

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 work, as well as do the following:

- *Followed up with the Company and University about the Mini-proposal and informed them about the ceremony event.*
- *Picked up the stationery from University.*
- *Design Banner and Certificate for Local Donor and had it printed.*
- *Build network for Social and Education department.*
- *Bought a printer used for the Social & Micro Department.*
- *Took the LCD Monitor and Laptop for repair.*
- *Attended the workshop with Chab Dai about Quality Improvement System at Kep Province.*
- *Signed contract with house mother and new staffs.*
- *Checked attendance and timesheet with all staffs.*
- *Contacted CTN, Bayon and Reaksmev Kampuchea News to come attend the event "Providing Stationery for the Children at Riverkids Foundation"*
- *Printed Name Cards for Micro-Business Assistant*
- *Monitored with the staff in repairing ceiling at Family House.*
- *Renewed rental house contract with house owner at Blum, Compassion House and Office House.*
- *Updated Antivirus and scanned the virus from Server Computer.*
- *Refilled the toner printer and went through maintenance for the computer used for education.*
- *Prepared Timesheet.*

Sign-off by Department Head



Operational and Administration

Reporting:

Staff in charge of report: Mr. Y.S.

Highlights

- *Gone to ICE to check the printer prices.*
- *Gone to AngkorNet and paid the internet fee for September 2011*
- *Gone to Cambodiana Hotel with Uncle Sophon to request for them to keep Eight Story Book there.*
- *Printed more mini proposals.*
- *Renew rental house contract with the house owner at Compassion House, Blum House*
- *Checked the staffs' attendance.*
- *Designed and Printed certificate for volunteer.*
- *Surveyed about the prices that Get Ready Boy came to attend the vocational training outside.*
- *Bought Network Cable and then prepared it for social department.*
- *Cleaned the Anti-virus from client computer*
- *Prepared certificate for local donor (Madam from New World Group)*
- *Contacted Infinity Insurance for request of insurance for new Riverkids staffs.*
- *Contacted Infinity Insurance and Angkornet about Riverkids Mini Proposal.*
- *Attended the training at CCC about Human Result with Uncle Sophon*
- *Designed banner of "Providing Stationery to Riverkids Children" with the logo of the company and university that provided stationery to Riverkids Children.*
- *Checked and monitored attendance for all Riverkids Staffs.*
- *Attended the workshop with Chab Dai at Kep Province about Quality Improvement System.*
- *Printed Certificate for Mr. David.*
- *Came to Work and Monitored with IFL students that came to provide stationery for Riverkids Children*
- *Prepared and installed window and software for new laptop provided by Mr. David.*
- *Prepared the network cable for social department and bought a printer for Social and Micro Department*
- *Took the old laptop to repair at Yong Hout Computer and LCD computer screen for Social Computer.*
- *Invited the PUC, Angkornet Company to attend "Providing Stationery to Riverkids Children's ceremony."*
- *Gone to copy QIS document at Chab Dai*
- *Gone to take the certificates for Riverkids Staffs from Aplus School.*
- *Gone to take the stationery from Pannasastra University of Cambodia.*
- *Gone to take the stationery from Western University*
- *Gone to print name card for staff*
- *Completed designing the banner "Provided Stationery for Riverkids Children"*
- *Prepared and printed the certificates for local donors*
- *Cooperated with all the staffs when the local donors came to provide stationery for Riverkids children.*
- *Run network cable for Education Department*
- *Designed ID Card for New Staffs*
- *Collected the photos from all staffs' cameras.*
- *Wrote report and designed new timesheet for staffs.*
- *Collected the timesheet and submitted it to the accounting company.*

Evaluations

None Due

Yes, attached as _____ (file name)

Next Month

Please briefly describe activities planned for next month

- Collect Evidence of People care, Child Protection, Child Well-Being, Project Planning & Design, Governance and Financial Accountability for Chab Dai.
- Buy Desk Phone for all departments.
- Prepare and Design the photos on the photos board
- Prepare the monthly meeting with all the staffs and tell them about Riverkids Vision, Mission and Riverkids Core Value, Child Protection Policy, Staffs Policy.
- Recount Fixed Asset.

Activities This Month

Activity	Start Date	End Date	Staff	Notes
Gone to ICE to check about the printer prices	03-Oct-11	03-Oct-11	Sophal	
Gone to AngkorNet and paid the internet fee for September 2011	03-Oct-11	03-Oct-11	Sophal	
Gone to Cambodiana Hotel with Uncle Sophon to request for them to keep Eight Story Book there	03-Oct-11	03-Oct-11	Sophal, Sophon	
Printed more mini proposals	03-Oct-11	03-Oct-11	Sophal	
Renewed rental house contract with the house owner at Compassion House, Blum House	04-Oct-11	04-Oct-11	Sophal	
Checked the staffs' attendance	04-Oct-11	04-Oct-11	Sophal	Checked staffs' attendance at Blum House
Prepared and printed certificate for volunteer	04-Oct-11	04-Oct-11	Sophal	Volunteer From Project Abroad
Survey about the prices that Get Ready Boy came to attend the vocational training outside	05-Oct-11	05-Oct-11	Sophal, Mr. Dorn	The Get Ready Boy attend the vocational training at Air Condition and Sewing the cloth
Bought Network Cable and ran the cable for social department	05-Oct-11	05-Oct-11	Sophal, Vanny	Add more computer and network for social staffs
Cleaned the Anti-virus from client's computer	06-Oct-11	06-Oct-11	Sophal	Social and Micro Computer
Prepared and printed certificate for local donor (Madam from New World Group)	06-Oct-11	06-Oct-11	Sophal	During her son's birthday
Contacted Infinity Insurance to	07-Oct-11	07-Oct-11	Sophal	

<i>request insurance for new Riverkids staffs</i>				
<i>Contacted to follow-up with Infinity Insurance and Angkornet about request for stationery for the children</i>	<i>07-Oct-11</i>	<i>07-Oct-11</i>	<i>Sophal</i>	
<i>Attended the training at CCC about Human Result with Uncle Sophon</i>	<i>11-Oct-11</i>	<i>11-Oct-11</i>	<i>Sophal, Sophon</i>	
<i>Designed banner for "Providing Stationery for Riverkids Children" ceremony</i>	<i>12-Oct-11</i>	<i>22-Oct-11</i>	<i>Sophal</i>	<i>Need to selected all the Logo of the Company and University that agreed to provided stationery for Riverkids Children</i>
<i>Checked staffs attendance at Social and Education Department</i>	<i>12-Oct-11</i>	<i>12-Oct-11</i>	<i>Sophal, Vanny</i>	<i>Vanny is Admin assistant internship from PSE</i>
<i>Attended the workshop at Kep City with Chab Dai about Quality Improvement System</i>	<i>13-Oct-11</i>	<i>14-Oct-11</i>	<i>Sophal</i>	<ul style="list-style-type: none"> - <i>Visionary Leadership</i> - <i>Submit Proposal for Second Grant</i> - <i>Checked the QIS Evidence</i>
<i>Prepared and printed certificate for Mr. David. He donated a Lenovo Laptop to Riverkids</i>	<i>15-Oct-11</i>	<i>15-Oct-11</i>	<i>Sophal</i>	<i>He bought some cloth from Micro Department</i>
<i>Come to Work and Monitor with the IFL students that came to provide stationery for Riverkids Children</i>	<i>16-Oct-11</i>	<i>16-Oct-11</i>	<i>Sophal, Sophea, Pheakdey, Chhun Srum</i>	
<i>ANZ Royal came to update information with Riverkids Children about the 5 dollar Challenge that they had provided to the Children for doing the business</i>	<i>16-Oct-11</i>	<i>16-Oct-11</i>	<i>Sophal, Sophea, Pheakdey, Chhun Srum</i>	
<i>Installed the windows software and office to new laptop that had provided by Mr. David</i>	<i>17-Oct-11</i>	<i>17-Oct-11</i>	<i>Sophal</i>	
<i>Prepared the computer Desktop and Printer for Social and Micro Department</i>	<i>18-Oct-11</i>	<i>18-Oct-11</i>	<i>Sophal, Vanny</i>	
<i>Took old laptop for maintenance at Yong Hout Computer</i>	<i>18-Oct-11</i>	<i>18-Oct-11</i>	<i>Sophal, Vanny</i>	<i>It has problem with the power chip inside the computer</i>
<i>Invited the PUC and AngkorNet Company to provide stationery for Riverkids Children during the event on 23-Oct-11</i>	<i>19-Oct-11</i>	<i>19-Oct-11</i>	<i>Sophal, Sophea</i>	

<i>Gone to Chab Dai to copy QIS document from DoorstepII Project</i>	<i>19-Oct-11</i>	<i>19-Oct-11</i>	<i>Sophal, Sophea</i>	
<i>Gone to Aplus School for Professional to take the certificate for the staffs who attended the training at CJCC</i>	<i>19-Oct-11</i>	<i>19-Oct-11</i>	<i>Sophal, Sophea</i>	
<i>Gone to take stationery from PUC and Western University</i>	<i>20-Oct-11</i>	<i>20-Oct-11</i>	<i>Sophal</i>	
<i>Printed Name Card for Staff</i>	<i>21-Oct-11</i>	<i>21-Oct-11</i>	<i>Sophal</i>	
<i>Prepared and printed certificates for local donor that provided stationery for Riverkids Children</i>	<i>21-Oct-11</i>	<i>22-Oct-11</i>	<i>Sophal</i>	
<i>Printed Banner at Chhorporn</i>	<i>22-Oct-11</i>	<i>22-Oct-11</i>	<i>Sophal</i>	
<i>Worked and Monitored during the event “Providing Stationary for Riverkids Children” ceremony</i>	<i>23-Oct-11</i>	<i>23-Oct-11</i>	<i>All Staff</i>	
<i>Installed windows and software for the Lenovo laptop provided by Mr. David</i>	<i>24-Oct-11</i>	<i>24-Oct-11</i>	<i>Sophal</i>	
<i>Designed and Printed ID Card for new staffs</i>	<i>24-Oct-11</i>	<i>24-Oct-11</i>	<i>Sophal</i>	
<i>Collected all the photos from staffs’ camera</i>	<i>24-Oct-11</i>	<i>24-Oct-11</i>	<i>Sophal</i>	
<i>Wrote Report and Designed new timesheet for next month</i>	<i>25-Oct-11</i>	<i>26-Oct-11</i>	<i>Sophal</i>	
<i>Collected all timesheet, copy and submitted them to accounting company</i>	<i>26-Oct-11</i>	<i>27-Oct-11</i>	<i>Sophal, Vanny</i>	

Our Partners

Reporting:

Staff in charge of report: Mr. Y.S.

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

Name	Work
<i>Mr. G.T.</i>	<i>Provided training to 30 children about Good Touch and Bad Touch at NYAMO</i>
<i>Mr. C.P.</i>	<i>Attended the workshop at CCC about “Aid Effectiveness High Level Forum To Busan at Korean”</i>

Staff

Reporting:

Staff in charge of report: Y.S.

Highlights

- There were 7 staffs that attended the meeting, training and workshop outside.
- There are 33 documents that came out from Riverkids (24 certificates for local donors who came to provide stationery for RKF Children, 3 for volunteers from overseas and 6 letters to invite the local donors and authorities to come and attend the "Providing Stationery to Riverkids Children" ceremony.
- There was 1 document that came in for NGO CRC
- There were 7 staff members that had requested permission.
- Had prepared to design certificate of Appreciation for 27 certificates for local donors and volunteers from overseas.

Challenges

- I couldn't update Ram and Hard Disk to Computer Server because they became so expensive after the flooding in Thailand.
- Need one more volunteer from overseas who specializes in IT to help me setup IT Policy.

Evaluations

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

Next Month

Please briefly describe activities planned for next month

- Recount and update fix assets.
- Collect all the QIS evidence and submit to Doorstep II.
- Prepare monthly meeting with all the staff and tell them about Riverkids Vision, Mission and Child Trafficking Policy.

Staff Changes

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

Training This Month

Name	Start Date	End Date	Training	Notes
Ms. T.D.	03-Oct-11	07-Oct-11	Attended the training with First Step about "Support and Motivation to the Boy after sexual abuse"	First Step
Mr. G.T.	08-Oct-11	09-Oct-11	Attended the training about Effectiveness Rule for Administrator in an Organization	Attitude Center for Education
Mr. Y.S. Mr. P.S.	11-Oct-11	11-Oct-11	Attended the training about "HR Guide Line"	CCC
Mr. G.T. Ms. S.S.	12-Oct-11	12-Oct-11	Attended the training about " Good Touch and Bad Touch"	Good News Church
Ms. S.S.	13-Oct-11	13-Oct-11	Attended the training at Chab Dai about Peer Supervision	Chab Dai
Mr. Y.S. Mr. L.T. Mr. C.C.	13-Oct-11	14-Oct-11	Attended the workshop at Kep Province with Chab Dai about Quality Improvement System	Chab Dai

<i>Ms. T.D.</i>	<i>24-Oct-11</i>	<i>28-Oct-11</i>	<i>Attended the training at First Step about "Boy Project"</i>	<i>First Step</i>
<i>Mr. Y.S. Mr. C.P. Mr. G.T. Mr. V.S. Ms. S.C. Ms. P.S. Ms. N.S. Ms. S.M. Ms. P.S.</i>	<i>28-Oct-</i>	<i>28-Oct-11</i>	<i>Attended the training with New Life Center at Yacob Restaurant about "Good Husband and Wife"</i>	<i>New Life Center</i>

Leave This Month

Name	Start Date	End Date	Reason	Notes
<i>Mr. L.T.</i>	<i>07-Oct-11</i>	<i>08-Oct-11</i>	<i>Gone to take medicine for himself at CIS</i>	
<i>Ms. M.S.</i>	<i>07-Oct-11</i>	<i>08-Oct-11</i>	<i>She got sick</i>	
<i>Mr. G.T.</i>	<i>08-Oct-11</i>	<i>09-Oct-11</i>	<i>Attended the training at Attitude Center for Education</i>	
<i>Ms. M.S.</i>	<i>11-Oct-11</i>	<i>12-Oct-11</i>	<i>She got sick</i>	
<i>Ms. S.M.</i>	<i>12-Oct-11</i>	<i>13-Oct-11</i>	<i>Annual Leave</i>	
<i>Ms. M.S.</i>	<i>13-Oct-11</i>	<i>14-Oct-11</i>	<i>Annual Leave</i>	
<i>Ms. K.P.</i>	<i>25-Oct-11</i>	<i>27-Oct-11</i>	<i>Annual Leave</i>	
<i>Mr. N.V.</i>	<i>25-Oct-11</i>	<i>26-Oct-11</i>	<i>100th Day Ceremony of his father's death</i>	
<i>Ms. M.S.</i>	<i>28-Oct-11</i>	<i>29-Oct-11</i>	<i>Annual Leave</i>	