

Operations/Network

Department Summary

Please summarize your department's work this month

The administration office has worked and coordinated with other sectors to assist the administration as follows:

- *Finding address of Company and University in Cambodia to submit the proposal.*
- *Submit Mini-Proposal to request for some school supplies for Riverkids' children.*
- *Designing and Printing Banner for "Get Ready Boy" for the closing ceremony.*
- *Take new staff to visit all the Riverkids Communities and introduce them to the other Riverkids staff.*
- *Printing certificates for "Get Ready Girls" and "Get Ready Boys".*
- *Prepare prints and copy of mini proposal to request the stationary for our children for the new academic year.*
- *Update Antivirus and scan the virus from the staff's Computer.*
- *Maintaining, Installing software, antivirus, joint domain controller and sharing documents for new staff.*
- *Attend the training and workshop with other NGO.*
- *Prepare and inform the staff about Pchum Ben's Day.*
- *Prepare Timesheet.*

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*
- *Finding address of other NGO, University and Company to submit our mini proposal*
- *Printing more proposal and photo.*
- *Take new staff visit, Family House, Blum House, Samaki House and Compassion House and introduce them to Riverkids staffs (Casefiles Coordinator)*
- *Paid internet fee.*
- *Contacted Infinity Insurance to request Insurance for our new staff.*
- *Contacted the candidate to come for the interview*
- *Updated antivirus and Backup Data.*
- *Prepared the computer for the new staff*
- *Bought Color Ink for use to print certificate*
- *Contacted AngkorNet (ISP) and Metfone(ISP) to select the information about the internet for Family House office.*
- *Designed banner for closing ceremony for the Get Ready Girl and Get Ready Boy.*
- *Wrote the letter to invite the families and authority to attend the Get Ready Girl and Boy's closing ceremony.*
- *Contacted the newspaper and TV Channel and informed them to come to take note about Riverkids during closing ceremony of Get Ready Girl and Boy.*
- *Printed Name Card for New Staff.*
- *Attended the GRG and GRB's closing ceremony.*
- *Submitted proposal at Great Alliance, Bonna Reality Estate, Sabay Company with Mr. Sophea*
- *Inform the mothers to come to attend the training with New Life Center about "How to become good parents"*
- *Done budget plan about IT and Admin for Sister Dale*
- *Refill Toner Printer and fix the printer.*
- *Meeting with Sister Dale*
- *Printing the cover of the proposal and then submitted proposal with Mr. Phea or with Uncle Sophon*
- *Gone to ICE computer, Young Huot Computer and PSC Computer to take the quotation on Hard Drive and RAM from them.*
- *Gone to ICE computer to test the computers.*
- *Attended the training at Chab Dai about Seven Habits High Effectiveness for People and Habits Three.*
- *Submitted Proposal*
- *Permission to check the voting list and voting registration*
- *Prepared Timesheet for Accounting Company*
- *Prepare New Time-sheet for staffs.*

Evaluations

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

Next Month

Please briefly describe activities planned for next month

- Update Internet Speed for office.
- Buy Printer for Social Department
- Prepare Scanner for Volunteer Coordinator
- Add Hard Drive and Ram for Server Computer and add more ram for client Computer
- Take Monitor to repair and then give it to social.
- Confirm the Company and University about our proposal.
- Buy Insurance for new staff
- Design the banner and invite Company and University to provide stationary to Riverkids Children
- Prepare Network Cable for Social and Education Department

Activities This Month

Activity	Start Date	End Date	Staff	Notes
Found the address of company and University in Cambodia to submit mini proposal to request some stationary for Riverkids Children in new academic year 2011-2012	01-Sep-11	02-Sep-11	Sophal	
Print and copy more mini proposals	01-Sep-11	01-Sep-11	Sophal	
Refill toner printer HP1200 for use in the office	01-Sep-11	01-Sep-11	Sophal	Gone to refill at ICE Computer
Pay internet fee for September 2011	02-Sep-11	02-Sep-11	Sophal	
Bought Color print ink cartridges for printing certificate	02-Sep-11	02-Sep-11	Sophal	
Design and Print Name Card for staff and new staff	02-Sep-11	03-Sep-11	Sophal	Printed name card for Social Director, Micro Coordinator, Casefile Coordinator and social
Design and print the cover of proposal	05-Sep-11	09-Sep-11	Sophal & Mr. Phea	
Inform Infinity Insurance to replace Insurance card from resigned staff to new staff	05-Sep-11	05-Sep-11	Sophal	
Contact AngkorNet and Mefone to request the quotation from them about Internet Service Providers	05-Sep-11	06-Sep-11	Sophal	We want to add more internet services at Family House
Design the banner for the closing ceremony of the Get Ready Boy and Get Ready Girl and Open the new	06-Sep-11	06-Sep-11	Sophal	

<i>group</i>				
<i>Write the letters to invite the parents and authority to come and attend the Get Ready Closing ceremony</i>	<i>06-Sep-11</i>	<i>06-Sep-11</i>	<i>Sophal</i>	
<i>Contact Reaksmey Kampuchea News and CTN TV Chanel to attend the Get Ready's closing ceremony and gather information about Riverkids during the event</i>	<i>06-Sep-11</i>	<i>06-Sep-11</i>	<i>Sophal</i>	
<i>Went to take the banner from Printing Shop and prepare the ceiling at Family House</i>	<i>07-Sep-11</i>	<i>07-Sep-11</i>	<i>Sophal, Mr. Dorn</i>	
<i>Print the certificates for Get Ready Boy and Get Ready Girls</i>	<i>07-Sep-11</i>	<i>07-Sep-11</i>	<i>Sophal</i>	
<i>Check and test bass, Amply, DVD and Microphone at Family House</i>	<i>07-Sep-11</i>	<i>07-Sep-11</i>	<i>Sophal</i>	
<i>Attend the closing Get Ready Boy and Girls ceremony</i>	<i>08-Sep-11</i>	<i>08-Sep-11</i>	<i>All the staffs</i>	
<i>Selected and prepare the photos</i>	<i>08-Sep-11</i>	<i>08-Sep-11</i>	<i>Sophal</i>	
<i>Submit mini proposal to Great Alliance, Bonna Reality and Sabay company</i>	<i>09-Sep-11</i>	<i>09-Sep-11</i>	<i>Sophal and Mr. Phea</i>	<i>We got some stationary from Great Alliance</i>
<i>Inform all the house mothers to attend the training with New Life Center about "How to become good parents"</i>	<i>09-Sep-11</i>	<i>10-Sep-11</i>	<i>Sophal</i>	
<i>Attend the training in New Life Center about "How to become good parents" with all the house mothers</i>	<i>10-Sep-11</i>	<i>10-Sep-11</i>	<i>Sophal and House Mothers</i>	
<i>To do budget plan about IT and Admin for sister Dale</i>	<i>12-Sep-11</i>	<i>12-Sep-11</i>	<i>Sophal</i>	
<i>Refill toner printer HP1200 for use and to fix printer problem</i>	<i>12-Sep-11</i>	<i>12-Sep-11</i>	<i>Sophal</i>	
<i>Discuss with sister Dale about IT and Admin budgets</i>	<i>13-Sep-11</i>	<i>13-Sep-11</i>	<i>Sophal</i>	
<i>Submit proposal at Phnom Penh Post, Angkor Net and Honda Motor Cambodia</i>	<i>13-Sep-11</i>	<i>13-Sep-11</i>	<i>Sophal and Uncle Sophon</i>	
<i>To submit mini proposal</i>	<i>14-Sep-11</i>	<i>21-Sep-11</i>	<i>Sophal, Sophon and Mr. Sophea</i>	<i>Went to Bank, Company, University in Cambodia</i>
<i>Went to ICE, Yong Hout, SPC Computer to request the quotation</i>	<i>15-Sep-11</i>	<i>15-Sep-11</i>	<i>Sophal</i>	

<i>about Hard Disk and Ram for Computer Server and Computer Clients</i>				
<i>Attend the training at Chab Dai about “Seven Habits High Effectiveness People on Habits Three (Put First Think First) “</i>	<i>16-Sep-11</i>	<i>16-Sep-11</i>	<i>Sophal</i>	
<i>Help Pheakdey to Design and Printing Banner</i>	<i>16-Sep-11</i>	<i>16-Sep-11</i>	<i>Sophal</i>	
<i>Permission to check the voting list and voting registration</i>	<i>22-Sep-11</i>	<i>23-Sep-11</i>	<i>Sophal</i>	
<i>Pchum Ben’s Day</i>	<i>26-Sep-11</i>	<i>28-Sep-11</i>	<i>All staffs</i>	
<i>Prepare Timesheet and submit to the account company</i>	<i>29-Sep-11</i>	<i>29-Sep-11</i>	<i>Sophal</i>	
<i>Prepare and print new Timesheet for staff</i>	<i>29-Sep-11</i>	<i>29-Sep-11</i>	<i>Sophal</i>	
<i>Writing monthly report</i>	<i>30-Sep-11</i>	<i>02-Oct-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>
<i>Mr. Lim Theany</i>	<i>Attended the meeting at First Step about “Let the Manager know about their staff that come to train at First Step” 23-Aug-11</i>
	<i>They attended the hospital inauguration of CSI 24-Aug-11</i>
<i>Mr. Yim Sophal</i>	<i>Attended the meeting at NGOCRC and election the secretary for NGOCRC 26-Aug-11</i>
<i>Mr. Yim Sophal</i>	<i>Attended the workshop at CCC about Cloud Technology, VOIP Conference and E-Sharing 30-Aug-11</i>

Staff

Reporting:

Staff in charge of report: Yim Sophal

Highlights

- There were 16 staff members and 4 Khmer Volunteers who attended the meeting, training and workshop outside.
- There are 69 documents out from Riverkids (21 certificates to Get Ready Boy and Get Ready Girls, 42 Cover letter of proposal to Company and University in Cambodia, 3 letters to authority)
- There are 4 document in for September
- There were 16 staff member request permission.
- Has designed Certificate of Appreciation for 21 certificates Get Ready Boy and Get Ready Girls and 3 Volunteer.

Challenges

- Update ram of the server and client computer
- Need one more volunteer from Overseas who specializes in IT to help me setup IT Policy for 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 fixed 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 who came to work at Riverkids

- Mr. Net Virak comes to work as Director of Social Worker
- Mr. In An comes to work as Casefiles Coordinator.
- Mr. Sok Sambor change position from English Teacher to Assistant of Get Ready Training

In this month we have three staff who resigned from Riverkids

- Mr. Phat Sam Ann
- Ms. Sek Sopheak
- Mr. Uth Phanny

Training This Month

Name	Start Date	End Date	Training	Notes
Mr. Yim Sophal Ms. Sin Sokloeung Ms. Meas Sokthoeun Ms. So Mayounang Ms. Pho San Ms. Keth Sophornnie Ms. Khek Sinoy	10-Sep-11	10-Sep-11	Attended the training with New Life Center about "How to become good parents"	

Ms. Soeur Sokunthea Ms. Touch Rany Mr. Chum Chandorn Mr. Vet Sengly Mr. Gnem Touch Mr. Chhun Srun Mr. Chheang Phea Ms. Khut Sean Mr. Dorn's wife				
Miss. Try Davan	12-Sep-11	16-Sep-11	Attended the training with First step about "Boys First"	First Step
Mr. Yin Sophal	16-Sep-11	16-Sep-11	Attended the training with Doorstep about "Seven Habits- High effectiveness of People on Habits Three (Put First think First)"	Doorstep II
Mr. Lim Theany	19-Sep-11	19-Sep-11	Attended the training about "Good Governances with the team of Social Work "	Chab Dia
Mr. Net Virak	19-Sep-11	19-Sep-11	Attended the workshop at Cambodiana Hotel about "Human Trafficking"	UNIAP
Ms. Srun Sokkhim	19-Sep-11	23-Sep-11	Attended the training at SSC about "Understanding about child development"	SSC

Leave This Month

Ms. So mayonorng	01-Sep-11	02-Sep-11	Her children got sick	
Ms. Mel Sakona	02-Sep-11	03-Sep-11	Her children got sick	
Ms. Khet Sinoy	05-Sep-11	06-Sep-11	She got sick	
Ms. Neang Sothida	06-Sep-11	08-Sep-11	Gone to see a doctor	
Mr. Pang Sina	10-Sep-11	11-Sep-11	Graduate ceremony with IFL	
Ms. Lim Theany	10-Sep-11	12-Sep-11	Gone to see doctor at Kampongchhnang	
Mr. Srun Sokkim	13-Sep-11	14-Sep-11	Gone to see doctor at Angdong hospital	
Mr. Net Virak	16-Sep-11	17-Sep-11	Health problem	
Ms. Meas Sokthoeun	16-Sep-11	17-Sep-11	Her house had flood water	
Ms. Mel Sakona	17-Sep-11	18-Sep-11	Personal reason	
Mr. Phy Sophon	19-Sep-11	21-Sep-11	Went to Vietnam to translate at Siem Reap	
Mr. Chin Mom	21-Sep-11	22-Sep-11	Went to check her name for commune election	
Mr. Tes Dina	21-Sep-11	24-Sep-11	She went to Vietnam for health check-up	
Ms. Mel Sakona	22-Sep-11	23-Sep-11	Went to check his name for commune election	
Mr. Chheang Phea	22-Sep-11	23-Sep-11	Went to check his name for commune election	

Mr. Yim Sopal	22-Sep-11	23-Sep-11	Went to check his name for commune election	
Mr. Net Virak	22-Sep-11	23-Sep-11	He went to homeland at Takeo province	
Ms. Chhun Srun	22-Sep-11	24-Sep-11	Went to check his name for commune election	
Mr. Vet Sengly	22-Sep-11	24-Sep-11	Went to check his name for commune election	
Mr. Pang Sina	22-Sep-11	24-Sep-11	Went to check his name for commune election	
Ms. Meas Soktheun	23-Sep-11	24-Sep-11	She went to homeland	
Mr. In An	23-Sep-11	24-Sep-11	Went to check his name for commune election	
Ms. Try Davan	23-Sep-11	24-Sep-11	Went to check her name for commune election	
Ms. Pon Sothearoth	23-Sep-11	24-Sep-11	Went to Kampot province	
Mr. Chhun Srun	29-Sep-11	30-Sep-11	Went to his homeland	
Ms. Mel Sakona	29-Sep-11	30-Sep-11	She got sick	
Ms. So Mayonorng	29-Sep-11	30-Sep-11	Move house during flood water in slum	
Ms. Khut Seang	29-Sep-11	30-Sep-11	Move house during flood water in slum	
Ms. Meas Sotheun	29-Sep-11	30-Sep-11	Move house during flood water in slum	
Ms. Soeur Sokunthea	30-Sep-11	05-Sep-11	□□□□□□□□□□□□□□□□□□□□ □□□□□□□□□□□□□□	