

Volunteers and Visitors

Please send spreadsheet of visitors and volunteers in Cambodia as attachment

Department Summary

Please summarize your department's work this month

- *Coordinated six advocacy walks – one 12-H Advocacy Walk, and five 9-H Advocacy Walks*
- *Assisted Gemma and Timothy in volunteering at RKF*
- *Assisted Yves Barbeau and Jacqueline in volunteering at RKF*
- *Assisted RI students in their ISLE Riverkids 2012*
- *Assisted Amalia Milliou and Stamatia in volunteering at RKF*
- *Assisted Samantha and her group in volunteering at RKF*

Sign-off by Department Head



Advocacy Walks

Reporting:

Staff in charge of report: _____

Highlights

1. Arranged 9-H introduction trip for Yves Barbeau and Jacqueline
2. Arranged 9-H Childsafe for IR students and Teachers
3. Arranged 12-H advocacy walk for Amalia and Stamatia
4. Arranged 9-H Childsafe for West Spring Secondary School
5. Arranged 9-Childsafe for Lain Heng and his group
6. Arranged 12-H advocacy walk for Hanne's group

Challenges

1. Being punctual is still one of the main problems for our staff
2. Unexpected changes to our volunteers' schedule (West Spring Secondary School) which resulted in many costs and much wasting of staff time

Evaluations

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

Next Month

Please briefly describe activities planned for next month

Walks This Month

Please attach Advocacy Walk feedback forms

Activity	Date	Participants	Guides
9-H Introduction Trip	4/12/12	Yves Barbeau and Jacqueline	Mr. Sok Sambo
9-H Introduction Trip	3/12/12	RI students and 2 Teachers	All Key Staff
12-H Advocacy Walk	6/12/12	Amalia Miliou and Stamatia	Mr. Vet Sengly
9-H Advocacy Walk	8/12/12	West Spring Secondary School	All key staff
9-H Introduction Trip	11/12/12	Lain Heng and His group	Mr. Sophea and Vibol
12-H Advocacy Walk	22/12/12	Hanne's Group	Mr. In Ann and Chin Chea

Mural Paintings

Reporting:

Staff in charge of report: _____

Highlights

1. No
- 2.
- 3.

Challenges

1. No
- 2.
- 3.

Evaluations

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

Next Month

Please briefly describe activities planned for next month

Murals This Month

Please attach a photograph of each mural

Murals	Date	Participants	Children

Visitors and Volunteers

Reporting:

Staff in charge of report: _____

Highlights

1. Assisted Klaas in working with the education unit
2. Assisted Gemma and Timothy in conducting workshops for staff and the Get Ready Program
3. Assisted Yves Barbeau and Jacqueline in providing brief workshops for the management team
4. Assisted RI students in conducting community surveys, teaching English, and organising the science fair
5. Assisted Amailia Miliou in working with the education unit
6. Assisted Stamatia in working with casefiles
7. Assisted Samantha and her group in teaching English, revamping the class, and organising a mini concert for the children

Challenges

- 1.
- 2.
- 3.

Evaluations

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

Next Month

Please briefly describe activities planned for next month

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Activities This Month

Name	Arrival Date	Departure Date	Activity	Notes
Gemma and Timothy	30/11/12	12/12/12	<ul style="list-style-type: none"> - Trained staff on report writing (whole group and one to one) - Organised a workshop on social issue awareness for the get ready program - Taught English at Blum - Prepared a video project to encourage more volunteer for Riverkids 	
Yves Barbeau and Jacqueline	4/12/12	7/12/12	<ul style="list-style-type: none"> - Conducted short workshops for the management team - Taught life skills to the get 	They were not happy since we were not

			ready program	able to manage their schedule well.
RI Students	3/12/12	15/12/12	<ul style="list-style-type: none"> - Social and Economic Survey - Teaching English and Kindergarten - Science Fair 	
Amalia Milliou	3/12/12	22/12/12	<ul style="list-style-type: none"> - Assisted Education staff on monthly report writing - Conducted workshop on Introduction to Special Education and Teaching Strategies 	
Stamatia	5/12/12	18/12/12	<ul style="list-style-type: none"> - Assisted casefile coordinator in drafting casefile guideline 	
Samantha and Her group	17/12/12	22/12/12	<ul style="list-style-type: none"> - Taught English - Organized min concert for children - Revamped classroom 	

Please attach Visitor and Volunteers spreadsheet

Others

Reporting:

Staff in charge of report: _____

Highlights

1. Assisted Micky to take photos of all communities, school house, and projects of Riverkids

Challenges

- 1.
- 2.
- 3.

Evaluations

None Due

Yes, attached as _____ (file name)

Activities This Month

Activity	Date	Purpose	Whom
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<i>Met with Micky to discuss photo taking schedule</i>	<i>4/12/12</i>	<i>Taking photos</i>	<i>Micky</i>
<i>Met with Sophak</i>	<i>5/12/12</i>	<i>Discussing volunteer who is going to conduct workshop for children</i>	<i>Sophak, coordinator from Global Service Copse</i>
<i>Met with Klaas</i>	<i>6/12/12</i>	<i>Discussing his schedule for the next few weeks</i>	<i>Klaas</i>
<i>Saw volunteers off at the airport</i>	<i>16/12/12</i>	<i>Giving some gift from Riverkids</i>	<i>RI students and teachers</i>
<i>Picked volunteer up from the airport</i>	<i>16/12/12</i>	<i>Arranging transportation for Samantha group</i>	<i>Samantha and her group</i>
<i>Attended workshop by vibol on performance management process</i>	<i>24/12/12</i>	<i>Introduce new process of performance management</i>	<i>--</i>