

# NCEFYAN

THE MONTHLY NEWSLETTER OF THE NEPALESE CHILDREN'S EDUCATION FUND

What's Inside:

## **NCEF Volunteers Visit**

### **a Record Number of Students in 2007**

by Steven Lustig, NCEF secretary

-----

**2008 NCEF VOLUNTEER OPPORTUNITIES**



# NCEF Volunteers Visit a Record Number of Students in 2007

By Steven Lustig, NCEF Secretary

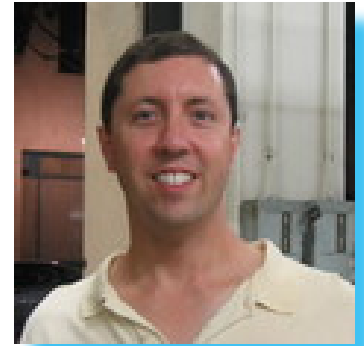
One of the most important volunteer tasks in NCEF is to visit students. Every month, dedicated NCEF volunteers in Nepal donate their free time to visit NCEF-sponsored students in their homes and schools. The volunteers talk to the students, their teachers and their parents or guardians. They find out how the students are doing in school and whether they need any assistance, such as textbooks or increased parental encouragement for their studies, to help their academic progress. The volunteers take lessons learned from these visits to then suggest ways to improve NCEF. They submit short reports on the status of each student after every visit. This is part of NCEF's commitment to being both accountable and responsible.

As we look back on 2007, we can see an unprecedented level of visits by NCEF volunteers in Nepal to sponsored students. Looking forward, we see opportunities to continue on this positive trajectory. Special thanks to all of the NCEF volunteers who spent their time visiting students in Kathmandu, Kavre, Nepalgunj and Palpa in 2007.

Volunteers visited all of the 52 NCEF-sponsored students in 2007, an increase in students of almost 20% from 2006. Over 360 volunteer visits to students took place in 2007, which is an increase of 25% from 2006 and a new record for NCEF (please see Figure 1 for 2007 visit information). Students in all 5 areas in which NCEF operates were visited and all students

were visited at least once. In all areas, students were visited several times each.

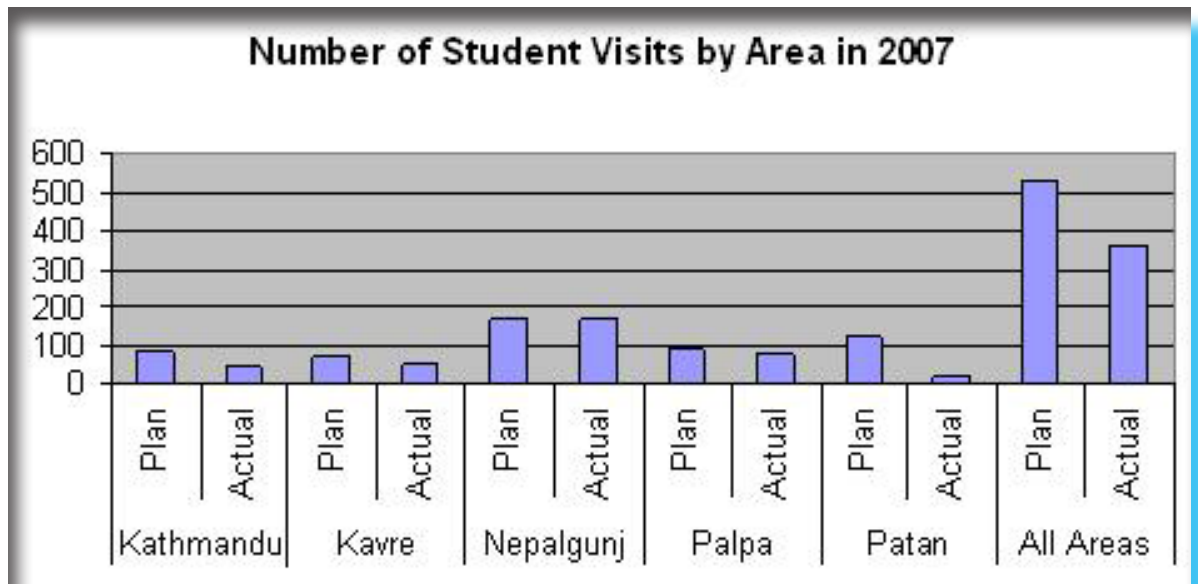
Student visits and reports are very important for two reasons: (1) to provide the best opportunity for sponsored students to succeed, and (2) to provide the best information possible to NCEF officers,

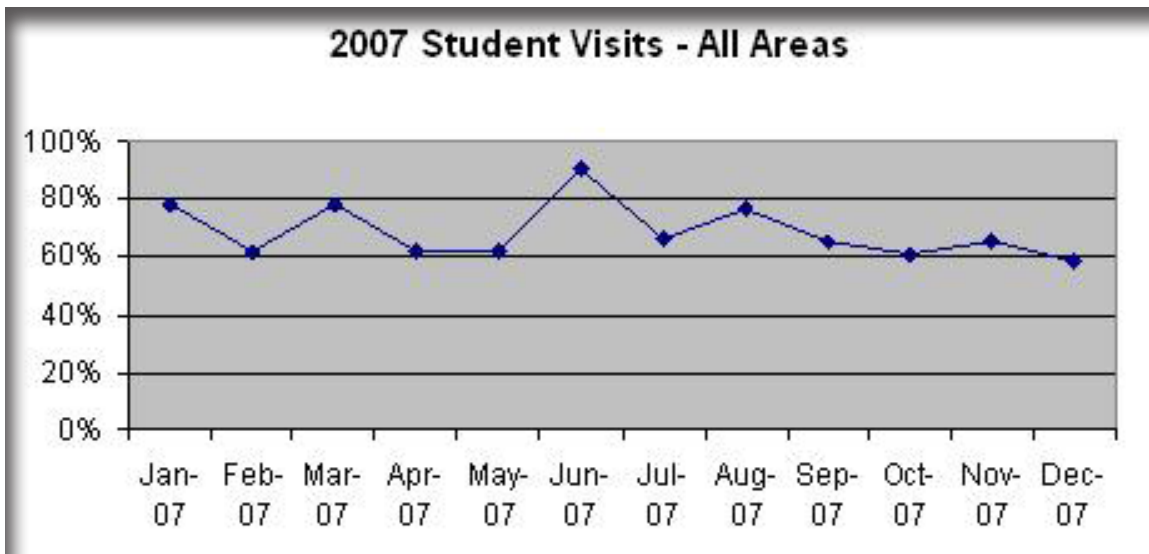


facilitating them to make the best use of the generous contributions by donors. As such, NCEF's goal is for 100 percent of NCEF-sponsored student to be visited every month in which visits are planned. As Figure 1 shows, NCEF has not yet achieved this goal. NCEF continues to strive to improve performance in the area. The good news is that more students are being visited by NCEF than ever before, and the share of students visited each month has remained fairly consistent throughout the year (please see Figure 2). This provides a strong base upon which to improve.

NCEF officers are also trying to understand the variance in student visit performance by area and working with area coordinators to increase maximize student visits in every area. Volunteers in Nepalgunj conducting an impressive 100 percent of expected visits. Palpa volunteers visited

**Figure 1:**  
Number of students visits by our Nepal volunteers in different regions of operation.





**Figure 2:**  
Percent of student visits by our Nepal volunteers in 2007

students 89 percent of the students, which is also a very good visit performance rate. Both areas also showed strong results in 2006. However, volunteers in Kavre visited only completed 70 percent of expected visits and in Kathmandu the visit performance rate was 56 percent. In Patan, students were visited only a couple of months, leading to an unacceptable 17 percent visit performance rate (please see Figure 3).

NCEF and its volunteers are committed to visiting 100 percent of students. It is important that we recognize some of the challenges with this, which may be unfamiliar to members who live outside of Nepal. Volunteers sometimes have to spend considerable time traveling (walking and/or taking public buses) to meet with students. As an all-volunteer organization, volunteers are not paid for the time they spend doing this. Weather, such as flooding, can make such journeys difficult, longer or impossible at times. Political instability, ranging from protests to rebel military actions, may make travel for such visits dangerous or even illegal, although fortunately such activities

have decreased in 2007. School and national holidays may mean that volunteers or students travel to other areas for family reasons, making mutual contact hard to arrange during those periods.

NCEF continues to work with its volunteers to alleviate some of these challenges. The organization has begun working with Nepali to English translators, which allow volunteers not fluent in English to provide reports in Nepali. The translations allow the information to be understood by officers and members who do not speak Nepali. To reflect the fact that there are several long school vacations, NCEF continues to follow a reporting plan that allows Nepal area coordinators to customize their reporting schedule. Student visits can be waived for up to two months a year, but those two months must be scheduled in advance. This allows flexibility but also requires planning, meaning that this policy cannot be used to excuse missed planned visits. Also to help Nepal volunteers with student visits, reporting and other functions, NCEF continues to offer a small training fund where area coordinators and volunteers in a particular area may spend up to 4 percent of that area's funds for students' expenses. Typical classes taken by volunteers under this program are expected to be



In a picnic program in Nepalgunj, Pabitra Dhungana, our NCEF student studying in Kindergarten, shows everyone her favorite dance.

The program was attended by our NCEF children, their parents and our dedicated volunteers of the region.

English and computer skills. This will benefit both the volunteer and NCEF.

In late 2007, the NCEF Executive Committee took several actions to help improve reporting ease and achievement of goals. A particular focus was given to Patan as its performance level, as seen above, was well below that of all other areas. NCEF engaged with a Nepali non-profit organization Kehi Garoun (KG) to coordinate volunteer work in Patan. As an established non-profit organization with both paid staff and volunteers in Nepal, KG was well positioned to assist NCEF in these efforts.

NCEF has already seen the positive results of improved organization and increased information about these areas, including student reports. However, the full benefits of these efforts will not be seen until 2008.

In addition, NCEF has acted to address Nepal infrastructure issues that prevented the timely submission of reports. Internet access for at least one area (Palpa) was very difficult to obtain for many months. As a result, the area coordinator will send paper reports by mail to Kathmandu, where they will be scanned and provided to NCEF. While this is slower

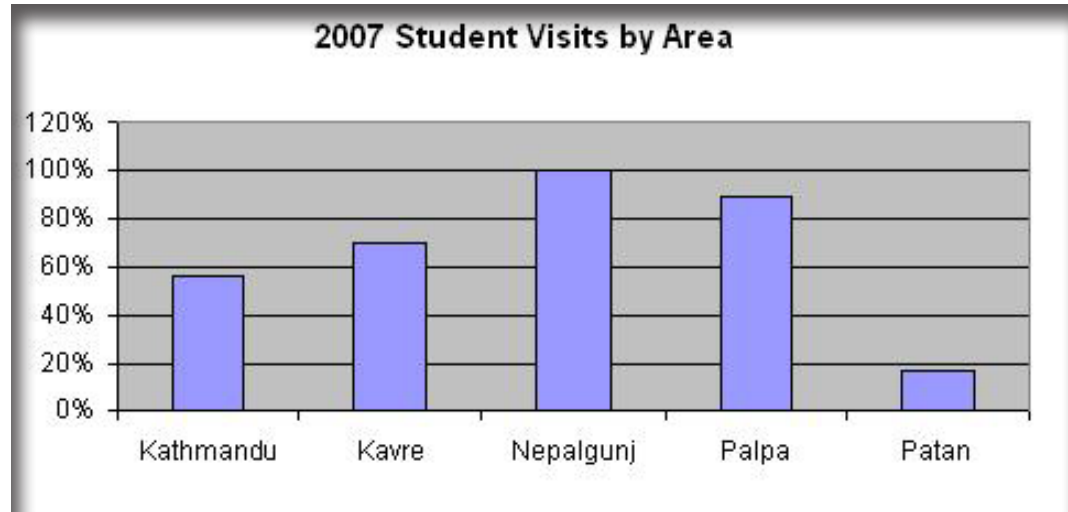


Figure 3: Percent of student visits to plan by area

than direct email from the area, the lack of infrastructure means that this is an improved method for obtaining reports. NCEF also expects to see positive results from this change in 2008.

NCEF looks forward to building on this year's success in student visits and improvement actions in order to arrange even more student visits in 2008.

## KIDS GOT TALENT!

### Laxmi Sunuwar

Age: 12 years

Grade: 6

School: Pragati Sikshya Sadan  
Secondary School,  
Lalitpur, Nepal



## 2008 Volunteer Opportunities with NCEF

*How does NCEF run without a single paid person?*

*NCEF is made up of a group of extremely dedicated VOLUNTEERS who share a common vision that despite our busy schedules, if we work cohesively we can put books in the hands of children in Nepal, who lack the opportunities and privilege that we have here. Although we helped change so many lives of disadvantaged children in Nepal in 2007, we are eager to extend these opportunities to more that are very deserving. We would, therefore, like to open our arms and welcome new volunteers to join the NCEF team. Even by contributing as little as 3-4 hours per month, you can help **build the future of future-builders of Nepal**. Please see the available opportunities below and contact the designated volunteer.*

### Fundraising

#### 1. Donation Box in Restaurant Project

NCEF is starting a new project that involves installing donation boxes in local Nepali Restaurants around the US. The pilot project was very successful and the project has a great potential for raising funds for children. If you live in a city which has a Nepali restaurant(s) or similar businesses, please consider coordinating a very low time commitment project in your area. Once a donation box is installed in the restaurant, your only responsibilities will be to collect donation and transfer to NCEF. We are also looking for a Main Coordinator, whose responsibility is to communicate with regional volunteers and help new regional volunteers get started with this awesome project.

##### A. Regional Coordinators

**Duties:** Volunteers will identify restaurant in his/her city, then install a donation box at the restaurant working closely with the restaurant owner. Once the box is installed, volunteers will visit the restaurant every month and collect donation and transfer to NCEF via Paypal or check.

**Commitment:** 5-6hrs/month (for each participating restaurant)

**Comments:** If you are a busy person, but would still like to help children in Nepal, this is a great opportunity for you. All you have to do is visit the restaurant (whether if you are already going there for a nice dinner, or the restaurant is on your way) only ONCE A MONTH for a few hours. Your few hours of contribution that month alone will send a Nepali kid to school for a whole year.

**Contact:** [chhitij@nepalchildren.org](mailto:chhitij@nepalchildren.org)

##### B. National Coordinator

**Duties:** Volunteer will have the opportunity to expand this amazing project and will be involved with communicating with Regional Coordinators, keeping track of donations and making a report of these donations. You will work with website manager to update website for new regions. This National Coordinator will be the main project manager of the project.

**Commitment:** 5-10hrs/month

**Comments:** This opportunity fits well for people who are interested in not only learning to manage a national level project, but also in planning, evaluating and making the most out of it for the good of children in Nepal. No prior experience is necessary since you will be trained and informed about your duties and will be working very closely with the Executive Committee.

**Contact:** [chhitij@nepalchildren.org](mailto:chhitij@nepalchildren.org)

#### 2. Grants Management Team

NCEF plans to expand its work and assist more needy children in Nepal, the goal that requires large donations. One particular avenue we would like to explore is to seek for Foundation grants. If you have some experience with grant writing or would like to assist someone with grant writing and thus improving these skills which are essential in both academia and NGOs, this is a great way to do so.

### Quick List

#### Fundraising

- Donation box in restaurant project
  - National Coordinator
  - Regional Coordinators
- Grant Management

#### Publicity

- Website development group
- NCEF Blog/Facebook administrator
- Newsletter team
- NCEF Video Design Team

#### Public Relation

- Donation database management team
- Gift donation management team

#### Administrative

- Translator
- Monthly report reviewer

## MAKING DONATIONS

#### q Online:

[www.nepalchildren.org/donation.html](http://www.nepalchildren.org/donation.html)

#### q Checks:

#### Make checks payable to:

Nepalese Children Education Fund or NCEF

#### Mailing address:

Nepalese Children's Education Fund  
P.O. Box 380061

Cambridge, MA 02238-0061

#### Questions?

[contact@nepalchildren.org](mailto:contact@nepalchildren.org)

## Do you GoodShop?

NCEF will receive donation from your online shopping at no cost to you!

When you shop online through GoodShop, the retailers will make a donation to NCEF at no cost to you. Many retailers, including WalMart, Target, Best Buy, Amazon are participating in this program.

Click here to start:

[www.goodsearch.com/?charityid=860619](http://www.goodsearch.com/?charityid=860619)

ALSO, Now every time you search the Internet using GoodSearch, a penny will be donated to NCEF. Please check out the link above. You can help change the lives of needy children with a click of a mouse.

Duties: Identifying Foundations; Grant writing; Coordinating and corresponding to manage grant proposals.

Commitment: depending on your availability

Comments: Any kind of help is appreciated. We already have some members with grant-writing experience willing to work in the project. So this will be a project that you can initiate and develop on your own and can be a good experience to be included in your resume.

Contact: [chhitij@nepalchildren.org](mailto:chhitij@nepalchildren.org)

## Publicity

### 1. Website Development Group

Duties: Adding and updating content and new links

Commitment: 1-2 hrs/wk

Comments: This is a high priority job with very low time commitment. We are actively seeking volunteers for this group. You can work on various aspects of the website - regular updates on the website of documents, donors or occasional special projects such as special fundraising project publicity.

Contact: [om\\_p@nepalchildren.org](mailto:om_p@nepalchildren.org)

### 2. NCEF Blog/Facebook Administrators

Duties: The group will be involved with maintaining and updating NCEF's social networks such as NCEF Blog, Facebook, Goodsearch. The group will also work to increase the activity and number of participants in these networks

Commitment: 3-4hrs/mnth

Comments: You will be involved with updating NCEF blog (starting discussion topics), Facebook Cause and other social networks with very little time commitment per week.

Contact: [chhitij@nepalchildren.org](mailto:chhitij@nepalchildren.org)

### 3. Newsletter Team

Duties: Writing short articles about children, NCEF volunteers and other relevant topics; editing articles; publishing newsletter

Commitment: 2-3hrs/mnth depending on task

Comments: You will have an opportunity to read fresh student reports, to interview volunteers about their work, NCEF students about their progress and donors and others about their thoughts. Team will discuss via email in the beginning of each month and team members will write articles, edit and publish newsletter. This is also a low-time commitment task recurring every month depending on the length of newsletter. Contact: [chhitij@nepalchildren.org](mailto:chhitij@nepalchildren.org)

### 4. NCEF Video Design team

Are you creative? Have experience with cameras, videos and video editing? Then you can help create publicity material and documentary about NCEF and Nepali children. Our volunteers have already taken videos and photographs of our children, parents, and area coordinators. If you would like to put them together into a nice, short description of NCEF, please let us know. This is a great avenue to experiment with your skills in video production.

Contact: [chhitij@nepalchildren.org](mailto:chhitij@nepalchildren.org)

## Public Relations

### 1. Donation database management team

Duties: Adding and updating donation information; sending updates to donors at the end of the year

Commitment: 1-2 hrs/w k (more towards end of the year)

Comments: This is a priority job and will be done regularly but is not time-consuming. You will have the opportunity to learn excel and access which are good database to learn for anyone interested in development in NGOs. You can also help out with correspondence with donors which will be useful in correspondence/public relations in any kind of official work.

Contact: [inku@nepalchildren.org](mailto:inku@nepalchildren.org)

### 2. Gift donation management team

Often times NCEF receives gifts from generous donors from a wedding ceremony or funeral service or other social gatherings. NCEF publishes a web page dedicated to such donations. If a gift is given to NCEF by individual donors separately, NCEF works to keep track of donors and donations and if necessary contact them. The gift donation management team will be involved with overseeing this very important project. In 2006 alone a memorial donation contributed more than \$13,000 to children's education in Nepal!

Duties: When a gift is given to NCEF (such as memorial donation, wedding donation), you will be involved with managing the donors list and getting in touch with donors if needed.

Commitment: 3-4 hrs when gifts are received

Comments: Example: [www.nepalchildren.org/memorial.html](http://www.nepalchildren.org/memorial.html).

This job is occasional but is quite rewarding since this kind of fundraising is quite efficient and effective.

Contact: [inku@nepalchildren.org](mailto:inku@nepalchildren.org)

## Administrative

### 1. Translator

Duties: Translate documents (student applications, letters, other documents) from Nepali to English and occasionally from English to Nepali

Commitment: You will be notified when such documents need to be translated. 2-3hrs 1-2 times a month

Comments: If you are proficient in Nepali and have a few hours to spare to read student applications first hand (with comments from volunteers, parents, teachers and students) and translate them to English, this is a great opportunity. This task requires very little time commitment and only a few times a year.

Contact: [steven@nepalchildren.org](mailto:steven@nepalchildren.org)

### 2. Monthly Report Reviewer

Duties: Review monthly student visit reports prepared by volunteers in Nepal and archive

Commitment: 3-4hrs hrs/month

Comments: Proficiency in Nepali NOT required

Contact: [steven@nepalchildren.org](mailto:steven@nepalchildren.org)

