

Volunteers and Visitors

Please send spreadsheet of visitors and volunteers in Cambodia as attachment

Department Summary

Please summarize your department's work this month

- *Organized 3 Advocacy Walks*
- *Coordinated two surveys*
- *Coordinated four expatriate volunteers to work for Riverkids Cambodia*

Sign-off by Department Head



Advocacy Walks

Reporting:

Staff in charge of report: _____

Highlights

1. Organized 12-H Advocacy Walk for Laurie W.
2. Organized 9-H Advocacy Walk for Zuzana P., Susan and her friend, and Doug H.
3. Organized 12-H Advocacy Walk for Caroline C.

Challenges

- 1.

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
<i>12-H Advocacy Walk</i>	<i>5/2/13</i>	<i>Laurie W.</i>	<i>Mr. Vet Sengly</i>
<i>9-H Advocacy Walk</i>	<i>5/2/13</i>	<i>Zuzana P.</i>	<i>Mr. Vet Sengly</i>
<i>12-H Advocacy Walk</i>	<i>19/2/13</i>	<i>Doug H.</i>	<i>Mr. Peo Bona</i>
<i>12-H Advocacy Walk</i>	<i>19/2/13</i>	<i>Susan and Her friend</i>	<i>Mr. Peo Bona</i>
<i>12-H Advocacy Walk</i>	<i>19/2/13</i>	<i>Caroline C.</i>	<i>Mr. Peo Bona</i>

Mural Paintings

Reporting:

Staff in charge of report: _____

Highlights

1.

Challenges

1. N/A

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 Ms. Georgia D. in conducting a survey on job finding, and teaching computer classes
2. Assisted Ms. Laurie W. in conducting a survey on Medical Care
3. Assisted Ms. Zuzana P. working as an HR consultant for Riverkids
4. Assisted Ms. Caroline C. in working for Micro-Business as a consultant

Challenges

1. The boy nominated from our Get Ready program to transport Caroline C. did not adhere to the schedule and was frequently absent from his work. As a result Caroline was without transport arrangements.

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
Georgia D.	31/01/13	20/02/13	- Teaching Computer Class - Survey on job finding	
Laurie W.	5/2/13	11/2/13	- 12-H Advocacy Walk - Survey on Medical Care	
Zuzana P.	5/2/13	8/03/13	- 9-H Advocacy Walk - 360 degree Assessment Calculation for HR - Working on staff objectives - Working on JDs - Staff motivation proposal - Staff survey design	
Doug H.	14/02/13	01/03/13	- Preparing lesson manual and teaching students (Get Ready and others) about HIV, Drug use, Domestic violence and life skills - Preparing lesson manual and teaching house mother about first aid. Preparing lesson manual about nutrition for next training.	

Caroline C.	19/02/01	01/03/13	<ul style="list-style-type: none"> - Assist/Train vocational training coordinator on how to write a report - Assist/Train coordinator on how to design inventory report format - Train coordinator on how to understand and prepare budget - Train coordinator on how to do quotation - Train coordinator in marketing strategies 	
			-	

Please attach Visitor and Volunteers spreadsheet

Others

Reporting:

Staff in charge of report: _____

Highlights

Challenges

- 1.
- 2.
- 3.

Evaluations

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

Activities This Month

Activity	Date	Purpose	Whom
<i>Discussed with Staff of Khmer Amatac</i>	<i>28/02/13</i>	<i>- Discussing workshop on khmer traditional art for our children</i>	<i>Ms. Yon Sokhorn</i>
<i>Meeting with Kamkids</i>	<i>29/02/13</i>	<i>- Seeking support from Kamkids</i>	<i>Mr. Nget Sophea</i>