

Operations/Network Report

Department Summary

Please summarize your department's work this month

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

- *Contacted candidate to interview.*
- *Always help and support to all staffs when they need my help.*
- *Conducted and working with Korean team come to do some activities and supported the children some stationary.*
- *Take new staffs visit all the Riverkids Community and introduce them to Riverkids staffs.*
- *Bought the office supplies to support administrative office.*
- *Prepared prints and copy mini proposal to request the stationary for our children in new academic year.*
- *Prepared and Install Window and Software for New Staff.*
- *Designed ID card for staffs and new staff.*
- *Update Antivirus scan the virus from staffs Computer.*
- *Maintenances, Installing software, antivirus, joint domain controller and sharing document for staffs.*
- *Attended the training and workshop with other School and NGO.*
- *Submitted document to Russey Keo District and Russey Keo Commune.*
- *Prepared and Certificate for Volunteers.*

Sign-off by Department Head



Operational and Administration

Reporting:

Staff in charge of report: Mr. Yim Sophal

Highlights

- *Refilled toner printer and paid internet fee*
- *Bought office supplies*
- *Take new staff visit, Family House, Blum House, Samaki House and Compassion House and introduce them to Riverkids staffs (Volunteer Coordinator)*
- *Contacted the candidate come to interview*
- *Updated antivirus and Backup Data.*
- *Prepared the computer for new staff*
- *Gone to filling cabinet for Volunteer Coordinator.*
- *Updated Riverkids Form and provide the document to Volunteer Coordinator*
- *Meeting with all main staff about Korean Team come to do some activities with the children and provide them some stationary.*
- *We working and coordinated with 26 Korean people that doing some activities with our children*
- *Maintenances four computer for staffs and volunteers.*
- *Updated staffs profiles and provide two bicycle for the children*
- *Design ID card for staff*
- *Installed new software for education's computer.*
- *Updated the letter to Russey Keo district*
- *Take new staff visit, Family House, Blum House, Samaki House and Compassion House and introduce them to Riverkids staffs (Education Director)*
- *Came to take the agreement letter at Phnom Penh City Hall.*
- *Noted the local donor and to find their address, phone, because we have plans to submit mini-proposal request some stationary for Riverkids children.*
- *Prepared Certificate for Volunteers.*
- *I and Volunteer Coordinator going to meet the people at Global Services to request them some volunteer come to help Riverkids.*
- *Attended the meeting at Paranda Hotel with Mr. Sophon to elect the secretary for Civil Sociality Network Anti Child Labor (CSNACL).*
- *Attended the training at CJCC with Aplus school for professional about "Holistic Thinking and Decision Making for a life"*
- *Remove and Install Avast Anti-Virus for Director and Senior Director's Computer.*
- *Bought 3 Filling Cabinet for Casefiles Coordinator, Social Department and Education department to keep the files safe.*
- *Edited letter and Submit to Russey Keo district.*
- *Edited letter and Submit to Russey Keo Commune*
- *Combine and proposal and then print it out.*
- *Selected the University and Company in Cambodia and then find their address for submit the mini proposal to them.*
- *Attended the meeting at NGOCRC and joint to elect the secretary for NGOCRC.*
- *Attended the Seven Habits High Effectiveness of the people training with Chab Dai.*
- *Collected the photos of GRG group six for doing certificate for them.*
- *Attended the training about "The Effectives Role for Administration in an Organization" with Attitude Center of Education.*

- Collected the Riverkids staffs' Time-Sheet and submit to Accounting Company.
- Removed the network cable form Education Room to Training Room and provide new internet to them
- Done Certificate for GRB and GRG.
- Helped and support to all the staffs when they need.

Evaluations

- None Due
 Yes, attached as _____ (file name)

Next Month

Please briefly describe activities planned for next month

- Complete to print Certificate for Get Ready Boy and the Get Ready Girl before the closing ceremony.
- Print Business Card for new staffs.
- Request Infinity Insurance Company to change Insurance card for resignation staffs to new staffs.
- Update Fix Asset and put the label.
- Write the letter to invite the authority to attend the closing ceremony for the Get Ready Boys and Girls
- Submit letter to Russey Keo district and Russey Keo commune again.
- Going to submit mini-proposal with other staffs.

Activities This Month

| Activity | Start Date | End Date | Staff | Notes |
|---|------------|-----------|-------|---|
| I have paid internet fee at AngkorNet Company | 01-Aug-11 | 01-Aug-11 | Sopha | AngkorNet Internet Services Provider |
| Refilled toner printer of HP Laser 1200 at ICE Company | 01-Aug-11 | 01-Aug-11 | Sopha | We have refilled every month, because our staff used to print every day. |
| Gone to IBC to bus some folder and files for using in the office | 01-Aug-11 | 01-Aug-11 | Sopha | We had to bought office supplies every month at IBC and IBC discount us 10% |
| Took new staff (Volunteer Coordinator) to see all our project Family House, Blum House, Samaki and Compassion House and then introduce him to every one | 02-Aug-11 | 02-Aug-11 | Sopha | We always introduce new staffs to know about our community, our project and about Riverkids staffs. |
| Contacted the candidate come to interview | 02-Aug-11 | 03-Aug-11 | Sopha | Candidate of Nurse and Admin support Nurse |
| Cleaning Spyware and Backup the data from Server | 03-Aug-11 | 03-Aug-11 | Sopha | I usually scan and clean the virus because always got it from the staffs that had used Flash |

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| <i>Prepared and Install the software of computer for new staff (Volunteer Coordinator) Joint domain, connect to the internet and sharing data for him</i> | <i>04-Aug-11</i> | <i>05-Aug-11</i> | <i>Sophal</i> | |
| <i>Going to Buy filling cabinet for Volunteer coordinator.</i> | <i>04-Aug-11</i> | <i>04-Aug-11</i> | <i>Sophal, Mr. Dorn</i> | <i>For Volunteer Coordinator to keep all volunteer document</i> |
| <i>Updated Staff form and documents</i> | <i>05-Aug-11</i> | <i>05-Aug-11</i> | <i>Sophal</i> | <i>Update document in document out, internal, permission letter and other register form...</i> |
| <i>Printing Certificate for Korean Team</i> | <i>05-Aug-11</i> | <i>05-Aug-11</i> | <i>Sophal</i> | |
| <i>Coordinated with Korean Team during they come to do some activities with the children and then they provide some stationary for the children</i> | <i>06-Aug-11</i> | <i>06-Aug-11</i> | <i>All Staff</i> | <i>We had provided Certificate of Donation for them too.</i> |
| <i>Took three desktop computer to change power supply, hard disk at Yong Hout Computer and then I had install window software include antivirus</i> | <i>08-Aug-11</i> | <i>10-Aug-11</i> | <i>Sophal</i> | <i>Prepare that computer for Finance's Volunteer, for Social Director and for Casefiles</i> |
| <i>Updated Staffs profiles and Design ID card for staffs</i> | <i>10-Aug-11</i> | <i>11-Aug-11</i> | <i>Sophal</i> | <i>For staffs and new staff during they come to visit community</i> |
| <i>Provided two bicycle to two children</i> | <i>10-Aug-11</i> | <i>10-Aug-11</i> | <i>Sophal</i> | <i>The children can drive a bicycle going to study at state school.</i> |
| <i>Contacted candidate come to interview in position Community Loan</i> | <i>11-Aug-11</i> | <i>11-Aug-11</i> | <i>Sophal</i> | |
| <i>Installed New software educations' computers</i> | <i>11-Aug-11</i> | <i>11-Aug-11</i> | <i>Sophal</i> | <i>Install Adobe Acrobat and update Microsoft office 2003 to Microsoft office 2007</i> |
| <i>Prepared the files and folder and keep them in the order</i> | <i>12-Aug-11</i> | <i>12-Aug-11</i> | <i>Sophal</i> | |
| <i>Edited a letter and then gone to Russey Keo District to request them for opening our class at Samaki village</i> | <i>12-Aug-11</i> | <i>12-Aug-11</i> | <i>Sophal</i> | |
| <i>Took new staff (Education Director) to see all our project Family House, Blum House, Samaki and Compassion House and then introduce him to every one</i> | <i>15-Aug-11</i> | <i>15-Aug-11</i> | <i>Sophal</i> | <i>We always introduce new staffs to know about our community, our project and about Riverkids staffs.</i> |

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| <i>Gone out to took the letter from Phnom Penh city hall about ask their permission to open our class at Samaki Village.</i> | <i>15-Aug-11</i> | <i>15-Aug-11</i> | <i>Sophal</i> | <i>The letter let us to ask permission from Russey Keo District and Russey Keo Communce.</i> |
| <i>Finding the University, Company's address and phone number in Cambodia to submit Mini Proposal for request some stationary for our children in new academic years 2011-2012</i> | <i>16-Aug-11</i> | <i>24-Aug-11</i> | <i>Sophal</i> | <i>We had selected more than 50 Company, University and Bank in Cambodia to submit our mini proposal</i> |
| <i>Submitted Application Form to Aplus School for Professional for sending our staffs and volunteer to attend the training about Holistic Thinking and Decision making for a life</i> | <i>17-Aug-11</i> | <i>17-Aug-11</i> | <i>Sophal</i> | <i>We had sent 15 Staffs and 5 Volunteer come to attend the training at Aplus School for Professional.</i> |
| <i>Edited a letter and then gone to Russey Keo Communce to request them for opening our class at Samaki village</i> | <i>17-Aug-11</i> | <i>17-Aug-11</i> | <i>Sophal & Sophea</i> | |
| <i>Printing Certificate of Appreciation for Volunteer from Oversea</i> | <i>18-Aug-11</i> | <i>18-Aug-11</i> | <i>Sophal</i> | <i>2 Volunteer from Project Abroad that we had provided certificate for this month.</i> |
| <i>Designed ID Card for staff</i> | <i>18-Aug-11</i> | <i>19-Aug-11</i> | <i>Sophal</i> | <i>Staffs had requested the new ID card because it easy for them to tell everyone during they work at community.</i> |
| <i>Gone to met the person who in charge with Global Service to discuss them about the volunteer that want to teach Riverkids Children</i> | <i>18-Sep-11</i> | <i>18-Aug-11</i> | <i>Sophal, Mr. Sina</i> | <i>All the volunteer from oversea that want to visited Riverkids they need to clarify the black list from their country and they all need to read and follow our child abuse guide line.</i> |
| <i>Attend the meeting at PHARANDA Hotel with Civil Society Network Anti Child Labor</i> | <i>19-Aug-11</i> | <i>19-Aug-11</i> | <i>Sophal & Sophon</i> | |
| <i>Attended the training at CJCC with Aplus School for Professional about "Holistic Thinking and Decision Making for a life"</i> | <i>21-Aug-11</i> | <i>21-Aug-11</i> | <i>15 Staff and 4 Volunteer</i> | |
| <i>Prepared certificate for volunteer</i> | <i>22-Aug-11</i> | <i>22-Aug-11</i> | <i>Sophal</i> | |
| <i>Remove AVG Anti-Virus from Director and Senior's computer and then Install AVAST antivirus back</i> | <i>22-Aug-11</i> | <i>22-Aug-11</i> | <i>Sophal</i> | <i>After install I had to scan and update</i> |

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| <i>for them</i> | | | | |
| <i>Bought filing cabinet for Casefiles, Social and Education Department</i> | <i>23-Aug-11</i> | <i>23-Aug-11</i> | <i>Sophal & Mr. Dorn</i> | <i>For keeping the documents</i> |
| <i>Collected the photos from Finance and Micro Department</i> | <i>23-Aug-11</i> | <i>23-Aug-11</i> | <i>Sophal</i> | <i>Selected the good photos for sending to donor</i> |
| <i>Printed Mini-proposal and prepare the cover, phone, Email address and website of the local Company, Bank and University</i> | <i>24-Aug-11</i> | <i>25-Aug-11</i> | <i>Sophal</i> | |
| <i>Attend the meeting at NGOCRC and election the secretary for NGOCRC</i> | <i>25-Aug-11</i> | <i>25-Aug-11</i> | <i>Sophal</i> | |
| <i>Had attended training at Chab Dai about 7 Habits High Effectiveness.</i> | <i>26-Aug-11</i> | <i>26-Aug-11</i> | <i>Sophal</i> | <i>Chab Dia Office</i> |
| <i>Selected the photos of Get Ready Girls for doing their certificates after they graduate from Get Ready Training</i> | <i>26-Aug-11</i> | <i>26-Aug-11</i> | <i>Sophal</i> | |
| <i>Attended the training at Attitude Center of Education about "Effective Role of Administrative in an Organization"</i> | <i>27-Aug-11</i> | <i>28-Aug-11</i> | <i>Sophal</i> | <i>After I attend the training I know a lot of Admin work, How to take care, Love, like and Keep the document for our NGO</i> |
| <i>Updated new attendance times-sheet and collected the old times-sheet copy and sent to accounting company</i> | <i>29-Aug-11</i> | <i>29-Aug-11</i> | <i>Sophal, Rachana</i> | |
| <i>Attended the workshop at CCC about Cloud Technology, VOIP Conference and E-Sharing</i> | <i>30-Aug-11</i> | <i>30-Aug-11</i> | <i>Sophal</i> | <i>It really great I will develop it in Riverids Office</i> |
| <i>Designed Certificate for the Get Ready Boy and Get Ready Girls</i> | <i>29-Aug-11</i> | <i>31-Aug-11</i> | <i>Sophal</i> | |

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 |
|--|---|
| <i>Mr. Gnem Touch</i> | <i>Attended the workshop at NGOCRC about "UNCRC and its Optional Protocol" on 3-4-Aug-2011</i> |
| <i>Ms. Khek Sinoy</i> | <i>Collected all the data from network</i> |
| <i>Mr. Yim Sophal and Mr. Phy Sophon</i> | <i>Attended the body A Seminar with ILO IPEC and Winrok about "Civil Society Network Anti Child labor" on 19-Aug-2011</i> |
| <i>Mr. Sophon and Miss. Khek Sinoy</i> | <i>Attended the training at New Life Foundation about "Sharing Experience about Business"</i> |

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| Mr. Lim Theany | Attended the meeting at First Step about "Let the Manager know about their staff that come to train at First Step" 23-Aug-11 |
| | They attended the hospital inauguration of CSI 24-Aug-11 |
| Mr. Yim Sophal | Attended the meeting at NGOCRC and election the secretary for NGOCRC 26-Aug-11 |
| Mr. Yim Sophal | Attended the workshop at CCC about Cloud Technology, VOIP Conference and E-Sharing 30-Aug-11 |

Staff

Reporting:

Staff in charge of report: Yim Sophal

Highlights

- There were 16 staff members and 4 Khmer Volunteer had attended the meeting, training and workshop outside.
- There are 8 documents out from Riverkids (3 certificates of appreciation for volunteers and 1 Recommendation and 4 letters gone to authority)
- There are 4 document in 1 from NYEMO and 3 from NGOCRC
- There were 9 staff members has request permission.
- Has prepared to design certificate of Appreciation for 2 Volunteer from Project Abroad and 1 for Korean team.

Challenges

- Need one more hard drive to RKF Cambodia server, because we need to store more document and photos
- Need one more volunteer from Oversea specialize on IT to help me to setup IT Policy to all the staffs.

Evaluations

None Due

Yes, attached as _____ (file name)

Next Month

Please briefly describe activities planned for next month

- Still keep record and update fix assets.
- To upgrade Internet Speed for Riverkids Foundation.

Staff Changes

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

In this month we have two staffs come to work at Riverkids

- Mr. Pang Sina comes to work as Volunteer Coordinator
- Mr. Chhun Srun comes to work as Director of Education.

Training This Month

| Name | Start Date | End Date | Training | Notes |
|---|------------|-----------|---|-------------------------|
| Miss. Try Davan & Mr. Vet Sengly | 01-Aug-11 | 05-Aug-11 | Attended the training with World Vision at Sihanouk Ville About "National Minimum Standard for Protection of the Right of Victim of Human Trafficking | World Vision |
| Miss. Srun Sokkhim | 08-Aug-11 | 12-Aug-11 | Attended the training with SSC at VBNK about "Fundamental for staffs whom working with vulnerable children of high risk" | SSC |
| Mr. Chheang Phea | 12-Aug-11 | 14-Aug-11 | Attended the training at Legal Aid of Cambodia about "Logical Frame Work Approach" after the training participants will understand about concept and process of logical framework | Legal Aid of Cambodia |
| Mr. Chheang Phea | 13-Aug-11 | 14-Aug-11 | Attended the training at International Cooperate about "Fellowship Introduction of Climate Change, Strategies to Fight Climate Change....) | International Cooperate |
| Miss. Try Davan | 15-Aug-11 | 19-Aug-11 | Attended the training at First Step about "The feeling of the boy after they had abuse" | First Step |
| Mr. Yim Sophal Mr. Chheang Phea Mr. Chhun Srun Mr. Gnem Touch Mr. Vet Sengly Mr. Sok Chhay Mr. Chin Chea Mr. Lim Theany Mr. Pang Sina Mr. Sok Sambor Miss. Try Davan Miss. Soeur Sokunthea Miss. Srun Sokkhim Miss. Khek Sinoy Miss. Neang Sothida Miss. Hak Channa Miss. Art Cheyrachana Mr. Hok Theanglong Mr. Suos Savat | 21-Aug-11 | 21-Aug-11 | Attended the at CJCC with Aplus School for Professional about "Holistic Thinking and Decision Making for a life" | Aplus |
| Mr. Yim Sophal | 26-Aug-11 | 26-Aug-11 | Attended the training at Chab Dai about 7 Habits High Effectiveness for | CHAB DAI |

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| | | | <i>the people</i> | |
| <i>Miss. Srun Sokkhim</i> | <i>29-Aug-11</i> | <i>02-Sep-11</i> | <i>Attended the training with SSC at VBNK about "Fundamental for staffs whom working with vulnerable children of high risk"</i> | <i>SSC</i> |

Leave This Month

| <i>Name</i> | <i>Start Date</i> | <i>End Date</i> | <i>Reason</i> | <i>Notes</i> |
|----------------------------|-------------------|------------------|--|--------------|
| <i>Ms. Meas Sok Thoeun</i> | <i>01-Aug-11</i> | <i>02-Aug-11</i> | <i>Visited her husband at prison</i> | |
| <i>Ms. Khek Sinoy</i> | <i>06-Aug-11</i> | <i>06-Aug-11</i> | <i>Took certificate from Vital Vocie</i> | |
| <i>Mr. Uth Phanny</i> | <i>08-Aug-11</i> | <i>10-Aug-11</i> | <i>Had exam at University</i> | |
| <i>Mr. Phat Sam Ann</i> | <i>10-Aug-11</i> | <i>12-Aug-11</i> | <i>Busy at his house</i> | |
| <i>Mr. Gnem Touch</i> | <i>11-Aug-11</i> | <i>13-Aug-11</i> | <i>Attended the study at Attitude</i> | |
| <i>Ms. Mel Sakona</i> | <i>22-Aug-11</i> | <i>23-Aug-11</i> | <i>She got sick</i> | |
| <i>Ms. Sok Sopharith</i> | <i>22-Aug-11</i> | <i>23-Aug-11</i> | <i>She got sick</i> | |
| <i>Ms. Chao Pheap</i> | <i>24-Aug-11</i> | <i>25-Aug-11</i> | <i>She got sick</i> | |
| <i>Mr. Lim Theany</i> | <i>30-Aug-11</i> | <i>31-Aug-11</i> | <i>He got sick</i> | |