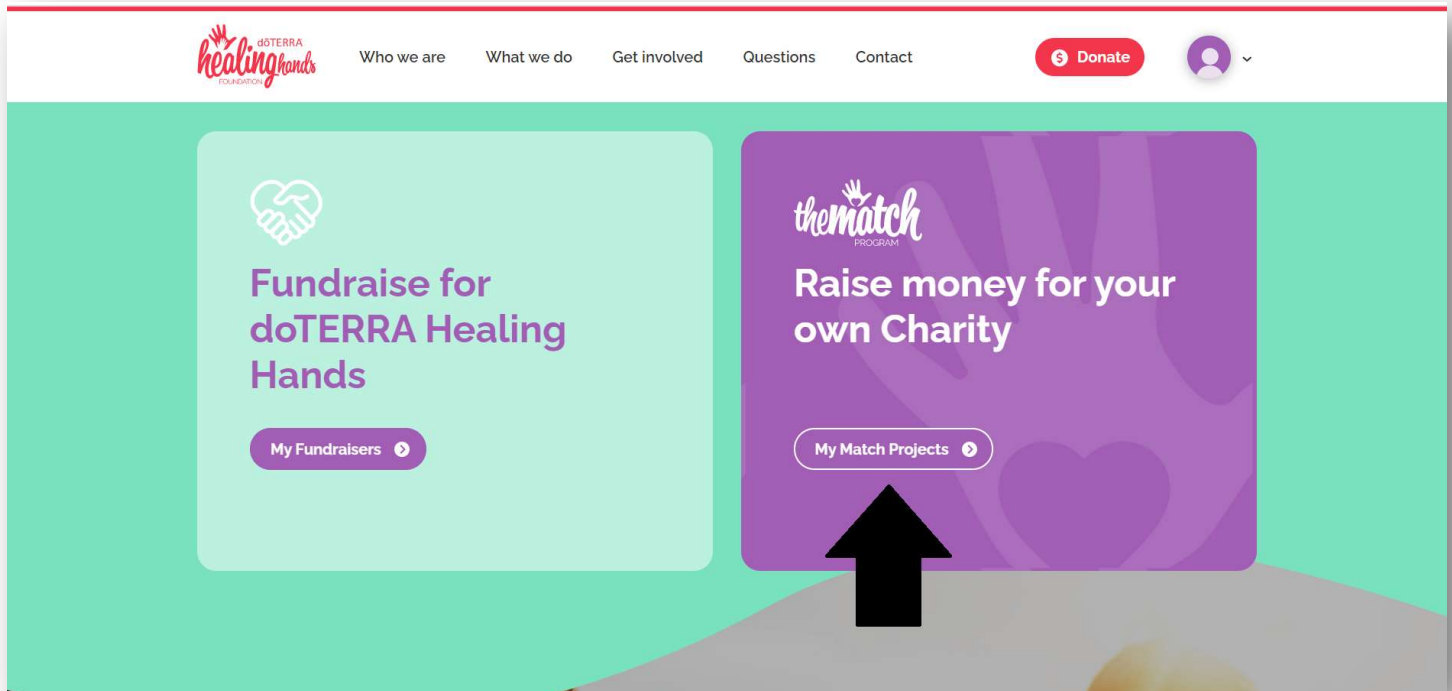
To begin a project proposal for the Match Program, members will visit www.doterrahealinghands.org. A link for the Match Program exists on the main page, but members can also navigate there by hovering over "Get Involved" in the main menu at the top of the screen and selecting "The Match Program."



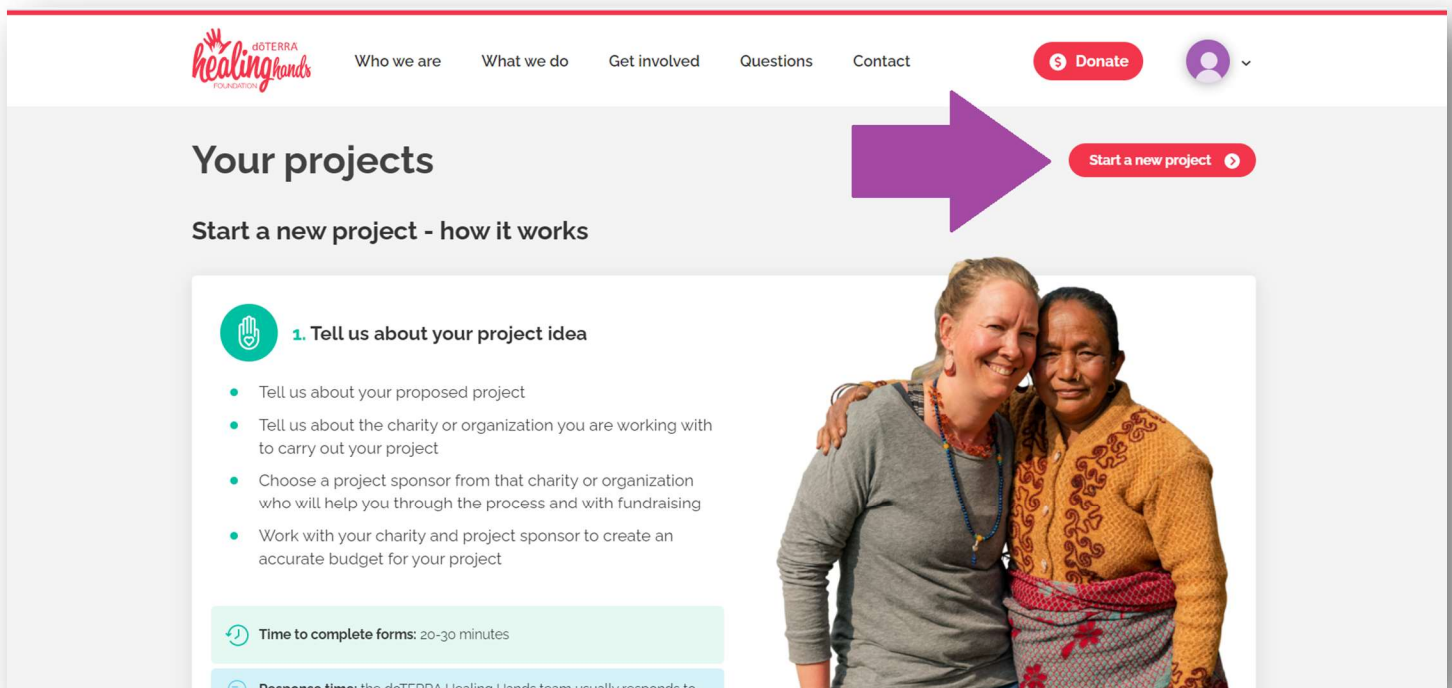
Once the member is looking at the Match Program landing page, they'll select "Begin Project Application" and log in using their doTERRA ID and password (the same one they use to log in to their back office) to start putting together their proposal.



Once they're logged in and looking at the login landing page (called "my homepage"), they'll select the "My Match Projects" button. Members can always click this button to check back up on the status of a project in progress, or see past projects they've already completed.



If the member has not done a Match project before, they'll land on a screen that provides additional information about the Match Program. To begin their project proposal, they'll select "Start a new project."



Once the member starts a new project, they'll begin the process of putting together a project proposal for the doTERRA Healing Hands Foundation (dHHF). The proposal will tell the dHHF about the project they need funding for, which project will benefit from their matching campaign fundraiser and the dHHF match.

Project Overview

About Your Project

The first step in putting together the project proposal is providing information about the project: project name, project country, and short description of the overall project. Once those details are filled in, the member will click “Next” to move on.

A couple of additional notes here: first, the system will walk the member through each part of the Match program process, but if at any point they would like to revisit a past page, they can navigate to the completed parts of their project by using the menu in the left margin.

Also at any point during the process, if the member has questions they can click the “Need Help” in the top right corner of the screen to send the dHHF team an email (hhfsupport@doterra.com).

The screenshot shows the 'About your project' form in the dotTERRA Social interface. The form is titled 'About your project' and asks for project details. The left sidebar shows the project overview stages: Stage 1 (Project Overview), Stage 2 (Fundraising page), Stage 3 (Matching funds payment), and Stage 4 (Complete Project). The form fields include: 'Give your project a name' (The Leather Shop), 'Project country' (Ethiopia), 'Initiative Category' (Self-Reliance), and 'Briefly describe your project' (We want to launch a leatherworking shop for the orphans at Abraham's Oasis in Shire, Ethiopia). A 'Need Help?' link is in the top right corner. A 'Next' button is at the bottom right. A 'Save and Exit' button is at the bottom left. A 'Pro Tips' section is also present.

Stage 1
Project Overview

- About your project
- Budget and Timeline
- Project Sponsor
- Your Chosen Charity
- Review and confirm

Stage 2
Fundraising page

Stage 3
Matching funds payment

Stage 4
Complete Project

dotTERRA Social

Did you know we have a resource to help you to share your project on Social Media? [Find out more](#)

About your project

Briefly tell us about the project you want to fundraise for.

Give your project a name *

The Leather Shop

Project country *

Ethiopia

Initiative Category *

Self-Reliance

Briefly describe your project *

We want to launch a leatherworking shop for the orphans at Abraham's Oasis in Shire, Ethiopia

Pro Tips: The better your project fits in the dHHF mission, the more likely it is to be approved. You can tell your project fits if:

- It empowers individuals to make positive and sustainable change
- It clearly fulfills one of our seven initiatives

Save and Exit

Next

Need Help?

Budget and Timeline

Once the member has moved past the first page, they will next provide a short description specifically about how the funds from their project will be used. They will also need to provide the dHHF with a budget for their project (we need to know how much the project is going to cost, and how the member knows it will cost that much, so that we know how much to approve for the match). For this reason, the budget provided needs to be itemized, rather than one lump sum.

The system won't let a member move forward onto the next page until they've filled out all the required fields on the current page.

Need Help?

Stage 1
Project Overview

- About your project
- Budget and Timeline**
- Project Sponsor
- Your Chosen Charity
- Review and confirm

Stage 2
Fundraising page

Stage 3
Matching funds payment

Stage 4
Complete Project

doTERRA Social
 Did you know we have a resource to help you to share your project on Social Media? [Find out more](#)

Budget and Timeline

Tell us how much you are looking to raise and what it will be used for.

Purpose of funds *
 Type in a description

Costing breakdown

Break down how much your project will cost (Including the Healing Hands Match). Please be as detailed as possible. Please itemize your budget.

Example Item	Example cost
100 First Aid Kits	\$500

Item

Estimated cost
 \$ X

+ Add another item

Save and Exit

< Back

Next >

To add additional line items to the budget, the member will simply click "Add another item." As many line items as needed can be added.

Need Help?

Stage 1
Project Overview

- About your project
- Budget and Timeline**
- Project Sponsor
- Your Chosen Charity
- Review and confirm

Stage 2
Fundraising page

Stage 3
Matching funds payment

Stage 4
Complete Project

doTERRA Social
 Did you know we have a resource to help you to share your project on Social Media? [Find out more](#)

Budget and Timeline

Tell us how much you are looking to raise and what it will be used for.

Purpose of funds *
 The funding from this campaign will be used to purchase building materials for the leatherworking shop.

Costing breakdown

Break down how much your project will cost (Including the Healing Hands Match). Please be as detailed as possible. Please itemize your budget.

Example Item	Example cost
100 First Aid Kits	\$500

Item
 1 work table

Estimated cost
 \$ X

+ Add another item

Running total
 Fundraising Goal
 + Healing Hands match

\$125.00
 \$62.50
 \$62.50

Or upload a costing breakdown file

Save and Exit

< Back

Next >

The line items will keep a running total of how much the project is going to cost. The total budget is broken down into halves: one half is the fundraising goal (member), the other is the dHHF match (dHHF).

doTERRA healinghands

Need Help?

Stage 1
Project Overview

- About your project
- Budget and Timeline**
- Project Sponsor
- Your Chosen Charity
- Review and confirm

Stage 2
Fundraising page

Stage 3
Matching funds payment

Stage 4
Complete Project

doTERRA Social

Did you know we have a resource to help you to share your project on Social Media? [Find out more](#)

Item	Estimated cost
100 First Aid Kits	\$500
1 work table	\$ 125.00
5 chairs/stools	\$ 60.00
2 stone pounding slabs	\$ 150.00
Leather	\$ 700.00
1 metal storage trunk	\$ 30.00
1 rotary punch	\$ 42.00
4 spools leather cording	\$ 55.00
5 spools waxed linen	\$ 139.00

+ Add another item

Running total: \$1,292.00

Fundraising Goal: \$646.00

+ Healing Hands match: \$646.00

Save and Exit

Back Next

Alternatively, if the member would prefer to upload a budget instead (for example, if they already have a budget for their project written up in an Excel or Word file), they can choose to upload that budget instead of putting each item into the system individually. They must provide one or the other to move forward.

Finally, the member will need to provide a project completion date (i.e., the date by when they anticipate this funding will be spent). *This is not the fundraising deadline.* They'll then move on by clicking "Next."

doTERRA healinghands

Need Help?

Stage 1
Project Overview

- About your project
- Budget and Timeline**
- Project Sponsor
- Your Chosen Charity
- Review and confirm

Stage 2
Fundraising page

Stage 3
Matching funds payment

Stage 4
Complete Project

doTERRA Social

Did you know we have a resource to help you to share your project on Social Media? [Find out more](#)

Or upload a costing breakdown file

Upload a file

Choose File No file chosen

Pro Tips: This is an estimated budget, but at the end of your project you'll provide a final expense report detailing how the funds from this campaign were actually spent.

- Be as detailed and accurate as possible.
- Your proposal should support a specific project (not ongoing expenses for your organization).
- The dH+H may remove line items from this budget if they're determined to be "overhead" (e.g., salaries).
- If a line item is a monthly expense, the dH+H probably won't include it in the match amount.

Timeline

When will the project you've described be funded and completed? Your best estimate is fine.

Service Project completion date *

03/01/2021

Save and Exit

Back Next

Project Sponsor

The dHHF believes connection is empowering. For this reason, each member is required to select a diamond level or above project sponsor for their project. The project sponsor can be as involved or absent in the project as they wish. The project sponsor will receive an email notification when the project is approved, when the fundraising page goes live, and when the project is complete. A list of diamond level leaders in their organization will automatically display when a member reaches this page. They can choose one from this list, or type in the name and/or ID number of the leader they want if they don't see them on the list. We encourage members not to choose a project sponsor from the list unless they've notified them first.

healinghands dHHERF

Save and Exit

Stage 1
Project Overview

- About your project
- Budget and Timeline
- Sponsor
- Your Chosen Charity
- Review and confirm

Stage 2
Setup fundraising page

Stage 3
Matching funds payment

Stage 4
Complete project

Project sponsors

You need a dōTERRA sponsor at Diamond level or above. They will help you with X, Y and Z.

✓ Make sure you let your chosen sponsor know you have selected them for your project

Select a Diamond+ sponsor from your team

(people from your up/down line)

Betty Boomer
Diamond

Diane Smith
Diamond

Michelle Johnson
Blue Diamond

Or enter a Sponsors details

Full name dōTERRA ID

What is expected from a sponsor?

✓ Amet minim mollit non deserunt ullamco est sit aliqua dolor do amet sint. Velit officia consequat duis enim velit mollit. Exercitation veniam consequat sunt nostrud amet.

✓ Amet minim mollit non deserunt ullamco est sit aliqua dolor do amet sint. Velit officia consequat duis enim velit mollit. Exercitation veniam consequat sunt nostrud amet.

Back Next

If the member would like to add a diamond level leader that is not in their organization, they will need to type in their name and ID number, and the dHHF team will manually check and approve the project sponsor during the project proposal review.

The member will need to either choose a sponsor from the list, search for a leader in their organization, or provide details for a leader outside their organization in order to move forward.

Need Help?

Stage 1

Project Overview

- About your project
- Budget and Timeline
- Project Sponsor**
- Your Chosen Charity
- Review and confirm

Stage 2

Fundraising page

Stage 3

Matching funds payment

Stage 4

Complete Project

doTERRA Social

Did you know we have a resource to help you to share your project on Social Media? [Find out more](#)

Project sponsor

Connection is empowering. Connect with others who may be interested in supporting your cause.

Enter Sponsor details

(people from your up/down line)

Please only add a project sponsor to your project if you know them in person and they have communicated to you that they know about and support your project.

Full name

Jane Doe

doTERRA ID

12345

Pro Tips: We believe connection is empowering. The project sponsor can be as involved or absent in your project as they like, but we want to let them know what you're up to.

- Listing a project sponsor helps connect Wellness Advocates to others who may be interested in supporting their cause.
- The project sponsor is not required to make personal financial contributions to your campaign, or to assist in your fundraising efforts.

Save and Exit

Back

Next

Your Chosen Charity

Next, the member will provide information about the charity they're working with on their project. They must be working with a registered nonprofit or NGO in order to qualify for a match (the dHHF cannot make a donation to an individual's bank account). The organization can be registered in or outside the United States. If the member is working with a U.S.-registered nonprofit, they must upload either an IRS tax documentation letter OR a W9 for their organization. They can view examples of each on this page.

Need Help?

Stage 1

Project Overview

- About your project
- Budget and Timeline
- Project Sponsor
- Your Chosen Charity**
- Review and confirm

Stage 2

Fundraising page

Stage 3

Matching funds payment

Stage 4

Complete Project

doTERRA Social

Did you know we have a resource to help you to share your project on Social Media? [Find out more](#)

Your chosen charity

Tell us about the charity you're working with.

Charity Information

Organization Name *

Hope Ethiopia

Registered status *

Registered in US

U.S. Charitable Status

Please attach an official document stating your organization's charitable status. [Example 1](#) or [Example 2](#)

Upload a file *

Choose File No file chosen

Charity Contact

Tell us about the person at your charity who you're working with on this project.

Full name *

Save and Exit

Back

Next

IRS tax documentation letter example:

Stage 1
Project Overview

- About your project
- Budget and Timeline
- Project Sponsor
- Your Chosen Charity
- Review and confirm

Stage 2
Fundraising page

Stage 3
Matching funds payment

Stage 4
Complete Project

doTERRA Social

Did you know we have a resource to help you to share your project on Social Media? Find out more

INTERNAL REVENUE SERVICE
P. O. BOX 2408
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

DOTERRA HEALING HANDS FOUNDATION

Date: JUN 20 2012

DOTERRA HEALING HANDS FOUNDATION
C/O BALLARD SPAHR LLP
TODD A. BAHR
201 S MAIN STREET STE 800
SALT LAKE CITY, UT 84111

Employer Identification Number:
27-2840005
USA:
1705320309001
Contact Person:
JACK D. METTERL
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
December 31
Public Charity Status:
170(b)(1)(A)(vi)
Form 990 Required:
Yes
Effective Date of Exemption:
June 14, 2010
Contribution Deductibility:
Yes
Addendum Applies:
No

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

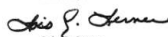
Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. We determined that you are a public charity under the Code section(s) listed in the heading of this letter.

Please see enclosed Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities. For some helpful information about your responsibilities as an exempt organization.

Letter 947 (DO/03)

DOTERRA HEALING HANDS FOUNDATION

We have sent a copy of this letter to your representative as indicated in your power of attorney.

Sincerely,

Jack D. Metterl
Director, Exempt Organizations

Enclosure: Publication 4221-PC

Letter 947 (DO/03)

Need Help?

Next

W9 example:

Stage 1
Project Overview

- About your project
- Budget and Timeline
- Project Sponsor
- Your Chosen Charity
- Review and confirm

Stage 2
Fundraising page

Stage 3
Matching funds payment

Stage 4
Complete Project

doTERRA Social

Did you know we have a resource to help you to share your project on Social Media? Find out more

Form W-9
(Rev. December 2014)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.
DOTERRA HEALING HANDS FOUNDATION

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification; check only one of the following seven boxes:
☐ Individual/sole proprietor or single-member LLC
☐ Limited liability company. Enter the tax classification (C=Corporation, S=S corporation, P=partnership) ☐ Trust/estate
☐ Nonprofit Corporation Exempt Under IRS Code Section 501(c)(3)
Note: For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner.

4 Exemption codes apply only to certain entities, not individuals; see instructions on page 3.
Exempt payee code (if any):
Exemption from FATCA reporting code (if any):
(Applies to entities maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.)
389 S 1300 W

6 City, state, and ZIP code
PLEASANT GROVE, UT 84062

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)
Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see How to get a TIN on page 3.
Note: If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Part II Certification
Under penalties of perjury, I certify that:
1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification Instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, Form 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here
Signature of U.S. person
Date 11.29.16

Need Help?

Back

Next

If the member is working with an organization that is registered outside the United States, they'll select "Registered International" from the drop down menu. They'll also need to list the country where the organization is registered, and upload the organization's charitable status documentation. This documentation should be a copy of the government-issued document provided to the organization stating its charitable status, and must include both the registered name of and a physical address for the organization.

doTERRA

healinghands

FOUNDATION

Need Help?

Stage 1

Project Overview

✓ About your project

✓ Budget and Timeline

✓ Project Sponsor

● Your Chosen Charity

● Review and confirm

Stage 2

Fundraising page

Stage 3

Matching funds payment

Stage 4

Complete Project

doTERRA Social

Did you know we have a resource to help you to share

Charity Information

Organization Name *

Hope Ethiopia

Registered status *

Registered International

In what country is the charity registered? *

Afghanistan

International Charitable Status

Please attach an official document stating your organization's charitable status. This documentation must include the official legal entity name recognized by your local government, and a correct address for your organization.

Upload a file *

Choose File No file chosen

Charity Contact

Save and Exit

Back

Next

For both U.S.- and internationally-registered organizations, the member will need to provide contact details for a person within the organization they're working with on the project. This is so we can verify the organization is aware of the project, they are planning to spend the money the way the budget describes, and we can work with them to make our matching donation to their organization (the member doesn't usually have the information we need in order to make the physical transfer of money). Once all of these details are provided, the member will click "Next" to review their proposal.

doTERRA

healinghands

FOUNDATION

Need Help?

Stage 1

Project Overview

✓ About your project

✓ Budget and Timeline

✓ Project Sponsor

● Your Chosen Charity

● Review and confirm

Stage 2

Fundraising page

Stage 3

Matching funds payment

Stage 4

Complete Project

doTERRA Social

Did you know we have a resource to help you to share your project on Social Media? Find out more

U.S. Charitable Status

Please attach an official document stating your organization's charitable status. [Example 1](#) or [Example 2](#)

Upload a file *

Hope Ethiopia Tax 01.jpg

Charity Contact

Tell us about the person at your charity who you're working with on this project.

Full name *

Grant Johnson

Email address *

Gjohnson@hopeethiopia.com

Area code *

111

Phone number *

1234567

Position in organization *

Financial Officer

Save and Exit

Back

Next

Review and Confirm

On the review page, the member will have a chance to look over all of the information they've put into their project proposal. If they need to make an adjustment to any of the sections, they'll simply click "Modify" on that section to go directly there.

Once the project proposal information is finalized, the member will click "Submit" to submit the proposal to the dHHF team for review.

Project Overview

- About your project
- Budget and Timeline
- Project Sponsor
- Your Chosen Charity
- **Review and confirm**

Stage 1: Fundraising page
Stage 2: Matching funds payment
Stage 3: Complete Project

doTERRA Social
Did you know we have a resource to help you to share your project on Social Media? Find out more

Review your proposal

The Leather Shop [Modify](#)

Project's country: Ethiopia Project type: Self-Reliance

Brief description
We want to launch a leatherworking shop for the orphans at Abrahams Oasis in Shire, Ethiopia.

Budget and Timeline [Modify](#)

Purpose of funds
The funding from this campaign will be used to purchase building materials for the leatherworking shop.

Itemized costing

Description	Amount
1 work table	\$125.00
5 chairs/stools	\$500.00
2 stone pounding slabs	\$150.00
Leather	\$700.00
1 metal storage trunk	\$30.00
1 rotary punch	\$40.00
4 spools leather cording	\$65.00
5 spools waxed linen	\$130.00

Project Sponsor [Modify](#)

Jane Doe

Chosen Charity [Modify](#)

Charity Information

Organization name: Hope Ethiopia
Registered status: Registered in US

Charity Contact

Full name: Grant Johnson	Email address: gjohnson@hopeethiopia.com
--------------------------	--

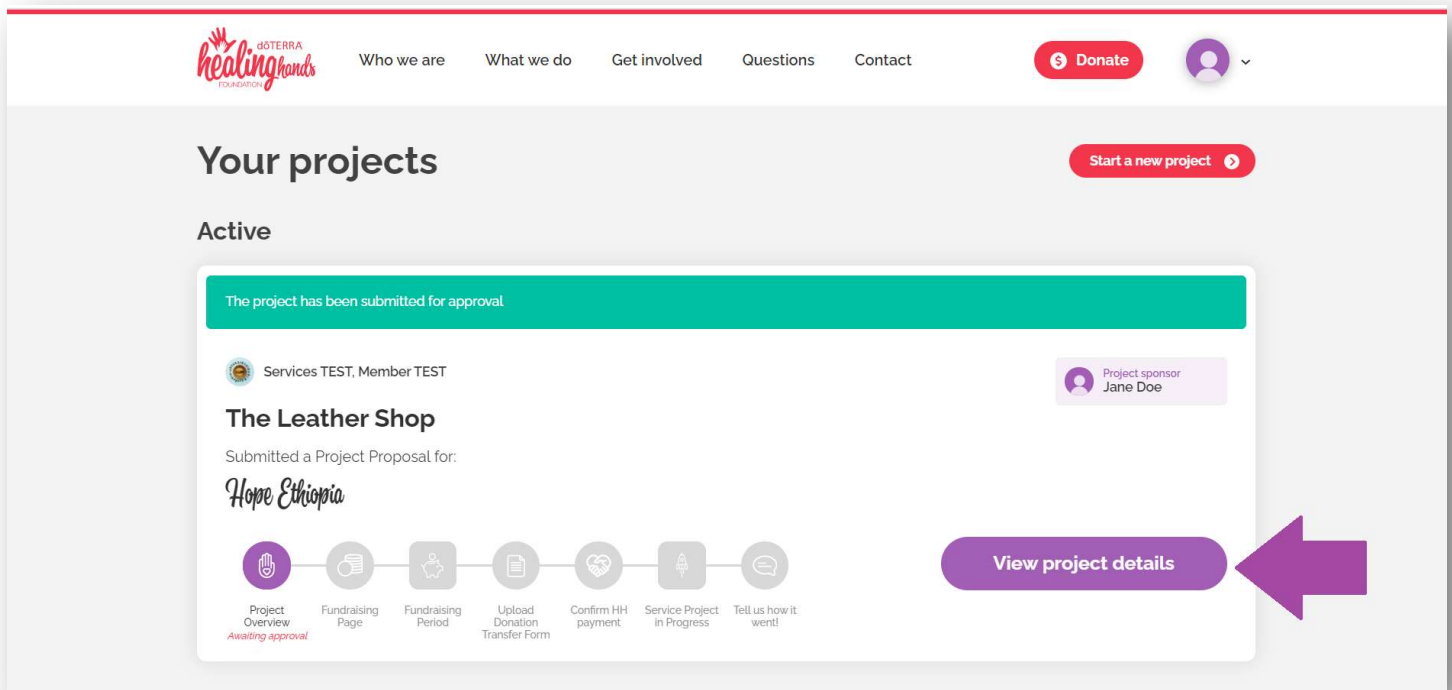
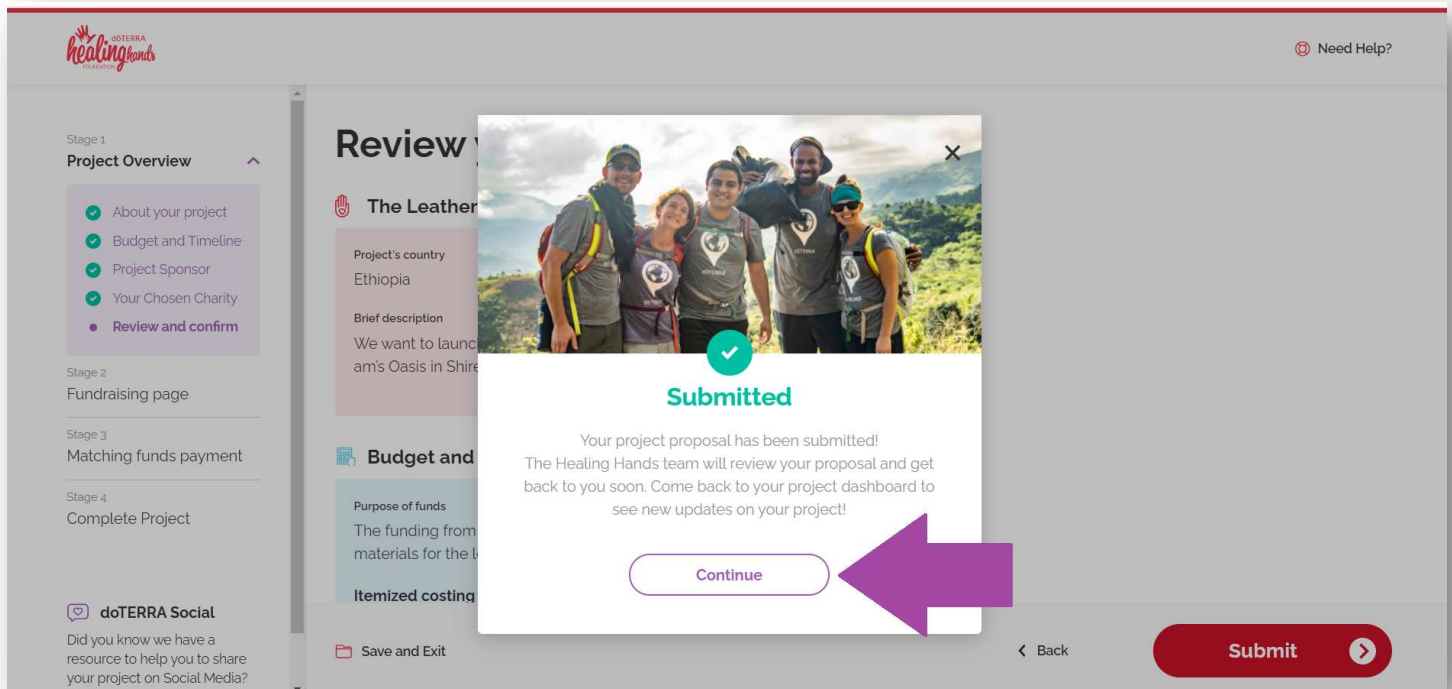
[Save and Exit](#) [Back](#) [Submit](#)

After the project proposal has been submitted, the member will receive an on-screen confirmation letting them know their submission was successful (they'll also receive an email notification).

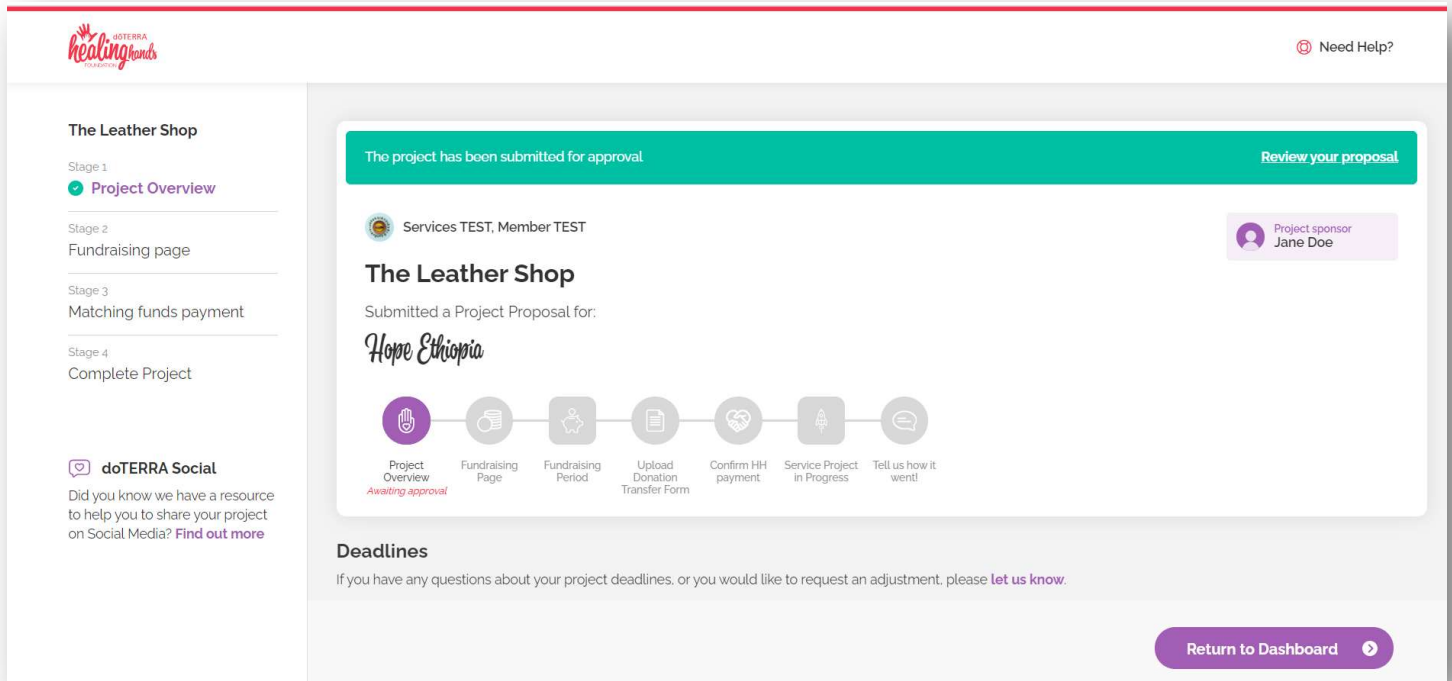
At this point, the system has created a project card for their project on their dashboard. By clicking "Continue" on the on-screen proposal submission confirmation, the member will be able to access the project card on their project dashboard.

The project dashboard will show the project the member is currently working on, as well as all past projects (if they have any). For current projects, the project card will appear on the dashboard, showing the member which stage of the project they're currently in.

To see details about their current project, the member will click "View project details."



The project details page is where the member will move the project through the process. At this stage, the member doesn't have to take any action because they're waiting on the dHHF to review their proposal. The member knows this because of the bar across the top of the project card isn't currently showing an action item, as well as by the red italicized text below the stage of the project they're in (which is shown on the project card). The member can always log in to their project dashboard to check the status of their project.



Fundraising page

Once the dHHF has reviewed and approved a project proposal for a match, the member will be notified via email. They'll be prompted to visit their project details page to set up a fundraising page for their matching campaign fundraiser.

The member can tell they need to take action on their project because the bar across the top of the project card is now red, and says the project requires action. Also in the bar across the top of the project is a link that will take the member to complete the action item. At this stage in the process, the link takes them to create a fundraising page for their campaign.

At the bottom of the project details page, the member will find important deadlines for their project, namely: fundraising end date, project end date, and project follow-up date. These are set by the dHHF team during the approval process, based on the project end date they provided in their project proposal.

For reference, projects are generally given 4-6 weeks to fundraise. Once the fundraiser is complete, it can take 7-14 business days for the organization to receive the funds raised during the campaign, plus the dHHF match, into their account. The service project end-date is set by the member during the project proposal. The follow-up date is usually 7 days following the service project end date.

These details about the project timeline can be found by members on the [Questions page](#) of the dHHF website, in the "Match Program" section.

The Leather Shop

Stage 1
[Project Overview](#)

Stage 2
Fundraising page

Stage 3
 Matching funds payment

Stage 4
 Complete Project

doTERRA Social

Did you know we have a resource to help you to share your project on Social Media? [Find out more](#)

The Leather Shop

Fundraise \$1292 for:

Hope Ethiopia

Project Overview

Fundraising Page

Fundraising Period

Upload Donation Transfer Form

Confirm HH payment

Service Project in Progress

Tell us how it went!

Deadlines

If you have any questions about your project deadlines, or you would like to request an adjustment, please [let us know](#).

Fundraising completion date	Service Project completion date	Project Page due date
2020-10-28	2021-03-01	2021-09-08

[Return to Dashboard](#)

Create your fundraising page

The member will then put the information into the system that they want to communicate on their fundraising page. This includes a project title, project subtitle, project description, project location, and the URL for their organization's website (in case donors want more information about the organization we're supporting with this project). The approved match amount and charity name will populate automatically.

The Leather Shop

Stage 1
[Project Overview](#)

Stage 2
Fundraising page

Stage 3
 Matching funds payment

Stage 4
 Complete Project

doTERRA Social

Did you know we have a resource to help you to share your project on Social Media? [Find out more](#)

Create your fundraising page

This will go on your fundraising page

Project title as you want it to appear *

Project sub title *

Describe your project *

My Healing Hands venture seeks to launch a simple leather working shop at Grace Village, the residential orphanage division of Abraham's Oasis in Shire, Ethiopia. The Shop will be a therapeutic and healing center for children who are dealing with great trauma in their lives, a place for creativity for both the mind and hands, and a place to eventually provide a life-skill in preparation for those entering back into society as a young adult.

444/1000

Help people understand the organization's mission, goals, objectives, and work. Most importantly help them understand how it will use their donations and contributions. We recommend you use a tool like [Hemingwayapp.com](#) to tailor your content.

Target

\$648,000

Location *

In partnership with

Hope Ethiopia

Organization website *

[Save and Exit](#)

[Submit](#)



The member will then add a few callout statistics (to generate interest in their project) and add a header image to their fundraising page. They can save their changes and come back to them at any time (not shown in the image is also the opportunity to preview the page before submitting it). Once the member has all of the information entered into the page, they'll click "Submit" so the dHHF team can review it.


The screenshot shows the 'Project Overview' stage of a fundraising page for 'The Leather Shop'. The interface includes a sidebar with navigation links for 'Project Overview', 'Fundraising page', 'Matching funds payment', and 'Complete Project'. The main content area has a 'What is this?' section with callout statistics: '100 jobs created' and '5 towns supported'. Below this is a section for 'Upload a cover file' with a 'Choose File' button and a 'No file chosen' status. A large purple arrow points to the 'Choose File' button. Below the upload section is a 'Save changes' button, also pointed to by a purple arrow. At the bottom right is a 'Submit' button, pointed to by a large purple arrow. The page also features a 'Need Help?' link in the top right corner and a 'Save and Exit' button at the bottom left.

Once they've submitted their fundraising page for review, the project card on the project details page will reflect that they're once again waiting on dHHF approval before they can move forward.


The screenshot shows the 'Your projects' page on the dTERRA healinghands foundation website. The page has a header with the logo and navigation links: 'Who we are', 'What we do', 'Get involved', 'Questions', 'Contact', 'Donate', and a user profile icon. The main section is titled 'Your projects' and includes a 'Start a new project' button. Below this is a section for 'Active' projects. A green banner at the top of the project card states 'Your fundraising page has been submitted.' The project card for 'The Leather Shop' shows a fundraising goal of '\$1292' for 'Hope Ethiopia'. A progress bar at the bottom of the card shows the current status: 'Project Overview' (completed), 'Fundraising Page' (awaiting approval), 'Fundraising Period', 'Upload Donation Transfer Form', 'Confirm HH payment', 'Service Project in Progress', and 'Tell us how it went!'. A 'View project details' button is located at the bottom right of the project card.

The member will be notified via email when their fundraising page has been approved (we're just checking to make sure they don't say anything non-compliant, the don't say anything inappropriate in their project description, and the page looks professional since it'll be posted to the dHHF website). They'll then share their fundraising page link until their fundraiser is complete. In order for a donation to be included in this specific campaign, the donor will need to scroll down to the *bottom of the page* and submit their donation there. If they click the "Donate" button on the page header, the donation will go to the dHHF general fund and won't be added to this matching campaign.

[Who we are](#)[What we do](#)[Get involved](#)[Questions](#)[Contact](#)[Donate](#)



Hope Ethiopia



The Leather Shop
In partnership with Hope Ethiopia
<https://hopeethiopia.com>



0% of \$646.00 target \$0 raised

151 DAYS LEFT

My Healing Hands venture seeks to launch a simple leather working shop at Grace Village, the residential orphanage division of Abraham's Oasis in Shire, Ethiopia. The Shop will be a therapeutic and healing center for children who are dealing with great trauma in their lives, a place for creativity for both the mind and hands, and a place to eventually provide a life-skill in preparation for those entering back into society as a young adult.

100 jobs created 5 towns supported

Share this Story

[Who we are](#)[What we do](#)[Get involved](#)[Questions](#)[Contact](#)[Donate](#)

Share this Story

[f](#) [t](#) [i](#) [e](#) [l](#)

#EngageInGood


orphanage division of Abraham's Oasis in Shire, Ethiopia. The Shop will be a therapeutic and healing center for children who are dealing with great trauma in their lives, a place for creativity for both the mind and hands, and a place to eventually provide a life-skill in preparation for those entering back into society as a young adult.

Donate today to

Hope Ethiopia

The Leather Shop

Supported by



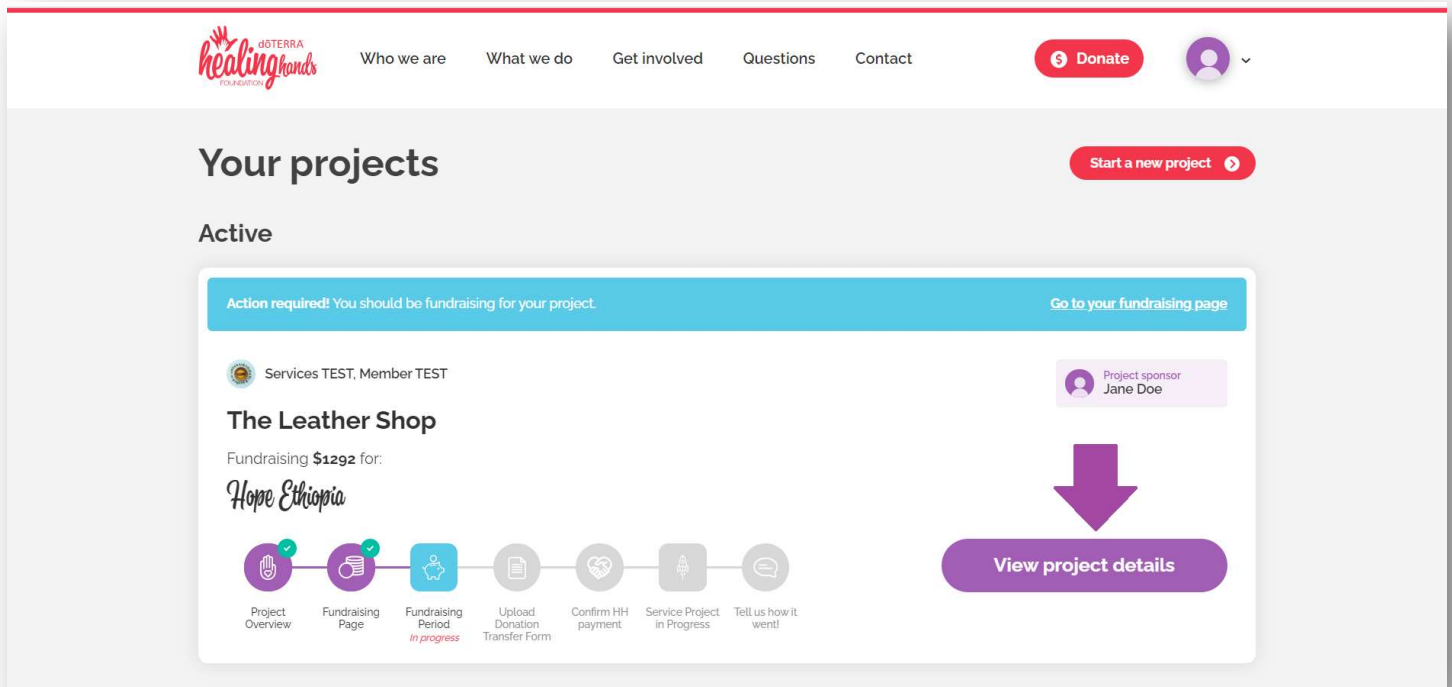
\$ USD

✓ dōTERRA pays for all associated fees

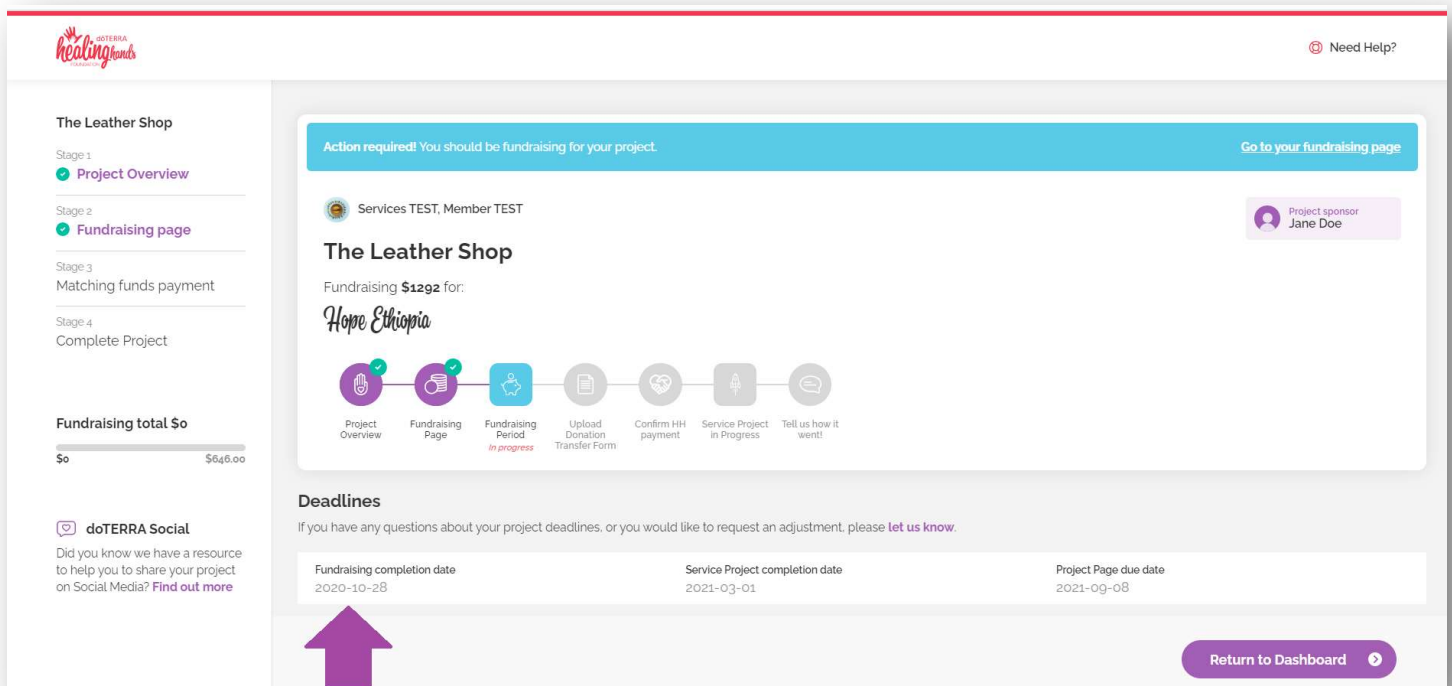
Continue with Donation

100% of your donation goes to help those who need it most.

The member will then share the link for their fundraising page to collect donations for their project. The project card will show that the fundraising is "in progress" both on the project dashboard and in the project details, signifying that no action is required in the system in the system at the moment.



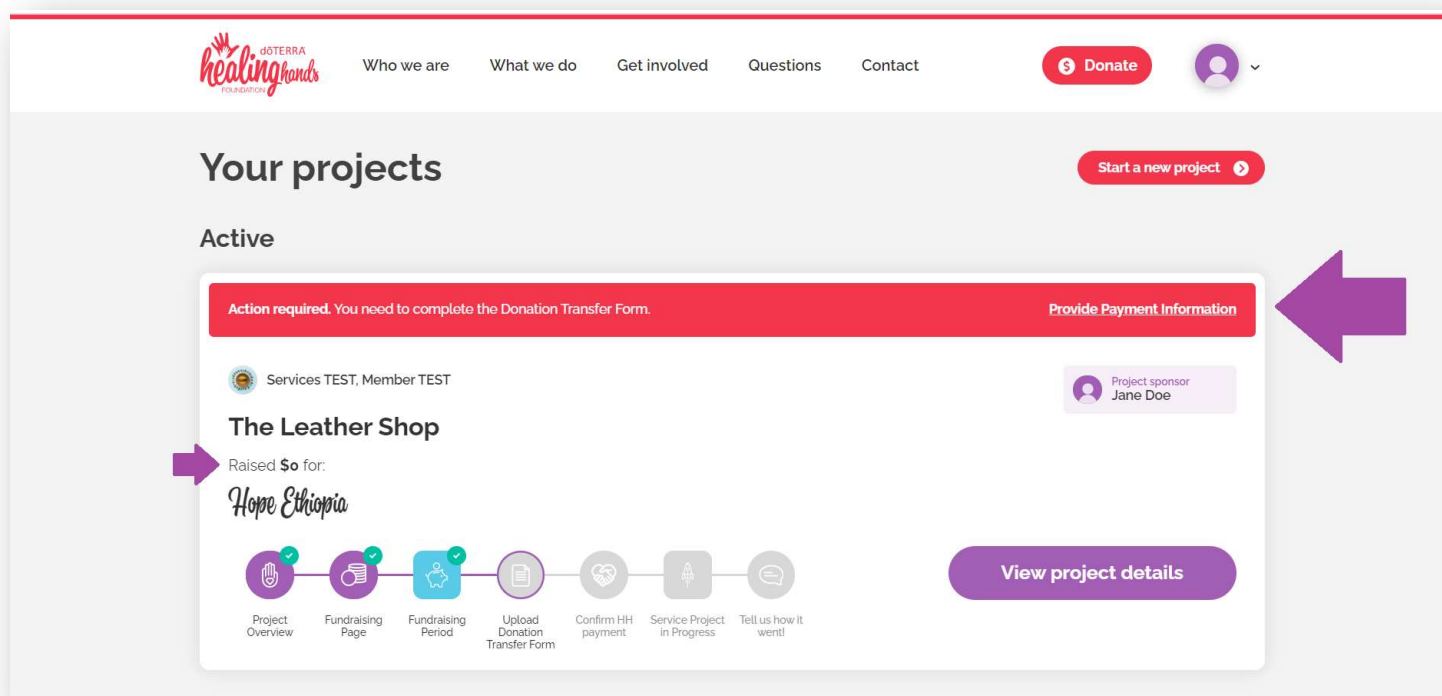
The fundraiser will go until the scheduled fundraising end date (listed at the bottom of the project details card). The member will receive email notifications one week before their campaign is scheduled to close, one day before their campaign is schedule to close, and the last day of their fundraising campaign.



Matching Funds Payment

When the fundraising period is over, the member will be notified via email to log in to their project dashboard to download, fill out, and then re-upload the donation transfer form. This is how the dHHF will make our matching donation to the organization (who will use the funding to complete the project). Again, the member knows they have to take action because their dashboard prompts them to “Provide payment information.”

The project dashboard will also display the amount that they were able to collect during their fundraiser.



Donation Transfer Form

Once the member clicks “Provide Payment Information,” they’ll be taken to the screen where they can download the donation transfer form. (They can also view examples of how to complete the form on this page if needed.)

The Leather Shop

Stage 1
 ✓ **Project Overview**

Stage 2
 ✓ **Fundraising page**

Stage 3
Matching funds payment

Stage 4
 Complete Project

Fundraising total \$

\$0 \$646.00

doTERRA Social
 Did you know we have a resource to help you to share your project on Social Media?

Donation Transfer Form

Please provide your charity's bank transfer details so we can submit our donation to them.

To complete this step, please download the [Donation Transfer Form](#) and upload the completed form below. This is how we'll make our matching donation to your organization.

Upload a file
 Choose File No file chosen

Examples of a completed forms: [Wire transfer](#) and [ACH Payment](#)

Save and Exit

Submit

Show all

Once the form has been downloaded and completed, the member will re-upload it on the same screen, and then submit the form for dHHF review.

The Leather Shop

Stage 1
 ✓ **Project Overview**

Stage 2
 ✓ **Fundraising page**

Stage 3
Matching funds payment

Stage 4
 Complete Project

Fundraising total \$

\$0 \$646.00

doTERRA Social
 Did you know we have a resource to help you to share your project on Social Media?

Donation Transfer Form

Please provide your charity's bank transfer details so we can submit our donation to them.

To complete this step, please download the [Donation Transfer Form](#) and upload the completed form below. This is how we'll make our matching donation to your organization.


Upload a file
 Vendor Payment Form_Hope Ethiopia.pdf



Examples of a completed forms: [Wire transfer](#) and [ACH Payment](#)

Save and Exit

Submit

After completing and uploading the donation transfer form, the member will be able to see on their project card that they're now awaiting dHHF review and approval on the form. If any changes are needed, the dHHF team will let them know via email so they can adjust the form and re-upload it.


[Who we are](#)
[What we do](#)
[Get involved](#)
[Questions](#)
[Contact](#)






Your projects

Start a new project

Active

Your donation transfer form has been submitted.


Services TEST, Member TEST


Project sponsor
Jane Doe

The Leather Shop

Raised \$0 for:

Hope Ethiopia

Project Overview

Fundraising Page

Fundraising Period

Upload Donation Transfer Form

Confirm HH payment

Service Project in Progress


Tell us how it went!

Awaiting approval

View project details

Payment Verification

Once the dHHF has received the vendor payment form and all the information is correct, the dHHF will submit the payment to the organization via the finance team. For auditing purposes, the dHHF next needs to verify that the organization received our payment. To do this, the dHHF team will enter the payment amount and date into the system, and then the member will receive a notification email.



Need Help?

The Leather Shop

Stage 1
Project Overview


Stage 2
Fundraising page

Stage 3
Matching funds payment

Stage 4
Complete Project


Fundraising total \$

\$0\$646.00


doTERRA Social
Did you know we have a resource to help you to share your project on Social Media?

Action required. You need to Verify Payment.

Confirmation of money transfer


Services TEST, Member TEST

The Leather Shop

Raised \$ for:

Hope Ethiopia

Project Overview

Fundraising Page

Fundraising Period

Upload Donation Transfer Form

Confirm HH payment

Service Project in Progress

Tell us how it went!

Deadlines

If you have any questions about your project deadlines, or you would like to request an adjustment, please [let us know](#).

Return to Dashboard

The notification email serves two purposes: to inform the member the dHHF made a payment to their organization, and to request that the member confirms receipt of that payment.

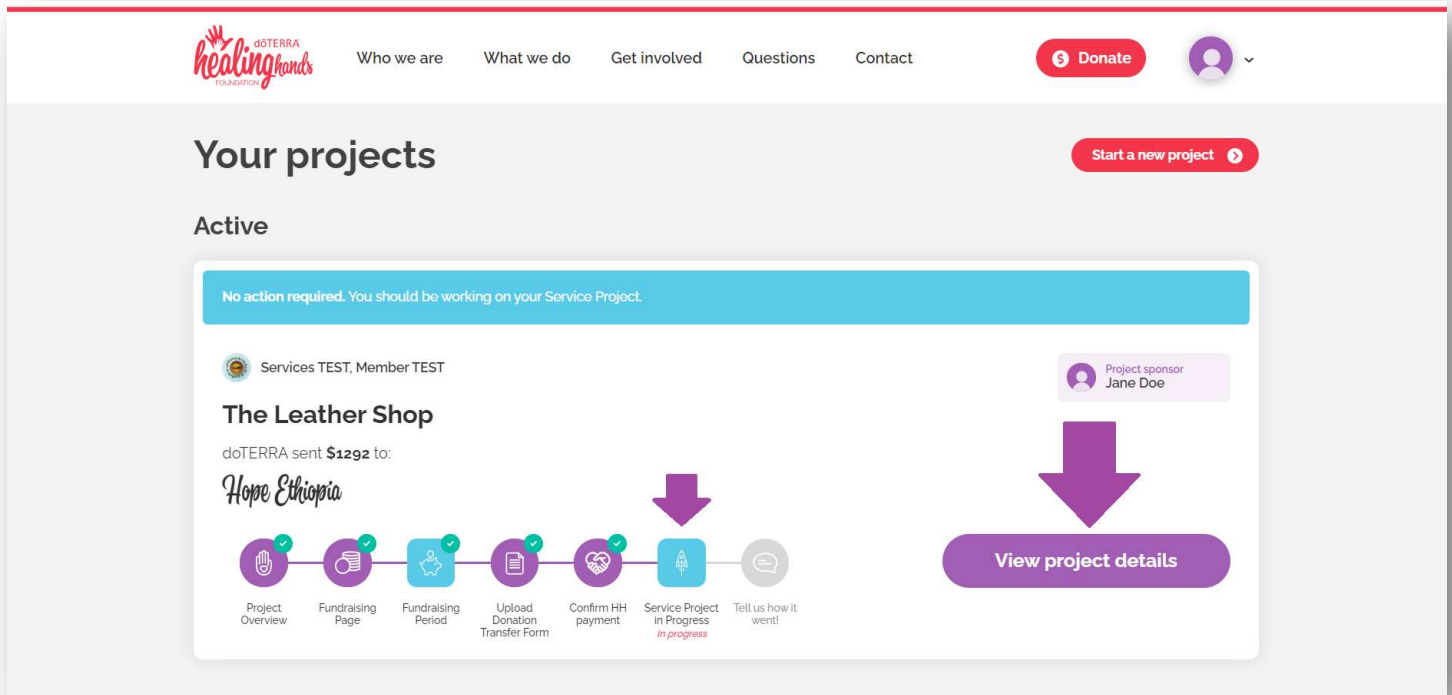
Once the organization receives the payment, the member will log in to their project dashboard and click "Confirmation of money transfer" (pictured above) to take them to the payment confirmation screen.

When there, the member will check the box confirming that their organization received the dHHF donation. An optional message can be left if necessary (e.g., sometimes non-U.S. members like to note the amount they received in their local currency because looks different than the USD amount donated by the dHHF).

The screenshot displays the 'Payment verification' interface. On the left sidebar, under 'The Leather Shop', the stages are listed: Stage 1 (Project Overview), Stage 2 (Fundraising page), Stage 3 (Matching funds payment), and Stage 4 (Complete Project). A purple arrow points to the 'Fundraising total' in the sidebar. The main content area has a header 'Payment verification' with a sub-header 'Please verify that the payment from dotERRA Healing Hands has been received.' Below this, the payment details are shown: Amount paid (\$1,292.00) and Payment date (09/30/2020). The 'Confirm payment' section includes a checkbox 'I confirm that my charity has received a transfer in the amount of USD \$1,292.00' which is checked. There is also a text area for an optional message to the Healing Hands admin. At the bottom, there is a 'Pro Tips' section and a 'Save and Exit' button. A large purple arrow points to the 'Submit' button at the bottom right.

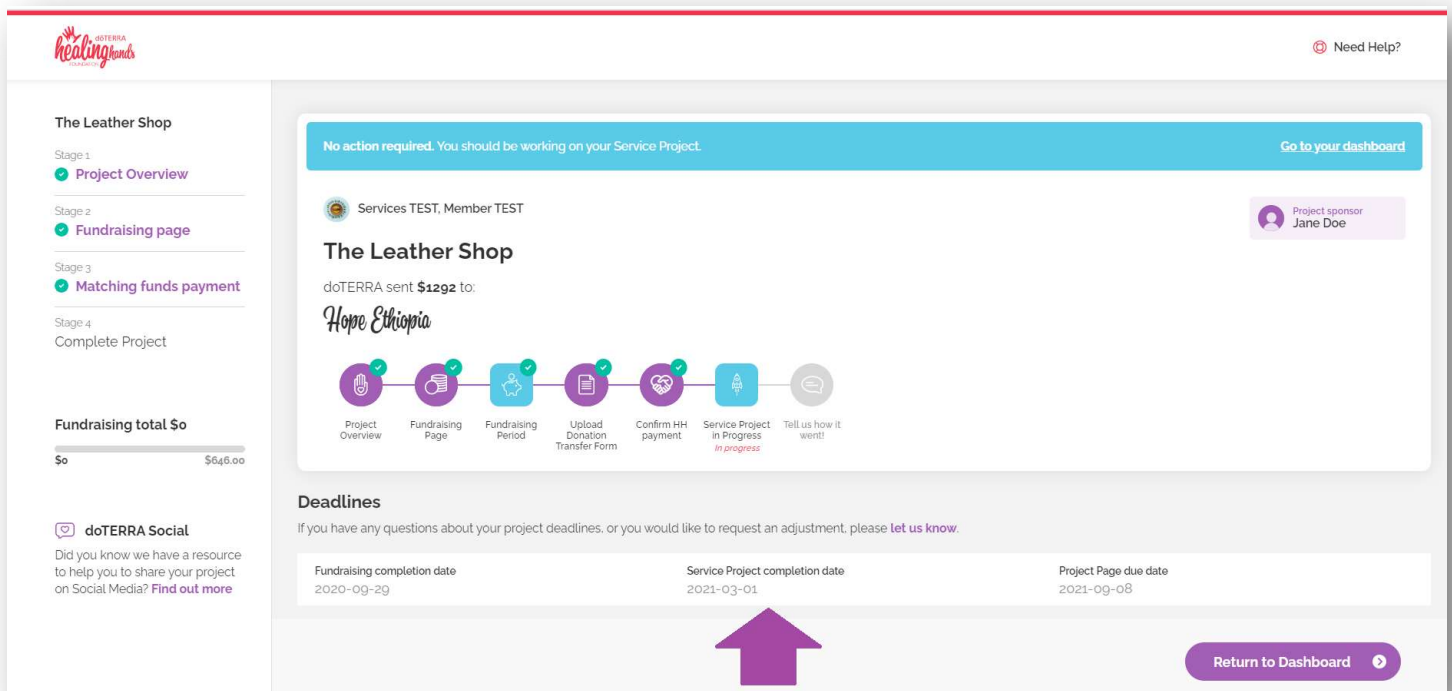
Now the project card shows no action necessary in the system because the member and organization should be spending the money (i.e., completing the "service project").

This is usually the longest period of the process. On average, these service projects can take 4-6 months to complete. At any point during the "service project in progress" stage, the member can log back in to their project dashboard and "View Project Details" to review any of the information submitted through the system so far.



The member will receive a notification email when their service project comes to a close. This is the “Service project end date” that the member provided in their proposal, and is listed at the bottom of their project card when they click “view project details” from their dashboard.

Sometimes the project gets delayed and won’t finish on the original schedule. If this happens during the service project period, the member can always reach out to hhfsupport@doterra.com to request an update to their project timeline.



Complete Project

When the member receives the email notification that their project is finished, they'll be prompted to log in to their dashboard to provide follow-up information about the project. This step in the process is what we call an "impact report," and its purpose is to report back to the granting organization (dHHF) about how granted funds were used.

Fundraising budget / spend

First, the member will provide specific details about how the grant money was spent on their project. The grant amount (member fundraising amount plus dHHF match) will autofill at the top of the page so the member knows how much money they need to report back on. They'll then put together a final expense report the same way they put their project budget together at the beginning of the process, but this time it's with the actual figures instead of estimated ones.

The screenshot shows the 'Final budget / spend' form in the dHHF dashboard. The left sidebar contains a navigation menu for 'The Leather Shop' with stages 1 through 4. Stage 4, 'Complete Project', is selected, and the 'Final budget / spend' option is highlighted. The main content area has a header 'Final budget / spend' with a sub-header 'Tell us the final budget and spend for the project.' Below this, a pink box displays 'This project raised \$1292' with a purple arrow pointing to it. A text prompt asks 'How was the money from this campaign spent on your Service Project?' and 'Please be as detailed and accurate with your expense report as possible.' Below this is a section titled 'Enter your final costing breakdown' with a table. The table has two columns: 'Example Item' and 'Example cost'. The first row shows '100 First Aid Kits' and '\$500'. A purple arrow points to the table. At the bottom left is a 'Save and Exit' button, and at the bottom right is a 'Next' button with a right arrow.

Example Item	Example cost
100 First Aid Kits	\$500

The member can add as many line items to their final expense report as they need. Or, also like at the beginning of the process, they can upload a final expense report document if they've already put one together in another format (e.g., Excel, Word, PDF, etc.).

The member will need to either enter the line items or upload a final expense report to continue.

Need Help?

The Leather Shop

Stage 1: [Project Overview](#)

Stage 2: [Fundraising page](#)

Stage 3: [Matching funds payment](#)

Stage 4: [Complete Project](#)

- Final budget / spend
- Project summary
- Create project page

Fundraising total \$0

\$0 \$548.00

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Item	Estimated cost
1 work table	\$ 125.00
5 chairs/stools	\$ 60.00
2 stone pounding slabs	\$ 150.00
Leather	\$ 700.00
1 metal storage trunk	\$ 30.00
1 rotary punch	\$ 42.00
4 spools leather cording	\$ 55.00
5 spools waxed linen	\$ 130.00
+ Add another item	
Total	\$1,292.00

Or upload a costing breakdown file

Uploading a file will override your above items.

Upload a file:

Choose File No file chosen

Save and Exit

Next

Project Summary

The project summary is where the member will describe, in detail, how the funds they listed in the expense report were used. This information is used for reference, as well as story-telling (the more thorough the responses in this section, the more likely the project is to get featured at convention/leadership, in the dHHF annual report, in the doTERRA year in review, etc.).

Need Help?

The Leather Shop

Stage 1: [Project Overview](#)

Stage 2: [Fundraising page](#)

Stage 3: [Matching funds payment](#)

Stage 4: [Complete Project](#)

- Final budget / spend
- Project summary
- Create project page

Fundraising total \$0

\$0 \$548.00

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Service Project Summary

Connection is empowering. We'll use this information to share your story with the doTERRA family.

Whom did we help with this project?

Identify the person, family, or community who benefited from this project.

What is this person, family, or community like?

The people of Ethiopia are humble and hard-working, but lack the access to resources that they need to support their families.

What is their life like? What do they most want or most need?

Their life is simple and difficult. They work long hours at hard-labor jobs, oftentimes far from home. They spend most of their waking hours working for very little to no income at all. They most need a sustainable way to support their families.

What challenges do they face?

Explain the roadblocks that keep this person from what they want or need.

What problem(s) does this person, family, or community face?

This community not only faces a lack of access to opportunities, but they have many other struggles as well -- difficult living conditions and dangerous political and social atmospheres. Adding a reputable trade business to the area will help bring respect to the community.

Save and Exit

Back

Next

Need Help?

The Leather Shop

Stage 1: **Project Overview**

Stage 2: **Fundraising page**

Stage 3: **Matching funds payment**

Stage 4: **Complete Project**

- Final budget / spend
- Project summary
- Create project page

Fundraising total \$0

\$0 \$646.00

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What challenges do they face?

Explain the roadblocks that keep this person from what they want or need.

What problem(s) does this person, family, or community face?

This community not only faces a lack of access to opportunities, but they have many other struggles as well -- difficult living conditions and dangerous political and social atmospheres. Adding a reputable trade business to the area will help bring respect to the community.

Does this person, family, or community face any problems internally in addition to the problem(s) from the outside?

Internally, these communities face high rates of depression, anxiety, and malnourishment. They're often stressed about providing for their families, and feel unfulfilled as they constantly use their skills but don't seem to be improving their lives.

How did we help?

Tell us about your work with the organization, and doTERRA Healing Hands Foundation involvement in the project.

Why did you get involved with the charity you worked with on this project?

I learned about Hope Ethiopia through a friend of mine many years ago. We've had the opportunity since to visit Ethiopia and the people who benefitted from this project, and they are so grateful.

Why did you want to work with the doTERRA Healing Hands Foundation on this project?

The doTERRA Healing Hands Foundation's mission is to empower individuals and communities worldwide to make positive and sustainable change. Since this is the mission of our foundation too, I knew we'd be a great pair.

Save and Exit

Back Next

Need Help?

The Leather Shop

Stage 1: **Project Overview**

Stage 2: **Fundraising page**

Stage 3: **Matching funds payment**

Stage 4: **Complete Project**

- Final budget / spend
- Project summary
- Create project page

Fundraising total \$0

\$0 \$646.00

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What would happen without doTERRA Healing Hands support?

Remember, what does this person most want or need? How does working with doTERRA Healing Hands help them achieve those things?

How has this person, family, or community been impacted because of involvement by Wellness Advocates (you) and doTERRA Healing Hands Foundation?

This project allowed us to purchase items to create and stock the Leather Shop such as worktables, simple furniture, leather, patterns and supplies, and basic tools.

What failure does this person, family, or community avoid because of this project?

These families now have the ability to work, have an income, and provide for their families.

How would the outcome for this person, family, or community be different without doTERRA Healing Hands Foundation involvement?

Without this opportunity for employment, these families cannot afford to feed their families, or send their children to school to get an education.

What is the happy ending?

Consider the outcome and the impact of your project.

In what ways has this person, family, or community been transformed because of this project?

Now that these community members in Ethiopia have an opportunity to have work and provide for their families, they have many doors open to them that were closed before. We are so grateful for the support of the doTERRA Healing Hands Foundation.

Save and Exit

Back Next

Create a Project Page

The dHHF system has combined the impact report process with the process of putting together a project page that will be published to the dHHF site so other members can appreciate the hard work that went into this project!

Some of the information for this project page will be auto filled from the fundraising page the member created earlier in the process. If they would like to change out the image or any of the information, they can do that at this time.

The screenshot shows the 'Create project page' form. On the left is a sidebar with a progress indicator for 'The Leather Shop' project, showing stages from Project Overview to Matching funds payment, and a 'Complete Project' section with options for Final budget / spend, Project summary, and Create project page. Below this is a 'Fundraising total \$0' slider and a 'doTERRA Social' link. The main form area is titled 'Create project page' and includes fields for 'Project title as you want it to appear' (filled with 'Hope Ethiopia'), 'Project sub title' (filled with 'The Leather Shop'), and an 'Add a cover image' section with a 'Choose File' button. Below these are fields for 'Location' (filled with 'Ethiopia'), 'In partnership with' (filled with 'Hope Ethiopia'), and 'Organization website' (filled with 'https://hopeethiopia.com'). At the bottom right are 'Save and Exit' and 'Submit' buttons.

Next, the member will provide some impact statistics or callouts that show, at a glance, the success of the project (and the usefulness of the funds they were granted). They'll also be prompted to write a short follow-up report about what they did with the funding and the impact that it had on the community they served. This text will appear in the main content block of the project page that's published to the dHHF site.

This screenshot shows the 'Stats' and 'Content block' sections of the form. The 'Stats' section has a heading and a description, followed by three stat cards: '100% Funds raised', '500 People employed', and '23 Communities Supported'. Each card has input fields for 'First Stat', 'Second Stat', and 'Third Stat', and a 'Descriptor' field. The 'Content block' section has a heading and a description, followed by a 'Describe your project' text area. Two purple arrows point to the 'Descriptor' fields and the 'Describe your project' text area. The sidebar on the left is identical to the previous screenshot, but the 'Create project page' option is now highlighted. The bottom right has 'Save and Exit' and 'Submit' buttons.

If they like, the member may upload a video about their project for their project page. The system also gives them a space to upload additional imagery – these images will not be posted to the project page, their purpose is to provide the dHHF with images they can use in storytelling and promotional materials (e.g., social media, website, events/convention/leadership) about the project. When uploading additional imagery, the member will also need to select the check box that gives the dHHF permission to use the photos in the aforementioned ways when talking about this project.

The screenshot shows the 'Add a video' and 'Upload photos (max 5)' section of the project page. The left sidebar contains the project overview and fundraising details. The main content area has a 'Link to video' field with a placeholder URL. Below it is the 'Upload photos (max 5)' section, which includes a 'Choose File' button, a caption field, and a 'Pro Tips' section. The 'Pro Tips' section lists recommendations for image uploads. At the bottom of the main content area is a 'Have more photos?' section with a checkbox for granting permission to use images in promotional materials. The bottom of the page features a 'Save and Exit' button, a 'Back' button, and a 'Submit' button.

The Leather Shop

Stage 1: [Project Overview](#)

Stage 2: [Fundraising page](#)

Stage 3: [Matching funds payment](#)

Stage 4: [Complete Project](#)

Fundraising total \$0

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Add a video

Link to video

Upload photos (max 5)

Upload an image

AO 1.jpg

Caption

Pro Tips: Upload image recommendations

- ✓ We accept these file types .jpeg, .jpg, .png
- ✓ The image should be at least 800 pixels wide & 400 pixels high
- ✓ Don't use square images. Images should be landscape

Have more photos?

If you have more photos of your project you can upload these to the Healing Hands team as a .zip file via the field below:

☒ I understand and confirm that by uploading images here, I am giving the doTERRA Healing Hands Foundation the right to use these images in online posts, annual reports, and other promotional materials.

Upload a file

Finally, the member may choose to add a quote. They can then preview the page before submitting.

The screenshot shows the 'Add an optional quote' section of the project page. The left sidebar is the same as the previous screenshot. The main content area has a 'Pro Tips' section, a 'Have more photos?' section, and an 'Add an optional quote' section. The 'Add an optional quote' section includes a 'Quote by' field, a 'Quote' text area, and a 'Save changes' button. Below the 'Save changes' button is a 'Preview page' link. The bottom of the page features a 'Save and Exit' button, a 'Back' button, and a 'Submit' button.

The Leather Shop

Stage 1: [Project Overview](#)

Stage 2: [Fundraising page](#)

Stage 3: [Matching funds payment](#)

Stage 4: [Complete Project](#)

Fundraising total \$0

doTERRA Social

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Pro Tips: Upload image recommendations

- ✓ We accept these file types .jpeg, .jpg, .png
- ✓ The image should be at least 800 pixels wide & 400 pixels high
- ✓ Don't use square images. Images should be landscape

Have more photos?

If you have more photos of your project you can upload these to the Healing Hands team as a .zip file via the field below:

☒ I understand and confirm that by uploading images here, I am giving the doTERRA Healing Hands Foundation the right to use these images in online posts, annual reports, and other promotional materials.

Upload a file

No file chosen

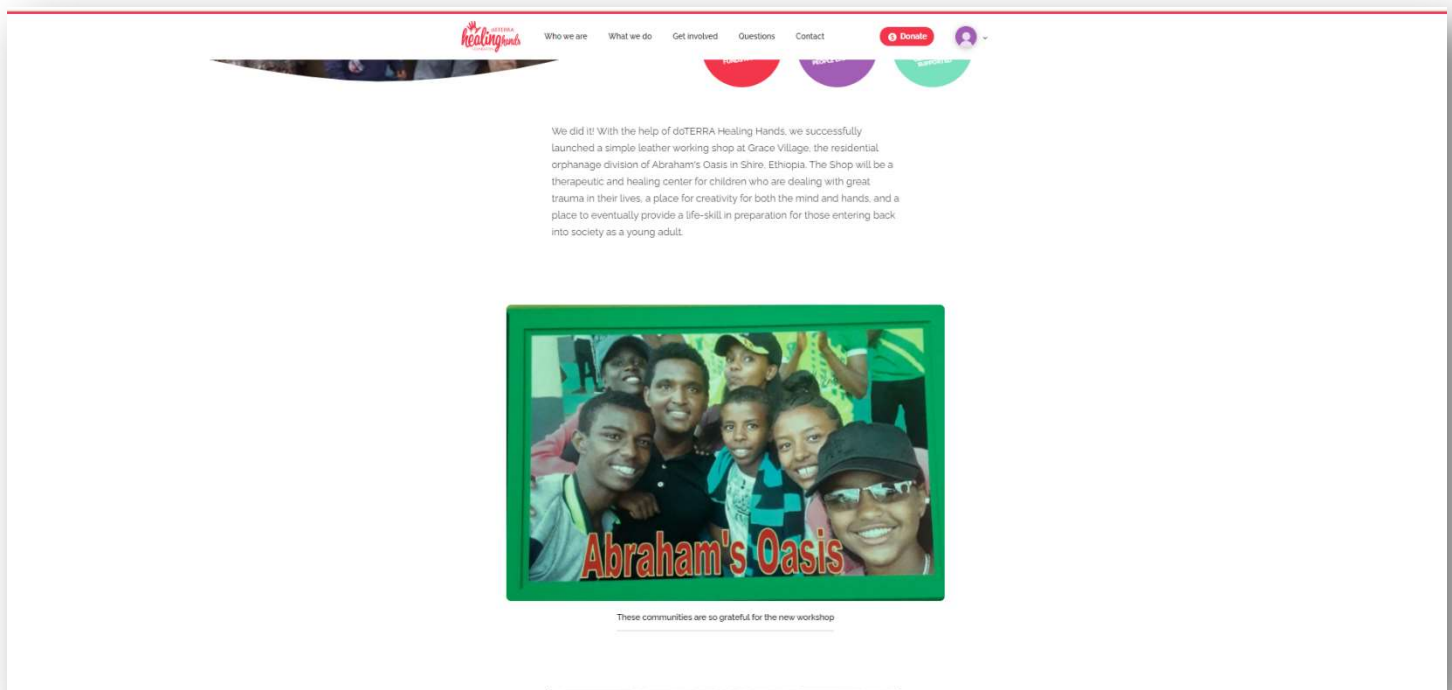
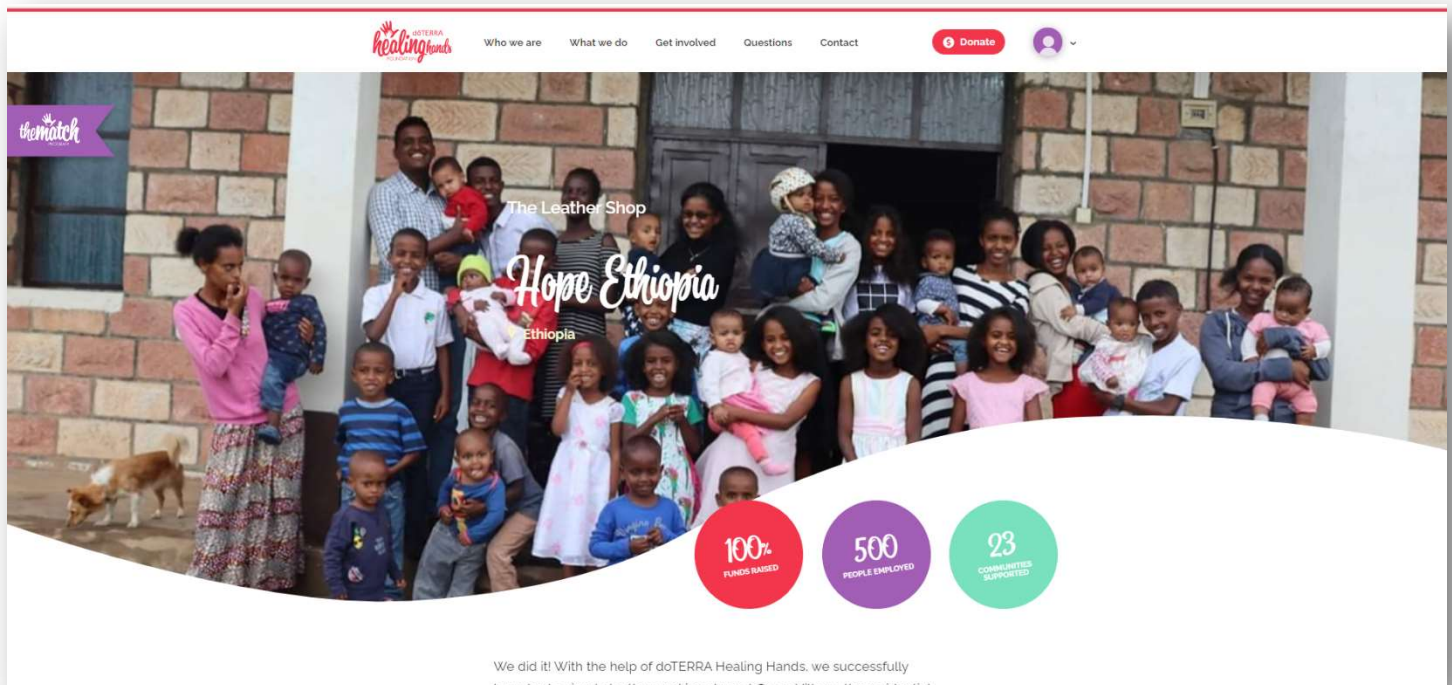
Add an optional quote

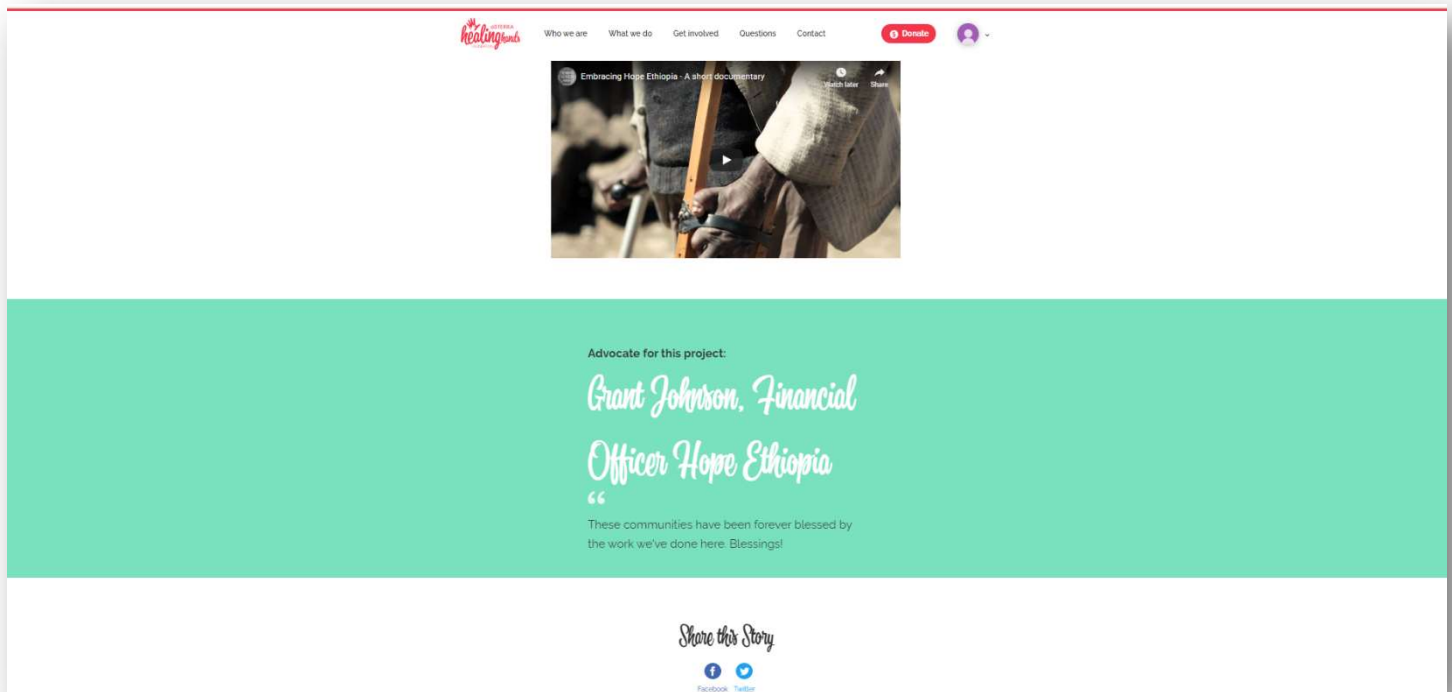
Quote by

Quote

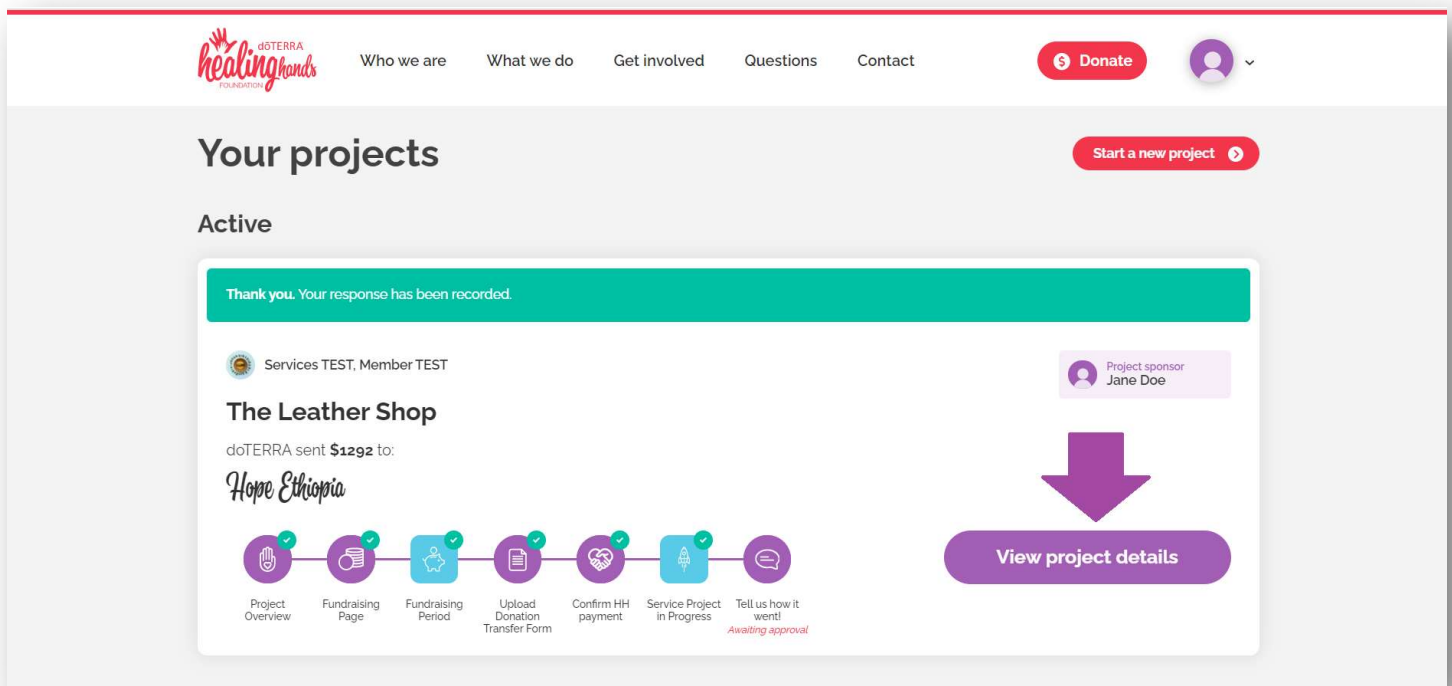
[or Preview page](#)

In order to see the changes on the "create page" show up on the preview page, the member will need to click "Save changes." This button also allows them to leave the page and come back to it at a later date to finish and submit. This is what the preview will look like if all fields are complete:

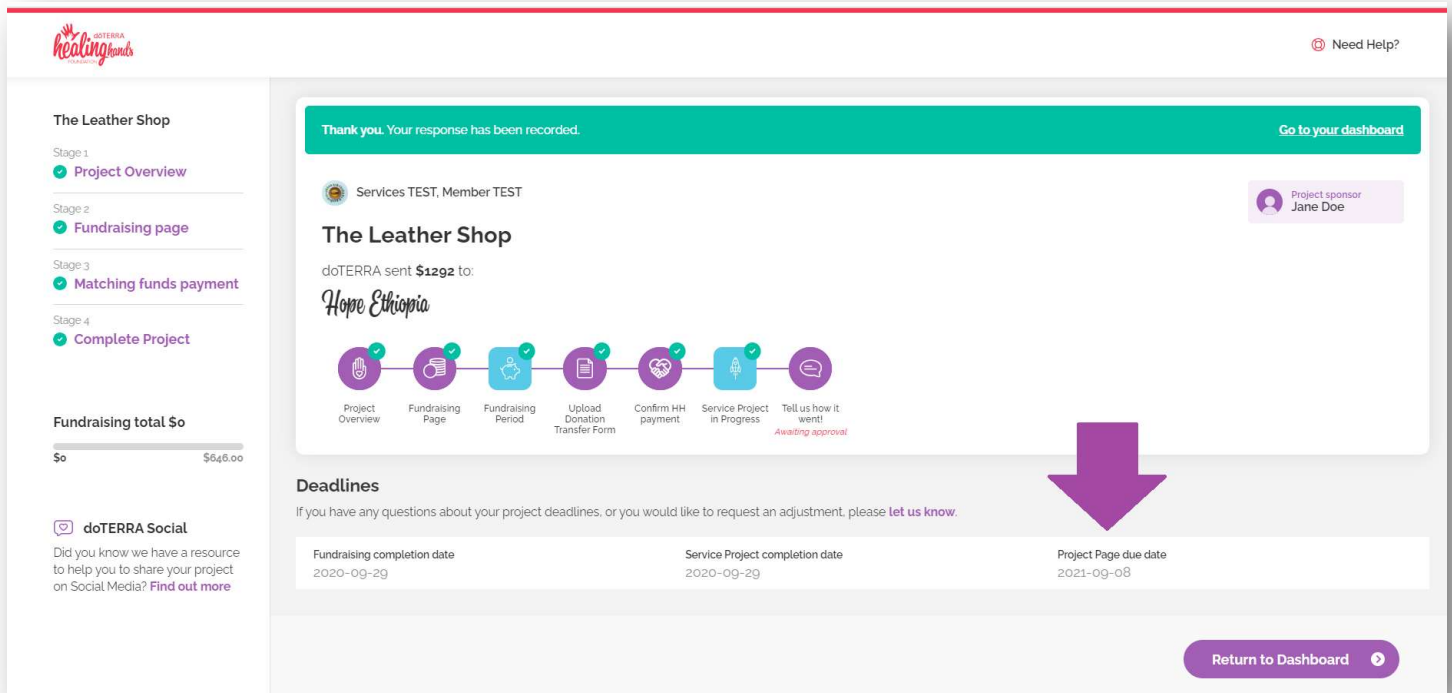




When the follow-up information is complete and the project page has been submitted for review, the member will see on their project dashboard that their project page is awaiting dHHF approval before being published to the dHHF website. If any changes are required, the member will be notified via email.

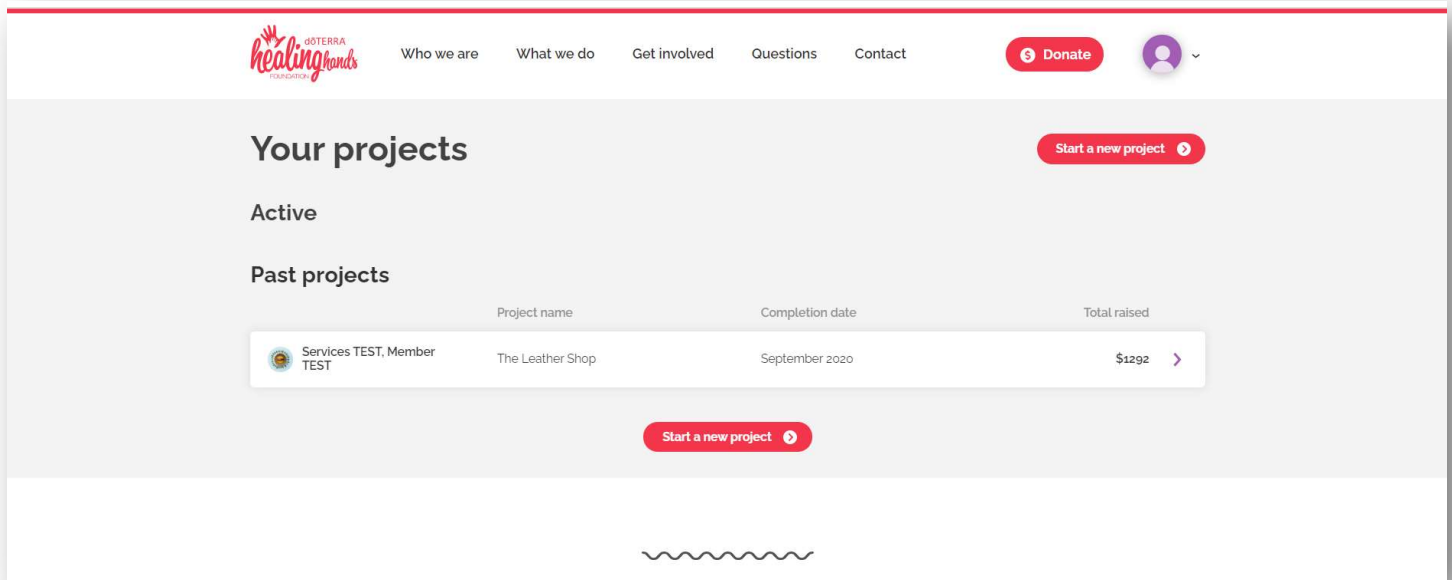


The follow-up material will need to be submitted to the dHHF by a specific date. To see what the deadline is, the member can click "View project details" and refer to the "Deadlines" section at the bottom of the project card.



Once the dHHF team has approved the follow-up material (impact report submission), we will publish the project page to the dHHF site, and the member will see in the system that the project is complete on both the dashboard and the project details card.

Dashboard view:



When clicked, the member will be taken to the project view. Which looks like this:

The Leather Shop

Stage 1

✔ [Project Overview](#)

Stage 2

✔ [Fundraising page](#)

Stage 3

✔ [Matching funds payment](#)

Stage 4

✔ [Complete Project](#)

Fundraising total \$

\$0 \$646.00

doTERRA Social

Did you know we have a resource to help you to share your project on Social Media? [Find out more](#)

Project Complete! Amazing work .

[Go to your dashboard](#)

Project Complete!

Well done. **\$1292** was raised for

Hope Ethiopia



Deadlines

If you have any questions about your project deadlines, or you would like to request an adjustment, please [let us know](#).

Fundraising completion date
2020-09-29

Service Project completion date
2020-09-29

Project Page due date
2021-09-08

[Return to Dashboard](#)

Email List

At several points throughout the process, the member, project sponsor, and organization contact will receive notification emails. Here is a comprehensive list of all the emails involved in the process.

Wellness Advocate Emails

1. Proposal submitted
2. Proposal approved > Create fundraiser page
3. Proposal not approved > requires amends
4. Proposal not approved > rejected
5. Fundraise page approved > Start fundraising period
6. Fundraise page not approved > requires amends
7. Fundraise reminder (1 week left)
8. Fundraise reminder (1 day left)
9. Fundraise period over > Send Donation Transfer Form
10. Donation Transfer Form received > Verify payment
11. Donation Transfer Form requires amends
12. Verify payment received > Start project period (good luck!)
13. Project period over > Tell us how it went / Create project page
14. Project page approved > complete (congrats!)
15. Project page not approved > requires amends

Project Sponsor Emails

16. Selected as Sponsor
17. Fundraising page has been approved
18. Project page approved

Charity (Organization Contact) Notifications

19. The proposal has been approved
20. When the fundraising page goes live
21. When the fundraising period ends and the WA needs to fill out the vendor form
22. When the WA confirms that the payment was received
23. When the final project page has been approved