

## **Admin July 2011 Report**

### **Operations/Network**

#### **Department Summary**

*Please summarize your department's work this month*

*The administration office has worked with other sectors to assist with administration work well as the following:*

- *Coordinated contact with volunteers from overseas.*
- *Prepared and signed the contracts with both local and overseas volunteers at Riverkids.*
- *Bought office supplies for the administration office.*
- *Coordinated meetings and workshops with partner's institutions.*
- *Prepared and maintained fix asset records and worked with auditors.*
- *Updated the antivirus software and conducted a scan for virus in staff computers.*
- *Attended training sessions and workshops with other NGOs.*
- *Helped Finance manage the money while she was on a mission outside.*
- *Submitted documents to the Phnom Penh City hall and the Royal Palace.*
- *Conducted the monthly and weekly meetings.*

Sign-off by Department Head

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## Operations and Administration

### Reporting:

Staff in charge of report: Mr. Yim Sophal

### Highlights

- *Visited the Ministry of Foreign Affairs*
- *Coordinated to invite staff to get salary pay.*
- *Visited Mobitel Company's customer affairs department to negotiate a purchase of phone cards for staff.*
- *Accompanied Ms. Elaine from the airport to the hotel and to Riverkids' office.*
- *Coordinated the signing of contract for part-time staff.*
- *Arranged to pay internet fees.*
- *Prepared the fixed asset and maintained it in order.*
- *Visited Cam Work to see the moonlight.*
- *Obtained candidate CVs from Sister Dale and printed them.*
- *Organized all the CVs in order for Uncle Sophon.*
- *Booked the bus for volunteers from the SIA team.*
- *Chatted with the Singapore Office*
- *Changed the drum and toner of printer.*
- *Labeled the fixed asset.*
- *Picked up the MIND EDGE team from Le Biz Hotel.*
- *Signed contract with staff before providing them the camera.*
- *Wrote a letter to the authorities at Royal Palace to request for permission for 40 children and 16 volunteers to visit the Royal Palace.*
- *Wrote a letter to the Phnom Penh City Hall (to inform them about our class at KM6).*
- *Visited Digital Divide Data (DDD).*
- *Assisted Alan Yip during his visit to conduct training for Riverkids' students and staff members.*
- *Trained with Alan Yip about Peak Performance.*
- *Checked and selected photos and sent them to the Director.*
- *Collected the armchairs and a table donated by the IFC (International Finance Cooperation)*
- *Visited the World Bank to request for monitors and printers.*
- *Submitted documents at the Phnom Penh City Hall and at the Royal Palace.*
- *Designed and provided receipt of donation to IFC.*
- *Worked with the auditors to check Riverkids' assets.*
- *Drafted and printed a New Employee Contract.*
- *Helped staff with technical computer issues*
- *Attended a meeting at NGOCRC about the Asian People Forum*
- *Studied the Seven Habits of Highly Effective People.*
- *Attended a training session on "How to become a great staff"*
- *Provided and signed the contract for the camera*
- *Updated the fixed asset records*
- *Contacted the Royal Palace about our request for permission for 16 volunteers and 45 students to visit the Royal Palace.*
- *Signed contract with volunteer.*
- *Contacted a candidate to come for an interview at Riverkids Foundation.*
- *Copied a document for Mr. Sopharith who conducted the workshop on "Team Building"*

- Submitted time-sheets at the accounting company
- Attended a workshop on "Team Building"
- Updated business cards
- Picked up SIA group from The Lux Riverside Hotel
- Informed all staff come to collect their salary

#### Evaluations

None Due

Yes, attached as \_\_\_\_\_ (file name)

#### Next Month

Please briefly describe activities planned for next month

#### Activities This Month

Activity	Start Date	End Date	Staff	Notes
Visited the Ministry of Foreign Affairs and Mobitel mobile phone company to enquire about phone cards for staff	01-Jul-2011	01-Jul-2011	All main staff	
Picked up Sister Elaine from Phnom Penh Airport to Hotel and Riverkids	04-Jul-2011	02-Jul-2011	Sophal	Pickup Sister Elaine
Signed contract with part-time staff	04-Jul-2011	04-Jul-2011	Sophal	Sign contract with part-time staff like house mother at KM6, Cleaner
Paid internet fees for July	04-Jul-2011	04-Jul-2011	Sophal	Paid internet fees at Angkornet
Labeled the fixed asset and checked that it is in working order. Updated the fixed asset record.	05-Jul-11	05-Jul-11	Sophal	Fix Asset at the office, KM6, Blum and Family House
Visited Camwork to enquire about Moonlight and find out more about its benefits.	05-Jul-11	05-Jul-11	Sophal	Sister Dale would like to buy moonlight to put at family house and slum
Prepared a document explaining our project at KM6 and submitted it to the Phnom Penh city hall	06-Jul-11	07-Jul-11	Sophal	Submit letter, Riverkids license, MOU, Photos....
Downloaded all candidate CVs from Sister Dale, printed and sorted them in order.	07-Jul-11	07-Jul-11	Sophal	Sorted CVs in order to facilitate interviews with the candidates.
Had a discussion with Sister Saira regarding incoming volunteers to Riverkids.	08-Jul-11	08-Jul-11	Sophal	Regular chat with Singapore office to discuss some issues
Refilled the toner and changed the drum of printer HP Laser 1200	08-Jul-11	11-Jul-11	Sophal	
Wrote a letter to the authorities at the Royal Palace to request for	08-Jul-11	08-Jul-11	Sophal, Sophon	

<i>permission for 40 children and 16 volunteers to visit the Royal Palace.</i>				
<i>Picked up Mr. Alan Yip and his team from Hotel to Riverkids and provided them with the requested training support materials.</i>	<i>11-Jul-11</i>	<i>12-Jul-11</i>	<i>Sophal, Touch, Sengly, Sopheak</i>	<i>MINE EDGE team came to conduct training for Riverkids children, teachers and staff.</i>
<i>Picked up Sister Elaine from Phnom Penh Airport to Riverkids and arranged for a Tuk Tuk to take her back to the airport</i>	<i>12-Jul-11</i>	<i>12-Jul-11</i>	<i>Sophal</i>	
<i>Visited the Digital Divide Data Organization with Mr. Phea and Franc to discuss future collaborations as we would like DDD's assistance to help the children improve their computer skills after they complete high school.</i>	<i>12-Jul-11</i>	<i>12-Jul-11</i>	<i>Sophal, Sophea and Franc</i>	
<i>Attended workshops conducted by Mr. Alan Yip (MINE EDGE) about the 10 Most Empowering Emotions, ABC Formula and 1-2-3 for Success</i>	<i>13-Jul-11</i>	<i>13-Jul-11</i>	<i>Riverkids Main Staff</i>	<i>10 Most Empowering Emotions, ABC Formula and 1-2-3 for Success</i>
<i>Collected photographs from all departments and selected photographs of the director and of the Singapore office</i>	<i>13-Jul-11</i>	<i>13-Jul-11</i>	<i>Sophal</i>	
<i>IFC donated 20 armchairs, 1 big table and some folders for Riverkids Foundation. It would be necessary to rent a van to transport all the armchairs from IFC to Riverkids.</i>	<i>15-Jul-11</i>	<i>15-Jul-11</i>	<i>Sophal, Sophon, Chan Dorn</i>	<i>IFC always donates to us.</i>
<i>Submitted a letter to the World Bank requesting for 40 LCD Monitors and some printers.</i>	<i>15-Jul-11</i>	<i>15-Jul-11</i>	<i>Sophal</i>	<i>A friend of mine at the World Bank informed me that World Bank has 40 monitors and some printers to donate to NGOs.</i>
<i>Wrote a letter to the Phnom Penh City Hall to inform them of Riverkids Foundation's opening event at Kilometer 6.</i>	<i>15-Jul-11</i>	<i>15-Jul-11</i>	<i>Sophal</i>	
<i>Wrote a letter to the Royal Palace to request for a waiver of admission charges to the Royal Palace for 16 volunteers from Singapore (SIA) and 45 children.</i>	<i>15-Jul-11</i>	<i>15-Jul-11</i>	<i>Sophal, Channa</i>	<i>Hak Channa is volunteering as an admin assistant</i>
<i>Designed the cover of a proposal and then printed it for circulation to all departments.</i>	<i>18-Jul-11</i>	<i>18-Jul-11</i>	<i>Sophal</i>	
<i>Facilitated the fixed asset stock-take</i>	<i>18-Jul-11</i>	<i>18-Jul-11</i>	<i>Sophal</i>	<i>Brought the auditor to</i>

<i>and review by the auditor in 2011.</i>				<i>count all the fixed assets</i>
<i>Designed a certificate of appreciation and presented it to IFC.</i>	<i>19-Jul-11</i>	<i>19-Jul-11</i>	<i>Sophal</i>	
<i>Downloaded new Anti-virus software.</i>	<i>07-15-19-Jul-11</i>	<i>07-15-19-Jul-11</i>	<i>Sophal</i>	<i>Updated the anti-virus software in the computers</i>
<i>Drafted the contract for Mr. Sophon based on an existing employment contract.</i>	<i>20-Jul-11</i>	<i>20-Jul-11</i>	<i>Sophal</i>	
<i>Helped staff with computer issues and installed the Khmer Unicode Font in client computer.</i>	<i>20-Jul-11</i>	<i>20-Jul-11</i>	<i>Sophal</i>	
<i>Attended a meeting at NGO CRC on "What is Asean Civil Society Conference" and "Asean Peoples' Forum ". NGO CRC members discussed about the poor state of children's rights in Cambodia. It will be brought up during the Asean People's Forum that Cambodia will be the host country of APF in 2012 while holding the chair of Asean.</i>	<i>21-Jul-11</i>	<i>21-Jul-11</i>	<i>Sophal</i>	
<i>Attended a training session on the Seven Habits of Highly Effective People.</i>	<i>22-Jul-11</i>	<i>22-Jul-11</i>	<i>Sophal, Sophea</i>	<i>We had hang on Habit Two</i>
<i>Riverkids staff attended the training at CJCC conducted by APlus School For Professionals about "How to become a great staff" because we want the staff to understand what makes a great staff and apply this knowledge at the work place.</i>	<i>24-Jul11</i>	<i>24-Jul-11</i>	<i>Mr. Sophon, Mr. Sophea, Mr. Sophal, Mr. Sam Ann, Mr. Chhay, Mr. Touch, Mr. Theany Mr. Chin Chea, Miss. Pheakdey, Miss. Sinoy, Miss. Kunthea, Miss. Sopheak, Miss. Davan, Miss. Sokkhim Miss. Thida Ms. Sakona</i>	<i>"How to become a great staff"</i>
<i>Labeled the fixed asset and updated the records.</i>	<i>25-Jul-11</i>	<i>26-Jul-11</i>	<i>Sophal, Channa</i>	
<i>Provided staff with a camera. Called the Royal Palace to enquire about the letter that we had submitted.</i>	<i>25-Jul-11</i>	<i>25-Jul-11</i>	<i>Sophal</i>	
<i>Signed a contract with an overseas volunteer</i>	<i>26-Jul-11</i>	<i>26-Jul-11</i>	<i>Sophal</i>	

Built a contact list of NGOs, companies and embassies that we know to facilitate future engagements. We have planned to submit a small proposal to request some stationery and school uniforms for the children in the new academic year.	26-Jul-11	26-Jul-11	Sophal	
Called up a candidate for interview	26-Jul-11	28-Jul-11	Sophal	Candidate Education Coordinator, Volunteer Coordinator
Submitted staff time-sheets and contracts of new staff at the accounting company.	27-Jul-11	28-Jul-11	Sophal	
Picked up the consent agreement letter from the Royal Palace.	27-Jul-11	27-Jul-11	Sophal	16 volunteer from SIA and 45 Riverkids Children
Printed the document about Team Building provided by Mr. Kong Sopharith	27-Jul-11	27-Jul-11	Sophal	
Attended the workshop on Team Building led by Mr. Kong Sopharith from Chab Dai Coalition. "This workshop helped us 1. Understand the concept of Team 2. Understand what is Team Building 3. Understand the Belbin Team Roles 4. Identify the team in Belbin Team Roles "	28-Jul-11	28-Jul-11	All Riverkids Staffs	
Updated business cards into Excel and contacted the bus for SIA Team contact to accounting company	28-Jul-11	29-Jul-11	Sophal	
Picked up the SIA group from The Lux Riverside Hotel.  Monitored and helped SIA volunteers during their visit to Riverkids Foundation	29-Jul-11	29-Jul-11	Riverkids Staffs	
Drafted the monthly report	28-Jul-11	31-Jul-11	Sophal	

### Our Partners

#### Reporting:

Staff in charge of report: Mr. Yim Sophal

Please list all our partners whom we worked with this month, e.g. Chab Dai

Name	Work
Attended the workshop conducted by Mr. Alan	Riverkids staff attended the training conducted by Alan Yip.

Yip (MINE EDGE) about the 10 Most Empowering Emotions, ABC Formula and 1-2-3 for Success	
Workshop about NGO Law	Mr. Chheang Phea attended the workshop at CCC about NGO Law in Cambodia.

## Staff

### Reporting:

Staff in charge of report: Yim Sophal

### Highlights

- 16 staff members were scheduled to attend meetings, training sessions and workshops outside.
- 7 staff members asked for permission from Riverkids.
- 22 documents were sent out from Riverkids (16 certificates of appreciation for (SIA) volunteers, 2 certificates of donation for SIA and IFC, 1 certificate for MINE EDGE team and 3 letters to the authorities) and 4 letters were received (2 from CRC, 1 from COPION and 1 from NYEMO).
- Designed and printed certificates for 17 Volunteers from SIA, 1 certificate for Alan Yip and 1 certificate of donation for IFC and 3 letters to local authorities.
- Coordinated work to sign contract with 2 volunteers from overseas.

### Challenges

Another hard drive for the RKF Cambodia server is needed for more documents and photographs storage.  
Evaluations

- None Due  
 Yes, attached as \_\_\_\_\_ (file name)

### Next Month

Please briefly describe activities planned for next month

- To maintain an updated record of fixed assets.
- To schedule two staff members for training at Sihanouk Ville on the National Minimum Standards of Victims of Human Trafficking.
- To call up a candidate for interview.
- To sign contracts with new staff members.
- To install and prepare computers for new staff members.

### New Staff Recruitment

Please list any new staff, resigning staff or staff changing positions.

Riverkids has recruited 3 staff members to fill the following roles:

- Mr. Phang Sina was recruited as a Volunteer Coordinator. He has already started work.
- Mr. Chhun Srun was recruited as an Education Coordinator. He is going to start work next weekend.
- Mr. In An was recruited as a Case files Coordinator. He is going to start work next month.

### Staff resigned.

- Mr. Phat Sam Ann has resigned from Riverkids. His resignation will be effected in September 2011.

### Training This Month

Name	Start Date	End Date	Training	Notes
Miss. Khek Siony	08-Jul-2011	10-Jul-2011	Workshop conducted by Vital Voice on "How to improve the products to get more benefits for ever"	The Hotel Rafel Le Royal
Miss. Soeur Sokunthea Miss. Neang Sothida	11-Jul-2011	15-Jul-2011	Attended the training at Siem Reap on National Minimum Standards for Victims of Human Trafficking conducted by World Vision	World Vision
Mr. Phy Sophon Mr. Yim Sophal Mr. Chheang Phea Mr. Gnem Touch Mr. Phat Sam Ann Mr. Lim Theany Mr. Chin Chea Mr. Sok Chhay Miss. Khin Pheakdey Miss. Srun Sokkhim Miss. Try Davan Miss. Sek Sopheak Miss. Khek Sinoy Miss. Soeur Sokunthea Miss. Neang Sokthida Ms. Mel Sakona	13-Jul-2011	13-Jul-2011	Attended the workshop conducted by Mr. Alan Yip (MINE EDGE) on the 10 Most Empowering Emotions, ABC Formula and 1-2-3 for Success.	Riverkids
Miss. Try Davan	15-Jul-2011	19-Jul-2011	Attended a training session at First Step on How to work with boys with safety	First Step
Mr. Chheang Phea	18-Jul-2011	18-Jul-2011	Attended the training at Attitude Center for Education about "How to write a proposal and Fundraising"	Attitude Center for Education
Mr. Gnem Touch	20-Jul-2011	20-Jul-2011	Has coordinated to conduct training course for vulnerable children at NYEMO about Human Trafficking in Cambodia	NYEMO
Mr. Yim Sophal	21-Jul-2011	21-Jul-2011	Attended the workshop at NGO CRC to discuss about Asian People's Forum in Cambodia in 2012	NGOCRC
Mr. Yim Sophal and Mr. Chheang Phea	22-Jul-2011	22-Jul-2011	Attended the training at Chab Dai about the Seven Habits of Highly Effective People	CHAB DAI
Mr. Phy Sophon Mr. Yim Sophal Mr. Chheang Phea Mr. Gnem Touch Mr. Phat Sam Ann Mr. Lim Theany Mr. Chin Chea Mr. Sok Chhay Miss. Khin Pheakdey Miss. Srun Sokkhim	24-Jul-2011	24-Jul-2011	Riverkids staff attended the training at CICC with APlus School For Professionals on "How to become a great staff".	APlus School for Professionals



Miss. Try Davan Miss. Sek Sopheak Miss. Khek Sinoy Miss. Soeur Sokunthea Miss. Neang Sokthida Ms. Mel Sakona				
26 Riverkids staff attended a training session on team building	28-Jul-2011	28-Jul-2011	Attended the workshop on Team Building led by Mr. Kong Sopharith from Chab Dai Coalition. "This workshop helped us 1. Understand the concept of Team 2. Understand the Team Building 3. Understand the Belbin Team Roles 4. Identify the team in Belbin Team Roles.	Riverkids
Ms. Khin Pheakdey	29-Jul-2011	29-Jul-2011	Attended the training at World Vision on the "National Minimum Standards for Victims of Human Trafficking in Cambodia"	World Vision

#### Staff who absented

Name	Start Date	End Date	Reason	Notes
Ms. Pho San	30-31-01-Jul-2011	02-Jul-2011	She asked for permission to take care of her mother at her homeland	3
Mr. Sophon	08-Jul-2011	09-Jul-2011	He fell ill and asked for permission to rest at home.	1 1/2
Ms. Eng Snheak	13-14-15-Jul-2011	16-Jul-2011	She asked for permission to attend the student's example at state school.	3
Ms. Chhuon Sokheng	18-Jul-2011	19-Jul-2011	She took her children to the hospital	1
Mr. Chum Chandorn	18-Jul-2011	19-Jul-2011	He fell ill and asked for permission to rest at home.	1
Ms. Khut Sean	19-20-Jul-2011	21-Jul-2011	She fell ill because she had problems with her husband.	2
Ms. Chao Pheap	28-Jul-2011	30-Jul-2011	She fell ill and was stressed out by the workload with the children.	2