

MONTHLY REPORT FOR APRIL

Volunteers and Visitors

Please send spreadsheet of visitors and volunteers in Cambodia as attachment

Department Summary

Please summarize your department's work this month:

- With the support of Finance Officer, the Unit organized a Shuyi trip.
- The Unit organized a 12-hour advocacy walk with two visitors.
- The Unit organized a project visit by Kate Griffin from Indochina Starfish Foundation.
- Working with the maintenance officer, the Unit helped transport donations (a set of UPS and 48 batteries) from the World Bank in Cambodia, repaired equipment in all the centers, and fixed office space for the Social Work Unit, Micro-business, and Education Unit.
- Coordinated a foreign volunteer from abroad to work in Education Unit.

Sign-off by Department Head



Advocacy Walks

Reporting:

Staff in charge of report: _____

Highlights

1. There was only one 12-hour advocacy walk this month.
- 2.
- 3.

Challenges

1. There was no interview during the walk.
2. From this month onward, it is very bright at 6:00am and a good time to start the advocacy walk. Throughout the walk visitors will follow the kids.

Evaluations

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

Next Month

Please briefly describe activities planned for next month

The walk next month is available at the RK Cambodia Visitor Schedule_2012

Walks This Month

Please attach Advocacy Walk feedback forms

Activity	Date	Participants	Guides
<i>- Followed the kids collecting trash - Visited all Riverkids projects and communities - Went to Vietnamese coffee shop - Went around Wat Phnom - Watched movies at Bophana - Went to local beer garden - Traveled around the city visiting places where sex workers wait for their customers such as local and foreign bars.</i>	<i>26/04/12</i>	<i>Mr. Tingfu Goh and Jaime Zainuddin</i>	<i>PANG Sina</i>

Mural Paintings

Reporting:

Staff in charge of report: _____

Highlights

1. Because it was unexpected, the program director helped coordinate the mural painting activity for children. This activity kept the children occupied.

Challenges

1. There was no artist available to help the children with the mural painting as it was a day after the Khmer New Year.
- 2.
- 3.

Evaluations

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

Next Month

Please briefly describe activities planned for next month

- *The Unit will compile a report about mural painting in 2011.*

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. There were two visitors from Indochina Starfish who came to visit Light Project in Phsa Touch community.
2. The Unit coordinated the recording of the Food Video Footage.
- 3.

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
Ms. Bernadette Vincent	19/04/12	19/04/12	- Shot Food Video Footage	- There were not many children
Ms. Bernadette Vincent	22/04/12	22/04/12	- She did the Food Video Footage Again	- With the help of Pheakdey
Ms. Kate Griffin and Ms. Vicheka	25/04/12	25/04/12	- Visited Light Project at Phsa Touch Community	
Ms. Bernadette Vincent	25/04/12	25/04/12	- Took photos of the Solar Light Project to join photo competition called [...]	
Mr.Mom Vichetra	01/04/12	29/06/12	- Starts teaching English at Blum Project	
Ms. Anna Bernasochi	23/04/12	04/06/12	- Starts teaching English at Central Office	
Ms. Marie Nymand Frederiksen	08/04/12	05/04/12	- She left Riverkids after volunteering as a teacher of English	

Ms. Shuyi + KC	16/04/12	17/04/12	<ul style="list-style-type: none"> - Had dinner and went shopping - Did some painting in English class with smartypants and had dinners with all staff and weekly boarder 	
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Please attach Visitor and Volunteers spreadsheet

Others

Reporting:

Staff in charge of report: _____

Highlights

- 1.
- 2.

Challenges

- 1.
- 2.
- 3.

Evaluations

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

APPENDIX A: BUDGET OF THE UNIT THIS MONTH

Date	Description	Qty.	Khmer(unit)	Unit US	Amount
Building Enclosure for new office					
5/4/2012	Wood	17	425000		\$106.35
5/4/2012	Clear the wood		25000		\$6.25
5/4/2012	Paper wood	5		\$6.00	\$30.00
5/4/2012	Nail (bigger)	1kg			\$2.00
5/4/2012	Nail (smaller)	1/2kg		\$1.00	\$1.00
5/4/2012	Door clipper	6	18000		\$4.50
6/4/2012	Payment for carpenter	1			\$30.00
5/4/2012	Wood screwing		3500		\$0.87
5/4/2012	Snack				\$0.75
Total					\$181.72
Transporting Donation From World Bank					

19/04/12	Payment for transporting donation from World Bank (a set of UPS and 48 Batteries)	1		\$17.50	\$17.50
Admin Cost					
20/04/12	Sticky Tape	1		\$0.50	\$0.50
20/04/12	Plastic Cover	1 box		\$3.40	\$3.40
Maintenance Cost					
20/04/12	Maintenance cost	1		\$3.65	\$3.65
20/04/12	Fan and Lamp			\$2.35	\$2.35
25/04/12	Maintenance cost	1		\$3.00	\$3.00
Transportation					
30/04/12	Gasoline cost	1			\$2.60
27/04/12	Gasoline cost	1			\$2.72
Advocacy Walk on 26/04/12					
26/04/12	Transportation for Advocacy Walk	1		\$25.00	\$25.00
26/04/12	Package support for advocacy walk staff	1		\$22.00	\$22.00
26/04/12	Breakfast for staff kids & visitors	4		\$1.00	\$4.00
26/04/12	Payment for soft drink in Bar	1		\$1.50	\$1.50
26/04/12	Support for trash collectors	1		\$2.00	\$2.00
Total					\$90.22