



INTERNATIONAL COLLEGE OF DENTISTS

Guidelines for Projects by Fellows using the ICD Name (ICD Projects)

The International College of Dentists (ICD) encourages altruism by its Fellows. Fellows are encouraged to initiate educational and humanitarian initiatives under the name or description of ICD, but they must be organized and delivered per these guidelines if the ICD name is used.

JURISDICTION

ICD projects shall be organized and operate under the oversight of the appropriate Section, Region or District of the College. They may also be authorized by the International Council. If the participants are ICD Fellows acting alone, or are not known to ICD leaders, a mentor or advisor should be assigned.

REPORTING

A description of the project shall be provided in advance by organizing Fellows, and shall include basic elements of planning such as scope, duration, promotion, location, goals and financial considerations. Upon completion, a report of the results shall be provided. Ongoing initiatives lasting more than one year shall file an annual report of activities and results. A Global Registry of ICD Projects is maintained by the College Office. All ICD projects should be recorded in the ICD Global Projects Registry.

ORGANIZATIONAL MATTERS

ICD Fellows who intend to register their ICD project with a governmental authority for business, taxation or legal purposes shall make this known in advance. Related to this, those forming their own internal documents such as Bylaws or operating rules shall provide a copy of these to the College Office in advance. Copies of applications, registrations and permits shall also be provided.

DESIGN

ICD humanitarian projects should include the element of sustainability that reflects long-term concern for those treated. This could include preventive patient education, as well as support for the ongoing provision of care.

FUNDRAISING

ICD projects conducting their own fundraising shall report their intentions and methods in advance. Fundraising involving individuals or corporations, other than those within the borders of the involved Section or Region, especially as pertains to international corporations, must be coordinated through the College Office in Michigan, USA.

COLLABORATIONS

ICD projects that involve an ongoing collaboration with other non-ICD organizations should describe in a written report the purpose, intent, responsibilities, timeframe and expectations of the parties involved. Collaborations with other organizations should be based on the voluntary participation and good faith of the parties. Legally binding agreements are to be avoided. Those collaborations involving international organizations must be coordinated through the College Office.

UNIFORMITY OF APPEARANCE

ICD projects shall adhere officially approved standards of appearance in their communications and promotions. This includes project letterheads, newsletters, announcements, website pages, social media posts, etc. Only the official ICD logo, approved symbols and other elements of graphic design of the College may be used.