

Operations/Network

Department Summary

The administration office worked with other sectors to:

- *Pay internet fees for the Family House and central office*
- *Design Christmas cards and deliver or send them via email to local donors*
- *Test the broken monitors*
- *Book the bus and hotel for staff holiday*
- *Receive donations from Singapore*
- *Count and recount fixed assets*

Sign-off by Department Head



Operations and Administration

Reporting:

Staff in charge of report: Mr. Yim Sophal

Highlights

- Finished monthly report
- Selected list of local donors to whom to submit Christmas cards
- Updated antivirus for server and client computers
- Paid internet fees for the Family House and office
- Bought a network card from Young Hout computers for the senior assistant
- Clarified staff insurance with Infinity Insurance
- Confirmed staff who attended the event during Human Rights Day
- Attended events during Human Rights Days with staff
- Contacted the house mothers to invite women who are in Riverkids project to talk with volunteers during the advocacy walk
- Contacted INET school for the course on how to manage and install windows 2008
- Contacted the World Bank about monitor donation
- Contacted Chab Dai about a second grant
- Contacted to the water filter company with regards to cleaning and preparing the water filter at Family House
- Responded to emails from the Singapore office
- Went to Orussey market to buy monthly plan books for 2012 for staff
- Went to Habitas with Pheakdey and bought gifts for Dale
- Paid the staff's insurance at Infinity Insurance
- Checked and tested the broken monitors
- Bought post cards for local donors
- Observed and monitored the staff at Family House
- Designed greeting cards
- Attended the meeting with Riverkids staff about gender in Riverkids
- Contacted JVK concerning donations from Singapore
- Printed post cards for local donors
- Went to Sor Gnuon Port with JVK staff to take donations from Singapore
- Delivered Christmas cards to USAID, ANZ Royal Bank, International Finance Cooperation, Angkor Net, Singapore Embassy, Hello Company, Great Alliance, World Vision and Oxfam Quebec
- Contacted JVK to receive donations
- Wrote a letter inviting the local authority and parents in the community to attend the workshop "Child Protection and Tourism Sexual Abuse" with APLE NGO
- Prepared certificates for volunteers from "Project Abroad"
- Took photos of the children giving out Christmas toys and games

- Met education department with Mr. Sophon and Mr. Phea
- Took printer toner to refill at ICE and bought one more toner
- Sent Christmas cards to volunteers, local donors and NGO partners
- Observed and monitored the blacksmith during maintenance at Family House.
- Submitted staff timesheets to accounting company
- Prepared certificate of appreciation for APLE NGO
- Wrote announcement informing staff about New Years Day
- Attended training titled “7 Habits of Highly Effective People” at Chab Dai

Evaluations

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

Next Month

Please briefly describe activities planned for next month:

- Design new ID cards for staff
- Recount fixed assets
- Arrange for staff to attend retreat at Sihanoukville
- Update documents
- Maintain the computers for staff

Activities This Month

Activity	Start Date	End Date	Staff In charge	Notes
Wrote monthly report for November	01-Dec-11	01-Dec-11	Sophal	
Selected lists of local donors to whom to send Christmas cards	02-Dec-11	02-Dec-11	Sophal	
Updated the antivirus for the server and computer	02-Dec-11	02-Dec-11	Sophal	
Paid the internet fee	08-Dec-11	08-Dec-11	Sophal	
Went Young Hout computer to buy network card for senior assistant	08-Dec-11	08-Dec-11	Sophal & Vanny	
Contacted Infinity Insurance to talk about the cost of insurance for new staff	08-Dec-11	08-Dec-11	Sophal	

Checked staff attendance	09-Dec-11	09-Dec-11	Sophal	
Attended the Human Rights Day event with ten staff	10-Dec-11	10-Dec-11	Mr. Sophal Mr. Sophon Mr. Phea Mr. Sina Mr. In An Mr. Touch Mr. Sengly Mr. Savda Mr. Sambor Mr. Srun	
Worked with the house mothers to contact the women to be interviewed by visitors during the advocacy walk	11-Dec-11	11-Dec-11	Sophal & House Mother	
Contacted INET school to discuss training on how to install windows 2008	12-Dec-11	12-Dec-11	Sophal	-
Contacted the World Bank to ask about the monitor they pledged to Riverkids	12-Dec-11	12-Dec-11	Sophal	
Contacted the Doorstep II project (Chab Dai) to ask about the second grant	12-Dec-11	12-Dec-11	Sophal	
Contacted the water pure filter company to ask them to come to clean and repair the water pure filter in Family House	12-Dec-11	12-Dec-11	Sophal	I didn't meet them because our contact left the company. I will try to contact him again and find a number for the company.
Responded to emails from the Singapore office	12-Dec-11	12-Dec-11	Sophal	
Went to Orussey Market to buy monthly plan 2012 books for the staff	13-Dec-11	13-Dec-11	Sophal & Pheakdey	
Tested the monitors then listed all the broken monitors	13-Dec-11	13-Dec-11	Sophal & Vanny	
Bought Christmas cards	13-Dec-11	13-Dec-11	Sophal & Vanny	

Monitored and observed staff who are working at Family House, Compassion House and Blum	14-Dec-11	14-Dec-11	Sophal & Vanny	
Designed Christmas cards for volunteers and local donors	15-Dec-11	17-Dec-11	Sophal	
Attended the meeting with all main staff to discuss gender in Riverkids Foundation	15-Dec-11	15-Dec-11	Sophal & Main Staff	
Booked the bus for staff for the retreat on 6 th -7 th January 2012	16-Dec-11	19-Dec-11	Sophal	
Booked the hotel at Sihanoukville for the staff	16-Dec-11	20-Dec-11	Sophal	
Contacted JVK Asia logistics about the donations from Singapore	16-Dec-11	16-Dec-11	Sophal	
Printed Christmas cards	19-Dec-11	19-Dec-11	Sophal	
Went to the port with Pheakdey to receive donations from Singapore	19-Dec-11	19-Dec-11	Sophal	I got only 6 Pcs
Delivered Christmas cards to local donors - USAID, ANZ Royal Bank, IFC, AngkorNet, Singapore Embassy, Hello Mobile Company, Great Alliance, Western University and World Vision.	20-Dec-11	20-Dec-11	Sophal & Mr. Dorn	
Collected donations from Singapore from JVK	21-Dec-11	21-Dec-11	Sophal & Pheakdey & Mr. Dorn	
Sent photos about the donations to the Singapore Office	21-Dec-11	21-Dec-11	Sophal	
Wrote letters inviting the local authorities and parents to attend training with APLE NGO: "Child Protection and Sexual Tourism Abuse"	22-Dec-11	22-Dec-11	Sophal	
Submitted time-sheets to the accounting company	26-Dec-11	26-Dec-11	Sophal & Vanny	

Prepared a certificate for APLE Organization	26-Dec-11	26-Dec-11	Sophal	
Checked and printed new time-sheets	26-Dec-11	26-Dec-11	Sophal	
Wrote questions about the Riverkids mission and vision to discuss with staff during the retreat to Sihanoukville	27-Dec-11	29-Dec-11	Sophal	
Wrote an announcement to inform the staff about Universal New Year	27-Dec-11	27-Dec-11	Sophal	
Counted fixed assets	27-Dec-11	06-Jan-12	Sophal	
Attended training at Chab Dai: "7 Habits of Highly Effective People"	28-Dec-11	28-Dec-11	Sophal	
Wrote monthly report for December 2011	28-Dec-11	29-Dec-11	Sophal	
Helped Thida print student ID's and games	29-Dec-11	29-Dec-11	Sophal	
Checked and prepared IT Store	30-Dec-11	30-Dec-11	Sophal & Vanny	

Our Partners

Reporting:

Staff in charge of report: Mr. Yim Sophal

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

Name	Work
Ms. Khin Pheakdey Mr. Yim Sophal	Signed contract with Doorstep II at Chab Dai for second grant
Mr. Gnem Touch Mr. Chin Chea	Provided training to the children at NYAMO: Good Touch, Bad Touch.
Mr. Phy Sophon Mr. Chheang Phea Mr. Khek Sinoy	Worked with Oxfam Quebec with regard to a grant
Mr. Sok Sambor Ms. Soeur Sokunthea	Liased with Friend Organization with regards to the children who will attend vocational training there
Mr. Net Virak and Mr. Chin Chea	Worked with APLE to train parents in the community about "Child Protection and Sexual Tourism Abuse"
Mr. Pang Sina	Signed memorandum of Understanding with AISEC

Staff

Reporting:

Staff in charge of report: Yim Sophal

Highlights.

- 8 documents were sent out from Riverkids (5 certificates to overseas volunteers, 2 letters to communities and authorities, 1 certificate to APLE NGO)
- 3 documents were received in December (2 from NGO CRC and one from NYAMO)
- 8 staff attended outside workshops or training
- 10 staff attended the Human Rights Day event
- 14 staff requested permission from Admin

Challenges

- We need hard drives and ram for computers in the Phnom Penh office
- I would like to study English to improve my communication and report writing
- We need one more overseas volunteer specializing in IT to help set up IT policy

Evaluations

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

Next Month

Please briefly describe activities planned for next month

- Design staff ID cards
- Fixed assets
- Update documents
- Maintain the computers and building

Staff Changes

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

Training This Month

Name	Start Date	End Date	Training	Notes
Mr. Net Virak	08-Dec-11	09-Dec-11	Training: Methods to research trafficking	UNIAP
Mr. Chin Chea	-Dec-11	09-Dec-11	Inauguration ceremony of EYC center	EYC
Mr. Chheang Phea	14-Dec-11	14-Dec-11	M & E Forum with ICE, CCC & Krosa Yoeng	CCC
Mr. Phy Sophon	15-Dec-11	15-Dec-11	4 th draft NGO Law	CCC
Mr. Lim Theany Ms. Srun Sokkhim	17-Dec-11	17-Dec-11	Training: "Sharing work experience related to the difficult care of children"	Chab Dai
Ms. Try Davan	28-Nov-11	02-Dec-11	Training: "Boys first; effectively working with boys after they have been abused"	First Step
Mr. Yim Sophal	28-Dec-11	28-Dec-11	Training: "7 habits of highly effective people"	Chab Dai

Leave This Month

Name	Start Date	End Date	Reason	Notes
Ms. So Mayounang	05-Dec-11	06-Dec-11	Took her children to the hospital	
Mr. Yim Sophal	05-Dec-11	08-Dec-11	Attended sister's wedding	
Ms. Meas Sokthoeun	07-Dec-11	09-Dec-11	Fixed her house in the slum	
Ms. Neang Sothida	09-Dec-11	12-Dec-11	Personal reasons	
Ms. Art Chey Rachana	13-Dec-11	15-Dec-11	She had diarrhea	
Ms. Art Chey Rachana	20-Dec-11	22-Dec-11	She had headaches and dizziness	
Ms. Try Davan	22-Dec-11	23-Dec-11	Personal reasons	
Ms. Mel Sakona	22-Dec-11	25-Dec-11	She was sick	
Mr. Lim Theany	23-Dec-11	25-Dec-11	Annual leave	
Ms. Pho San	27-Dec-11	29-Dec-11	Went home to visit her mother	
Ms. Srun Sokkhim	29-Dec-11	30-Dec-11	Annual leave	
Mr. Chin Chea	30-Dec-11	31-Dec-11	He went to Kampong Cham Province	
Mr. In An	30-Dec-11	31-Dec-11	Attended his friend's wedding	
Mr. Chheang Phea	31-Dec-11	31-Dec-11	Attended his friend's wedding	
Mr. Net Virak	31-Dec-11	02-Dec-11	Personal reasons	