

Volunteers and Visitors

Please send spreadsheet of visitors and volunteers in Cambodia as attachment

Department Summary

Please summarize your department's work this month

- Coordinate long term local and foreign volunteers and short term volunteers
- Prepare all kinds of minutes
- Review and help draft child protection policy
- Work with social staff to plan the activities for the volunteers.
- Prepare MoU with Global Service Copse
- Translate community nurse monthly report
- Design field trip report
- Attend the meeting of child selection committee
- Record visitor and volunteers
- Keep contact with Mr. Wong and Ben to arrange some activities

Sign-off by Department Head



Advocacy Walks

Reporting:

Staff in charge of report: _____

Highlights

1. There was a 12-hour advocacy walk of Nancy and her students
- 2.
- 3.

Challenges

1. One of volunteer's money was stolen in the hotel
2. Volunteers come late
3. Volunteers complain that the walk without first breakfast was very tired
4. Soklee, our freelance volunteer, got sick shortly after the start of the walk

Evaluations

None Due

Yes, attached as _____ (file name)

Next Month

Please briefly describe activities planned for next month

- Get feedback from community regarding the advocacy walk
- On 12/02/2012, there is a 9-hour advocacy walk
- On 26/02/2012, there is a 9-hour advocacy walk

Walks This Month

Please attach Advocacy Walk feedback forms

| Activity | Date | Participants | Guides |
|-------------------------|-------------------|----------------------------|--|
| <i>12-advocacy walk</i> | <i>16/01/2012</i> | <i>15 students + Nancy</i> | <i>Pang Sina, Ngem Touch, Srun Sokhim and Meth Savda</i> |
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| | | | |

Mural Paintings

Reporting:

Staff in charge of report: _____

Highlights

1. No Mural Painting

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

- 10/02/2012, there will be a mural painting

Murals This Month

Please attach a photograph of each mural

| Murals | Date | Participants | Children |
|--------|------|--------------|----------|
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Visitors and Volunteers

Reporting:

Staff in charge of report: _____

Highlights

1. Meet, discuss and sign contract with local and foreign volunteers
2. Coordinator visitors, volunteers and donors
- 3.

Challenges

- 1.
- 2.
- 3.

Evaluations

None Due

Yes, attached as _____ (file name)

Next Month

Please briefly describe activities planned for next month

- 22 to 23/02/2012, there is a group of dentist who come to help check the kids' teeth
- 24/02/2012, Mr. Wong and his groups shortly visit Riverkids
- 27/02/2012, Mr. Wong and his group come to play and take children to water park

Activities This Month

| Name | Arrival Date | Departure Date | Activity | Notes |
|----------------------|--------------|----------------|---|-------|
| Ms. Carolyn Delvaill | 11/01/12 | 09/02/12 | Social work volunteer from Project Abroad | |
| Ms. Dalicia Jakson | 09/01/2012 | 20/01/2012 | Community project with PUC | |
| Ms. Chatherine Fly | 09/01/2012 | 20/01/2012 | Community project with PUC | |
| Ms. Zhao Ruoyan | 09/01/2012 | 24/01/2012 | Community | |
| Mr. Touch Ratha | 02/02/12 | 30/03/12 | Local teaching volunteers | |
| Mr. Horn Sambo | 09/01/12 | 09/04/12 | Local teaching volunteers | |
| Mr. Thorn | 30/01/12 | 27/04/12 | Local teaching volunteers | |

| | | | | |
|--------|--|--|--|--|
| Chanty | | | | |
| | | | | |
| | | | | |

Please attach Visitor and Volunteers spreadsheet

Others

Reporting:

Staff in charge of report: _____

Highlights

1. Help review and draft child protection policy
2. Help prepare and take note all kinds of minutes
3. Help translates some documents and monthly report of community nurse
4. Help edit English text
5. Help write concept note
6. Work with Ben on his project – Kungfuture Project
7. Work with education to arrange the activities for Mr. Wong and His group
8. Work with other departments to arrange for dentist activities on 22nd and 23rd

Challenges

- 1.
- 2.
- 3.

Evaluations

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