Program Manual

Sustainable Cambodia

Empowering families and children to effect lasting change…community by community

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Introduction

About This Program Manual
The SC Program Manual is updated periodically as new programs are added, and as established programs mature. The reason we maintain this document is several-fold:

- To maintain an up-to-date record of the Programs we utilize for purposes of informing the BOD and third parties;
- To give incoming volunteers the opportunity to study our Programs in advance of arrival;
- To inform the BOD and our supporters about the way our Programs are implemented, to gain insights and suggestions for improvements from outside;
- To share the Programs with other NGOs and groups around the world, to help them and to stimulate cross-pollination;
- To utilize in internal trainings where applicable, and to maintain consistency in Programs as staff comes and goes.

Overview of Sustainable Cambodia
Sustainable Cambodia is an international nonprofit organization that is working to empower the residents of rural Cambodian villages to create sustainable improvements in their quality of lives through community development and education programs.

Funding & Use of Funds
Sustainable Cambodia is funded through public support provided by child sponsorships and contributors from around the world, through the generous support of Rotary clubs from around the world and by other organizations that provide grants. By our founding principles, only native Cambodians may be employed as paid staff, and all international officers, directors and consultants are unpaid volunteers, ensuring that 100% of funding goes directly to Cambodia and our rural village programs.

All non-Cambodians involved with Sustainable Cambodia, including Board members and officers, are unpaid and pay 100% of their own expenses. This ensures that we train and empower Cambodians to help fellow Cambodians. Due to the large salary differential between Cambodian and western nations, we are able to accomplish much more with our financial resources, resulting in dramatic results on-the-ground in the villages in which we work.

Mission Statement
Our mission is to help the Cambodian villages in which we work become self-sustaining communities where people want to live, with healthy water and facilities, good food, health care and education for the residents, where there is environmental and social responsibility, and employment that allows them to sustain and continually improve their quality of life.

Vision Statement
Sustainable Cambodia's long-term vision is to create a model which is so successful in creating self-sufficiency and quality of life that the village residents in the program will assist Sustainable Cambodia in spreading the model to other communities throughout the country.

Village Family Empowerment
We are not an "aid" organization: We work with the village families through a unique participatory empowerment model, providing resources, assistance, training and education. The families do the hard work. This empowers the families to revitalize their community and economy, creating a self-sustaining quality of life. In return for the assistance from Sustainable Cambodia, the families commit

to passing on the gift by helping other families and communities. Sustainable Cambodia works through this empowerment model at the grassroots level, effecting change community by community.

Participatory Development Model
Sustainable Cambodia utilizes a participatory development model: The village families create a Village Development Committee, which works with our staff to prioritize the programs that will have the most impact on the village. Nothing is "given" to the villagers. The villagers must commit their time and labor to make the programs happen, while Sustainable Cambodia typically provides the training and nearly all the first-year financing for the programs. The amount of assistance is reduced over a three-year period, as the villagers become more and more self-reliant. At the end of the three year period, the quality of life in the village is dramatically improved, and the villagers have the self-created resources to continue to improve it.

The programs that the Community Development Committees may choose to become involved with include; fresh water wells (usually the top priority), irrigation, gardens, alternative agriculture, a village school, a village preschool, vocational training, and village healthcare.

Sustainability
Sustainability is an essential part of our vision. We are NOT an "aid" organization that simply provides money to Cambodian villages. Instead, we partner with the villagers, helping them to change the quality of life in their community. We assist the villagers in prioritizing the programs that will have the most impact on the village. Then the villagers commit their time and labor to those programs, and we assist with training and financing. The programs we support include fresh water wells, irrigation, gardens and alternative agriculture, childhood education and schools, pre-school daycare learning centers, vocational training and village healthcare.

Our definition of "self-sustaining" is when the residents of the villages have become empowered enough to maintain and improve the quality of life in their village with a minimum amount of outside financial assistance. A community in which this occurs will have many residents who choose to stay in the community or return to it because of the high quality of life created there.

Comprehensive Village Development
Sustainable Cambodia's development and empowerment model is based on the "best practices" concept. Rather than reinvent the wheel, we utilize the most successful development models from around the world, including the Animal Pass-On Program developed by Heifer International and the participatory empowerment model of Care. We also believe in a comprehensive program that provides the villagers everything they need for successful development. Each of our village programs includes the following programs:

Sustainability Programs:
- Community Development Committee
- Self Help Groups
- Community Health Committee
- Agricultural Training Center

Community Development Programs:
- Wells
- BioSand Filters
- Rooftop Rainwater Harvesters
- Community Ponds & Irrigation
- Agriculture & Vegetable Gardens
- Animal Pass-On
- Vocational Training (Sewing)
- Hygiene Training
- Latrines
- Village Preschool Food Supplements
- Days for Girls

Education Programs:

- Village Preschools
- Community Education Outreach
- Sylvia Lasky Memorial School
- Kravanh Bright Future Centre
- Kandieng Sustainable School
- University Scholarships
- Youth Club

Finances Overview

Sustainable Cambodia has a unique management model, employing only native Cambodians and requiring that all international directors, officers and managers work free of charge as volunteers who pay their own expenses. This model allows us to accomplish a great deal with extremely modest administrative costs. Sustainable Cambodia's combined administrative and fundraising costs are under 5%, meaning that 95% of our funding goes directly into the on-the-ground programs.

Our funding comes approximately from the following sources:

- Approximately 25% from the founders & directors
- Approximately 25% from Rotary Clubs and Rotary Matching Grants
- Approximately 30% from Child Sponsorships, Village Gifts & various donors
- Approximately 20% from foundations and other grants

We are a registered as a Non-Governmental Organization (NGO) with Cambodia Ministry of Foreign Affairs and with various other Ministries in Cambodia, and are registered in the U.S. as a 501(c)(3) nonprofit organization. We are audited or reviewed by independent Certified Public Accountants in the US, and our IRS Form 990 tax returns and past audits are available online at our website at www.sustainablecambodia.org.

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Sustainability Programs

PROGRAM AREA OVERVIEW

As evidenced by the name, sustainability is the foundation upon which all of Sustainable Cambodia's programs are built. To ensure this, Self Help Groups, Community Development Committees, Community Health Committees and the Agricultural Training Center were established. These programs form the Sustainability Programs, and serve as the foundation for many of the other programs. For example, before a project is issued, Self Help Groups are established to ensure that community members help themselves by holding each other accountable. Another example is the responsibility given to Community Development Committees to make decisions for their communities in regards to the various programs.

The current Sustainability Programs include:

Community Development Committees: Creating leaders to self govern community programs
Self Help Groups: Establishing groups of community members to truly empower themselves

COMMUNITY DEVELOPMENT COMMITTEE

Overview

Before many of Sustainable Cambodia's programs may be implemented, a community's Community Development Committee must give its approval. Comprised by a community's elected leaders, a Community Development Committee (CDC) serves as an intermediary between Sustainable Cambodia and the villagers. The CDCs work closely with SC staff throughout the implementation of a program, and are responsible for its management thereafter. The CDCs therefore serve as an essential part of establishing the sustainability of any given program. The Community Development Committees are also responsible for monitoring and evaluating the various programs, and are expected to help Sustainable Cambodia improve them over time. If ever a CDC faces an issue it cannot handle itself, SC staff members are always available for consultation.

Creating a CDC

Whenever Sustainable Cambodia is interested in implementing programs in a new community, the first step is to create a Community Development Committee. SC staff members organize a community wide meeting to introduce themselves and the programs they wish to implement. Afterwards, SC staff members describe the purpose and responsibilities of Community Development Committee members. Those willing to participate are identified, and a general vote is held to determine who will become the members of the Community Development Committee. After the votes are tallied, the 5 community members with the most votes immediately become the new Community Development Committee.

Responsibilities

Serving as the intermediary between Sustainable Cambodia and the members of their community, the Community Development Committee is responsible first and foremost for accurately representing their community. The CDC is in charge of determining whether a certain program would prove beneficial for their community members. The Community Development Committee members play an integral role in the implementation of a program, as they are the ones who determine which community members are able to participate in the various programs. The CDC is also responsible for running the various programs post-implementation. In this way, a community avoids becoming dependent on Sustainable Cambodia, and instead becomes self-sufficient.

Training
To ensure their ability to manage the programs in which they become involved, the Community Development Committee members receive training. Dependent upon which programs are implemented within their community, CDC members may receive training ranging from Safe Water Programs to Income Generation Programs. If CDC members ever desire to receive additional training on a certain subject, whether to refresh previous training or to learn something new, they are encouraged to contact Sustainable Cambodia.

Weekly and Monthly Procedures
The weekly and monthly procedures of the Community development Committees vary depending on which programs their individual communities are involved with. At the onset of any program, the CDC is responsible for working closely with SC staff in planning and implementing. Once programs have been established, the CDC is responsible for their maintenance. This includes either bi-monthly or monthly meeting with SC staff to ensure everything is running smoothly. It also involves resolving any issues that might arise on a day to day basis.

Monitoring and Evaluation
With substantial day to day experience running the various programs, the Community Development Committees serve a crucial role of monitors and evaluators of the programs in which their community is involved. The CDC members are encouraged to express any thoughts they may have on how programs can be run more efficiently and effectively in the future.

SELF HELP GROUPS

Overview
Sustainable Cambodia's Self Help Groups (SHGs) were designed to empower community members by working together. The Self Help groups have proven essential for the implementation of several Income Generation Programs which specifically refer to Group saving & loan, Animal Pass-On Programs. SHGs rely on the ever effective method of peer pressure to ensure that borrowers use caution in conducting their financial affairs and follow through with their repayments. Self Help Groups are the epitome of sustainability, as they encourage community members to rely on each other instead of any sort of outside help. The Self Help Groups have also shown to establish deep bonds of trust among their members, further increasing the quality of life in a community.

Creation of a SHG
The first step in creating a Self Help Group is determining the community members interested in the Income Generation Programs in which SHGs are necessary. This may include any person or family living in a village in which the Animal Pass-On Programs have been implemented. The Community Development Committee is then responsible for assisting the interested members to form groups of ten to fifteen individuals of families. This newly formed group is an official Self Help Group.

Operational Policies
In order to apply for Animal Pass-on Program, a community member must be part of a Self Help Group. Although each group member of a SHG will be in developing the plan, selected the first member who will revive the first animal then the waiting members. A Self Help Group has the right to remove a member who miss conduct or violate the team regulation and agreement.

Monitoring and Evaluation
Staff members from Sustainable Cambodia are responsible for periodically meeting with the Community Development Committees to review the progress of the Self Help Groups. While the CDCs manages the SHGs on their own, they are encouraged to reach out to SC staff if ever an issue arises that they believe they cannot handle on their own. The individual SHGs meet with the CDC on a

monthly basis to ensure that things are running smoothly. In these meeting, SHG members are encouraged to express any suggestions as to how to make the program run better in the future. This information is then conveyed to SC staff members, who discuss whether or not to implement the suggested changes.

Safe Water Programs

PROGRAM AREA OVERVIEW

The Safe Water Program is a critical centerpiece to Sustainable Cambodia's community development strategy. Given the essential nature of water in daily life and its ability to affect the health of both individual families as well as communities, the Safe Water Programs provide a necessary base upon which other community development programs such as Food Security and Healthcare can build. Before the Safe Water Programs, many of the communities in which Sustainable Cambodia operates had no source of clean drinking water, forcing the villagers to carry water over long distances and/or gathering dirty water from nearby scum-covered ponds. This significant workload is often the responsibility of school age students, and thereby reduces, if not eliminates, the time available for studies. It was therefore apparent that access to a steady source of potable water was the first priority of the community development team.

The current Safe Water Programs include:

Wells: Providing communities with a steady access to water, opening doors to many other programs

BioSand Filters: Supplying villagers with a cheap and reliable method to render most water potable

Rooftop Rainwater Harvesters: Further increasing communities' access to clean water

The Safe Water Programs are designed to work in conjunction with one another to address each aspect of water resources, from availability to safe household use. Wells and Rooftop Rainwater Harvesters are installed, granting access to a steady supply of water for a community. A BioSand filter is then used to treat the water, removing most of the disease-bearing bacteria. Once a community is confident with its access to potable water, many other community development programs may be introduced.

WELLS

Overview

Access to potable water has proven to be a significant problem for the communities in which Sustainable Cambodia operates. Prior to the Wells Program, some community members, for lack of better options, would resort to collecting water from ponds shared with cattle and pigs, or worse – relying on water from scum covered drainage ditches. This water, more often than not, was contaminated with fecal matter, resulting in various illnesses. Throughout the dry season, many of the existing open water supplies would dry up, greatly reducing the communities' access to any water source. This would force community members to travel long distances to find water, requiring a great deal of time and effort, as water was transported manually.

Sustainable Cambodia's Wells Program was designed to offer solutions to the various problems faced by a lack of potable water. An effectively run Wells Program reduces the exposure to waterborne diseases by providing water from below-ground sources that are less susceptible to contamination. Additionally, it provides access to water during the dry season when above-ground water sources

often evaporate. The Wells Program also provides water for agriculture such as the irrigation of vegetable gardens during the dry season and the maintenance of farm animals. It also reduces the amount of wood used for fuel in the purification of drinking water.

Promotion
SC staff members meet with the Community Development Committee (CDC) to explain the basics of the Wells Program, as well as the benefits it can offer. If committee members choose to implement the Wells Program in their community, they then hold a meeting to describe the program to the rest of the community. The CDC then selects a 'well coordination team' that is responsible for managing the implementation, training, and maintenance efforts of the wells within the community.

Selection
The CDC then makes a list of community members interested in participating in the program. From these participants, user groups are formed with one chief and one assistant per group. These user groups are then trained on well construction and maintenance. The user groups also recommend well locations.

Implementation
Once the user groups and the 'well coordination team' have determined the locations of the wells, a well contractor ensures each proposed well site is appropriate i.e. has water. If everything checks out, contracts are written to secure the land for the wells.

Well Construction
SC provides for and arranges all necessary construction supplies to be delivered by the contractor to the well site. The well is then constructed, by the community members, supervised by the well contractor. The contractor also trains the community members how to maintain and repair the well, if necessary. Once the well is completed, the community members are also responsible for providing materials for, and constructing, a fence for the well.

Types of Wells
There are two different kinds of wells that may be installed in a community, depending on the depth of the water table. A shallow well is any well equal or less than 7 meters in depth. If water still cannot be reached at these depths, a deep well may be provided, reaching as far down between 50 to 100 meters.

Operational Policies
Every family who access to a well will make sure to collect and contribute as a copayment with the amount of 100,000Riel equal about US$25 if they receive a shallow well. the copayment of deep well is 400,000Riel equal $100. Depend on the discussion, SC or CDC will keep this copayment pay for well maintenance and repair. Within the first 6 months of a wells operation, any issues that may arise are the responsibility and liability of the well contractor. After 6 months, the responsibility of maintaining the well lies on the community members. No more than 15 families will have access to any single well, as recommended by the World Health Organization. The land used for each well will be contracted for permanent community use.

Monitoring and Evaluation
Throughout the initial stages of the program, SC staff works closely with the CDC. After construction is completed the majority of the responsibilities of the well lie on the community itself. SC staff is available for consultation for any problem that the CDC feels it cannot solve itself. Through continual conversations with communities, SC learns how to run the Wells Program more effectively and efficiently in the future.

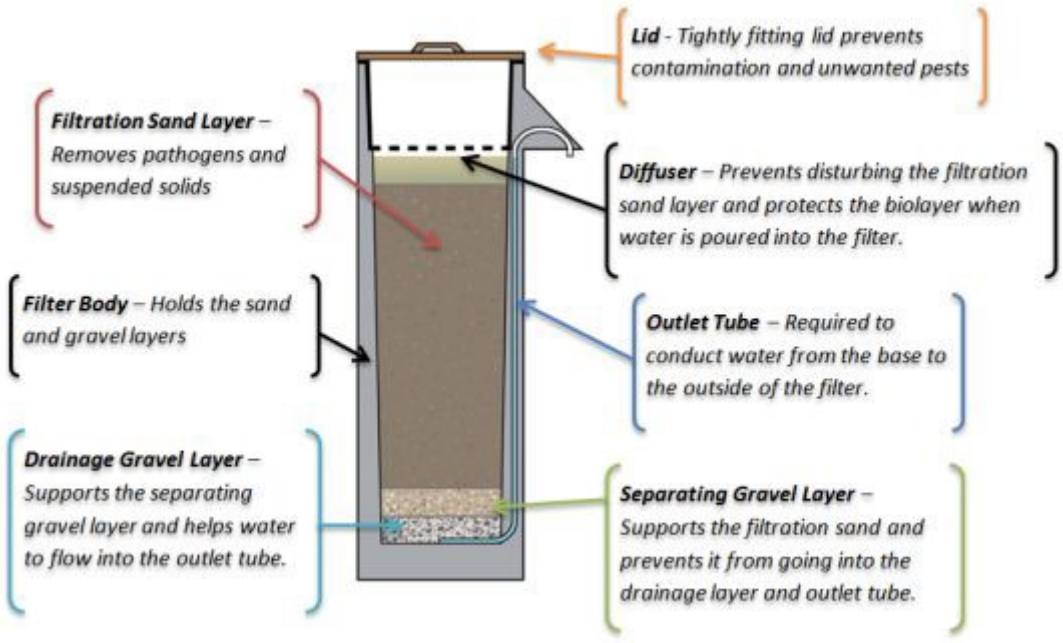
BIOSAND FILTERS (BSF)

Overview

In many villages the water level is high enough that "shallow wells" can be installed. The shallow wells provide ample water, but the water must be filtered or boiled before drinking. The BSF water filter is a water treatment option designed for use in rural and developing areas where resources such as electricity, technology, and running water may not be available. The BSF technology is a water treatment option that addresses World Health Organization concerns of sustainability and program effectiveness for water programs in developing countries.

The BSF is simple structure consisting of nothing more than a concrete container filled with layers of sand, gravel and a copper pipe. As uncomplicated as it may, the BSF is a highly efficient water filter. The sand and gravel effectively remove dirt, bacteria, viruses, parasites and other impurities from the water. The BSF, therefore, renders turbid water drinkable. As much water in rural areas is contaminated by human and animal fecal runoff, especially during the rainy season when flooding spreads contaminants into wells, BSFs provide an economic and effective solution to removing such bacteria borne contaminants.

BioSand Filter Diagram



How It Works

The process of filtration through a BioSand Filter is a very simple combination of physical and biological processes. The process begins by pouring untreated water into the top section of the BioSand Filter. The water then begins to filter through the filtration sand layer where pathogens and suspended solids are trapped. Most of the untreated water's organic material is trapped at the surface of the sand bed, effectively forming a bio-layer which actively removes pathogens and contaminants through predation. Once the water has been filtered through the Filtration Sand Layer, it makes its way through the Separating Gravel Layer and the Drainage Gravel Layer. Through the pressure provided from above, the water is then moved up through the outlet tube and out of the filter.

Effectiveness of a BioSand Filter

BioSand Filters have proven to be inexpensive, easy to construct and simple to maintain. They have also proven to be highly effective at filtering water by removing dirt, bacteria, viruses, parasites and other impurities. Studies have shown that a properly working BioSand filter may remove:

- More than 90% of fecal coli form
- Up to 98.5% of bacteria
- Up to 99.9% of protozoa
- Up to 95% of turbidity
- Up to 90 -95% of iron
- Most suspended sediments

Implementation

Sustainable Cambodia strives to adhere closely to the CAWST organization's manufacturing, installation and training guidelines. This ensures quality, cost controls, training and installation expertise. Most importantly, it fosters the confidence of knowing that SC is providing a safe water supply to the villages.

SC provides BSFs to village households for a nominal fee of $5 per filter. This fee offsets the cost of the filters and gives the recipients a sense of ownership. However, we also provide 20Litters water container along with BSF. This water container costs about $5. Poor families who show a real desire and need for a filter but cannot afford the fee are asked to contribute labor instead of the fee.

The equipment (filter molds, tools,. etc) are owned by Sustainable Cambodia but the filters are owned by individual families, schools/health clinics, etc that receive them. The filter recipients must also attend training sessions on sanitation and hygiene education and filter maintenance, and each recipient must provide one day of labor to assist with filter construction.

Promotion

SC staff members meet with the Community Development Committee (CDC) to explain the value and use of the BSFs. If the committee members choose to implement the BSF program in their community, the committee then selects a BSF coordination team responsible for managing the implementation, training, and maintenance efforts within the community.

Selection of Recipients

The CDC members assess the local families' access to clean water, number of vulnerable persons in the families (for example: families with elderly people, handicapped individuals, and/or infants) and decide which families are high priorities for receiving a BSF. Those families must have high desire and commitment to keep BSF in good functioning.

BSF Coordination Team

The appointed BSF coordination team in a village is trained on BSF construction, water-borne diseases and pathogens, and the means to safely treat water so that it may be used for household usage. Once the coordination team has completed all practical and theoretical classes, they receive an orientation on BSF along with key community leaders. In return for their long-term voluntary commitment, the members of the coordination team are eligible to receive a BSF without the $5 cash contribution.

Community Water Education Campaign

SC applies a community-to-community based approach for its Community Water Education Campaign. Once the CDC and the coordination team have completed training, the committee hosts a "question and answer" session for the community. At the session, community members can learn about the BSFs, ask questions and offer their opinions. This session is about 2 or 3 hours. To improve community attendance, SC offers incentives such as gasoline for community leaders for their transportation,

refreshment for participating families. In addition, teaching aids such as posters, relevant water source pictures, disease and visual tools, lesson plans and monitoring tools have been developed and used as part of the education program.

Check for Adequate Training/Education
After education and training has been given to the village members, the CDC and coordination team follow-up with community members who receive a BSF to ensure that they received adequate training (use and maintenance of the BSF, general water sanitation practices, etc.) to promote the sustainability of the program. The CDC leads education efforts in their community and surrounding communities, as SC programs expand from village to village.

Weekly and Monthly Procedures
SC staff members meet with CDC members and the BSF Coordination Team members on a weekly basis to check the progress of the program. SC staff collect information about how the families think the BSF is working, any problems the community has had with the program, how the CDC and coordination team is solving any problems, what kind of support, if any, the community needs, and any reduction in the amount of illness in the community.

Operational Policies
SC provides BSFs to village households for a nominal fee of $5 per filter. This fee offsets the cost of the filters and gives the recipients a sense of ownership. Poor families who show a real desire and need for a filter but cannot afford the fee are asked to contribute labor in place of the fee.

Monitoring and Evaluation
The Reporting, Monitoring and Evaluation of the BSF Program should be divided into 2 parts. First, the fundamental reason for installing BSFs is to reduce water-borne diseases and improve the health of villagers. A comprehensive and ongoing health-related study (pre-BSF and post-BSF) is essential to this program. Second, there must be a comprehensive and ongoing monitoring and evaluation of the BSF manufacturing through testing processes. The proper manufacture and installation, in addition to end-user training, will almost certainly ensure the decrease in water-borne diseases. Studies have shown that properly built and installed BSFs (with an associated training program) are more effective at removing pathogens and improving water quality. Additional data collection will be conducted to determine compliance with educational training (such as consistently using a clean container to collect the water) and any reduction in the amount of illness within the household. This information will be collected approximately 6 months after BSF installment using a standardized questionnaire which uses the same information as gathered during the base line data collection.

ROOFTOP RAINWATER HARVESTERS (RRHS)

Overview
The Rooftop Rainwater Harvesters Program was designed to grant a community even more access to clean, potable water. While the Wells Program provides access to water below the earth's surface, the Rooftop Rainwater Harvesters (RRHs) provide access to the wet season's ever abundant rainwater. For those families without access to a well, the water a RRH can provide has proven crucial. Even for those with access to a well, a RRH provides an important additional source of water for cooking, cleaning, and bathing. With a capacity of 4,000 liters a single Rooftop Rainwater Harvester holds sufficient water to provide a family's water throughout the dry season.

Promotion and Selection
SC staff members meet with the Community Development Committee (CDC) to explain the basics of the Rooftop Rainwater Harvesters Program, as well as the benefits it can offer. If committee members choose to implement the Rooftop Rainwater Harvesters Program in their community, they then hold

a meeting to describe the program to the rest of the community. The CDC then makes a list of community members interested in participating in the program. The villagers are then ranked based on a previously conducted needs-assessment study.

How it Works

A Rooftop Rainwater Harvester is essentially a hollow two meter tall concrete sphere, sitting atop a concrete base. It is connected to a slanted metal (typically zinc) roof, through a traditional gutter system, in order to collect the rainwater. If a family has a roof constructed with straw, Sustainable Cambodia may help them purchase a zinc roof. Full, a Rooftop Rainwater Harvester can hold up to 4,000 liters, enough to supply a family with enough potable water to last the dry season. The water is finally accessed through a small pipe at the bottom of the sphere.

Financing

The total cost of a single Rooftop Rainwater Harvester, including construction, transportation and installation, is approximately $280. To help cover this cost, the families are asked to contribute $50 as their copayment for the medium level families. Copayment for families who holding ID poor 1 certificate is $12.5, and ID poor 2 is $25. In addition to easing the financial burden on Sustainable Cambodia, this cost helps to foster a sense of ownership. It also allows Sustainable Cambodia to construct and deliver more RRHs to more families in need.

Construction

The Rooftop Rainwater Harvesters are built at Sustainable Cambodia by Sustainable Cambodia staff members. Once the dome and the base have been constructed, and the families have been selected, the disassembled RRH is transported to the selected village. There, the constructor hired by SC will assemble the RRH to its final form.

Monitoring and Evaluation

Throughout the initial stages of the program, SC staff members work closely with the CDC. After construction is completed the community is responsible for the maintenance of a RRH. SC staff members are available for consultation for any problem that the CDC feels it cannot solve itself. Through continual conversations with communities, SC learns how to run the Rooftop Rainwater Harvester Program more effectively and efficiently in the future.

Food Security Programs

PROGRAM AREA OVERVIEW

Food security is essential and has proven to be the key to success for any community. Without adequate food for the families in a community, little else is possible. Confidence in the availability of food, both in the wet and dry season, opens up countless possibilities that previously would not have existed. The Food Security Program Area involves a variety of programs that focus on community-based solutions to meet the nutritional needs of community members. In addition to meeting nutritional needs the Food Security Programs emphasize education, greatly contributing community empowerment and self-reliance, as the communities gain information and experience, allowing them to duplicate and expand programs in the future.

The current Food Security Programs include:

Agriculture & Vegetable Gardens: Educating villagers on the most efficient agricultural techniques

Community Pond & Irrigation: Allowing community members to efficiently use water in the dry and wet seasons

Through this variety of programs, Sustainable Cambodia aims to increase the confidence of the communities to feed themselves, thereby expanding the realm of program possibilities in the communities.

AGRICULTURE & VEGETABLE GARDENS

Overview

As subsistence farming is very prevalent among the communities in which Sustainable Cambodia operates, the Agriculture & Vegetable Garden Program was deemed crucial to increasing food security. Training is provided to community members on the best agricultural techniques on raising organic vegetables and the use of composting. Community members benefit not only from the additional information, but also from the newly created vegetable gardens. SC provides participating families with seeds that are returned once the family is able to successfully grow the vegetables. An experimental “model garden” has been established that showcases these vegetables for community members that are interested in learning more about the program and trying new gardening practices. Sustainable Cambodia’s Agriculture & Vegetable Garden Program effectively combines the benefits of training and implementation, resulting in increased food security for the community members involved.

Promotion

SC staff members meet with the Community Development Committee (CDC) to introduce the agriculture/garden program and discuss the communities’ ideas about the quantity and quality of foods found in the community and at local markets. Additionally they discuss the barriers commonly faced in regards to accessing the necessary food for their families. If the committee supports the idea of implementing the Agriculture & Garden Program, they then conduct a meeting with the community to describe the program. Community members interested in participating are noted.

Training

Plethora of training opportunities are available to the community members interested in participating. They are trained in the proper techniques to grow various vegetable throughout the different seasons. They are instructed on the proper utilization of fertilizer, and the potential provided by composting. They are also given general nutritional education in regards to the nutritional value of certain

vegetables (such as vitamin A-rich varieties). This information serves to empower the community members, not only in their ability to provide food for themselves, but also in their vegetable purchasing and consuming practices.

Seed Distribution
Once the various trainings are completed, the community members are eligible to receive seeds from Sustainable Cambodia. The CDC determines who in the community receives the seeds based on their on a needs-assessment and their ability to repay the seeds once a significant yield is produced in their garden. The type and amount of seeds given is also determined by the CDC based on their judgment of each member and their land.

Vegetable Production
Once a family has received their seeds, they begin the process of building and planting their gardens. The family is also responsible for putting up a fence around their garden. When a garden has been prepared and planted by a family, past experience has shown that showcasing a family's garden as a "model garden" assists the community with learning more about different gardening techniques and seed choices. There is a potential for certain vegetables like radishes, lettuces (various varieties), cauliflower, cucumbers, and other vegetables that are popular with expatriates in Cambodia, to yield a substantial profit in certain markets in Pursat.

Weekly and Monthly Procedures
SC staff members follow up with families after they begin to create their family gardens. Advice and additional information is given to families by SC staff, as needed. SC staff meets with participating families on a weekly basis when they first begin the program. As the program develops, SC staff members check-in with families on a monthly or bi-monthly basis. SC staff report program information to the Program Managers and Executive Director on a monthly basis.

Operational Policies
SC staff meets with the CDC and the participating families to discuss how many seeds are required to begin a garden. Once the families receive training and education, and the seeds from SC, they agree to pay back the seeds to SC during harvesting time, or when a significant amount of vegetables have been produced. The amount of seeds each family receives depends on the need and the availability of seeds. If a family has problems with their garden, such as flooding, soil quality, or other problems that will have a negative effect on the family's ability to have a healthy garden, they must report the issue to the CDC. The CDC works to solve the problem with the family, with the support of SC staff.

Monitoring and Evaluation
SC staff report program progress to the Program Manager and Executive Director on a monthly basis. CDCs hold meetings about the garden program, as needed, and report any program problems to SC staff. SC staff meets with participating families and the committee regularly to follow-up on program progress and address any questions or concerns the community has about the program.

COMMUNITY POND

Overview
The amount of water within Cambodia can be characterized as too much and too little. During the rainy season, there is often an abundance of water resulting in flooding. However during the dry season, there is often a shortage of water, especially in accessible above-ground sources which evaporate. The Community Ponds that SC helps families to dig provide water for their livestock and vegetable gardens during the all seasons. Due to the constant abundance/shortage of water provided by Cambodia's rainy and dry seasons, farmers are often limited in their capacities. The proper

irrigation allows fruits and vegetables to be grown year-round, resulting in significantly more production as well as their livestock.

Promotion

SC Staff meets with the Community Development Committee (CDC) and introduce the community Pond Program. If we catch their interest and commitment in implementing it in their community, a meeting is held with other community members to explain the program and its potential benefits.

How it Works

This size of community pond 15m x 18m and 2.5m depth. Members of beneficiary will be making sure to contribute for the copayment with the amount of 400,000Riel equal $100. The contract will be making between one of the benefiting family who donated this size of land for digging the pond. This property is now belong the community. The families will require to build fence and grow vegetable around the pond.

Monitoring and Evaluation

SC staff members work closely with the CDC. After construction is completed the community is responsible for the maintenance of the pond. SC staff members are available for consultation for any problem that the CDC feels it cannot solve itself. Through continual conversations with communities, SC learns how to run the community pond Program more effectively and efficiently in the future.

Income Generation Programs

PROGRAM AREA OVERVIEW

Once the basic needs of the community members have been met, through the Safe Water and Food Security Programs, the community can then strive to increase its standard of living. This is where the Income Generation Programs fit in. Sustainable Cambodia's community development team has implemented various programs to help the villagers help themselves. These Income Generation Programs are designed to increase the villagers' abilities to support themselves and their families through income generating activities.

The current Income Generation Programs include:

Animal Pass-On: Providing villagers with animals, whose offspring they 'pass-on' to other villagers

Sewing and Fair Trade: Offering would be drop out students the opportunity to master a useful trade

Vocational Training: Training community members in various income generating activities

The goal of these programs is to assist the community members to increase their potential to make money to support themselves and their families. With a steady access to clean drinking water, sufficient nutritional food, and various income generating ventures, a community is well on its way to becoming entirely self-reliant.

ANIMAL PASS-ON

Overview

Based on the successful Heifer International program, Sustainable Cambodia's Animal Pass-On Program empowers villagers by increasing their ability to provide for themselves. The concept is simple. We provide villagers with a water buffalo, a cow, chickens or ducks. We also provide the villagers with training to ensure that the animals are taken care of in the most efficient way. This opportunity grants the villagers increased income and/or food security. When the animal(s) begin to breed, the villagers donate the first few offspring to other community members. When those animals begin to breed, their owners continue the process by donating a set amount of their offspring. Barring extenuating circumstances, this process should continue forever. Therefore, this pass-on technique is not only sustainable, but in fact expands over time.

Promotion

SC staff begins the implementation process by introducing the Animal Pass-On Program to a Community Development Committee (CDC). It is entirely up to the committee whether they would like to engage their community in the program. If they decide to participate, the CDC holds a meeting with the community members to determine who is interested in participating. The committee also appoints certain members of the community to be responsible for the program.

Participation

Any person or family living in a community where Sustainable Cambodia is involved with programs may apply to take part in the Animal Pass-On Program. They must also be part of a Self-Help Group. In order to apply, a community member should apply to their local CDC. The CDC then begins the selection process.

Selection

The CDC, typically supported by SC staff, creates an appropriate pass-on list, where the community members interested in partaking in the program are ranked both by their interest and their needs.

Therefore when an animal is granted to a community, the CDC is able to determine who is next in line for the Animal Pass-On Program. The CDC members are careful to match the needs and abilities of a member or family to the type of animal being given.

Training

An essential part of the Animal Pass-On Program is the agricultural training of the community members. Before any community member is able to receive an animal they are trained in the most current and appropriate techniques of raising the animal. This training includes; constructing a home for the animal, cleaning and caring for the animal, feeding the animal, and learning the economic importance of the animal. This training ensure that the community members use the animals given to them in the most effective manner.

The Pass-On Process

Once a community member has undergone the appropriate training for their respective animal, they are rewarded with the animal itself. Animals are provided by individual donors, specific grants, and general SC funds. The acceptance of an animal is an acceptance of the animal pass-on process, basically, that they must give away their animals first few offspring. Each animal has specific rules on the quantity of offspring to be passed along.

<u>This method apply for a Cow or a Buffalo Pass-On into SHG</u>

- A female cow/buffalo is provided by SC to a 1st family
- The 1st baby is provided to a 2nd family
- The 2nd baby of the 1st family's cow/buffalo remains with this family. Therefore, the 1st family now own the original mother cow/buffalo and 2nd baby.
- The 3rd baby of 1st family's cow is provided to the community through CDC. Then CDC sell it out so that they can get 60% money to support their operation, and 40% will go to SHG as they may use it to increase their group saving capital or other social support depend on their group decision making. This pattern of process will move on with the 2nd family above, meaning this family become the 1st family who receive the cow/buffalo. This kind of endless process will keep moving on and on in their SHG.

<u>Chicken Pass-On</u>

- 5 Chicken are provided by SC to a 1st family
- 10 babies of the 1st family are provided to 2 families (5 female chicks per family)

<u>Duck Pass-On</u>

- 4 female ducks are provided by SC to a 1st family
- 10 babies of the 1st family's duck are provided to 2 families (5 duck babies per family)

Weekly and Monthly Procedures

During the first phase of the animal pass-on program, SC staff visit the program sites on a weekly or bi-weekly basis to support the CDCs and families that are starting the program. Results of the site visits are recorded and shared with the Program Manager and Executive Director included in a monthly program report. Once the CDCs and program participants have shown and communicated that they clearly understand the program and are confident in their ability to run the program, SC staff begin visiting the program sites once a month, unless the CDCs request SC staff advice on the program or guidance in solving certain challenges. Results of these visits are recorded and incorporated into a monthly program report. Any issues that arise during the month are shared with the Program Manager and Executive Director. The CDC meets on a regular basis to discuss the status of the Animal Pass-On Program, as well as the other village programs. SC staff is generally invited to attend and co-facilitate

the meetings. Results of these meetings are recorded by SC staff and included in staff reports. The CDC reports any major animal health problems or other program issues that they would like support from SC staff.

Operational Policies

- Before receiving an animal, all training sessions required by SC must be attended
- The other families involved in the program are selected by the CDC
- If a receiving family fails to pass-on their animals offspring due to the death or loss of the animal, the family is responsible for paying the value of the animal, unless they can prove:
    1. The animal died from disease or natural causes
    2. The family did not neglect the animal or fail to care for it properly.
- If an animal dies before having babies, the family must report this to the CDC *before* the animal is skinned, eaten, buried or disposed of. It is the family's responsibility to prove the animal died of natural causes and that they did everything they were supposed to do to care for the animal.

Other Issues

CDCs have faced problems with animals that are in the pass-on program that are unable to breed. Based on this past experience, if a pass-on animal is unable to breed (after all attempts at breeding the animal have failed and/or a veterinarian confirms that the animal cannot breed) CDCs can call meetings between the family that has the animal and the two families that are scheduled to receive the offspring. The families meet to come to an agreement about how to solve the issue. If the solution is to sell the animal and purchase a baby animal or an animal that can breed, the families go together to select the new animal. This has proven to build trust in the pass-on process, as challenges are faced together through the use of the pass-on family group structure.

Monitoring and Evaluation

- Monthly reports are compiled by SC staff and turned into the Program Manager and Executive Director that show: the number of animals in the program and their approximate age, any issues the community is facing with the program and the solutions that were chosen, and a brief explanation of the actions planned for the next month.
- CDCs should meet on a regular basis to discuss program successes and share any program concerns. SC staff's role in this process is facilitating the committee in arranging these meetings.
- SC staff members are responsible to set specific indicators that show the overall impact of the program on community health, income, community empowerment/self-reliance, school attendance, and other areas that demonstrate the affect the program has on the livelihoods of community members.
- CDCs monitor and evaluate program progress based on their own indicators of program success. The committees also respond to program issues, and facilitate a process through which participants can learn from each other's challenges and successes. This ensures that each family can learn from past experiences so that the program can continue to expand and improve in their communities.

SEWING PROGRAM

Overview

The Sewing Program was established in order to offer potential drop-out students and unemployed community lady an opportunity to learn a vocation to support themselves and their families. The sewing class graduates are not only trained in sewing practices, but also in running a small business. This is accomplished through trainings covering money management and marketing. The SC Sewing Program is currently managed by a SC sewing class graduate. Trainees are trained to make a variety

of souvenirs and clothing such as purses, shoulder bags, scarves, pyjamas, dress shirts, and Days For Girls kits (Sanitation pad for women). Trainees learn best practices in creating high quality products that can receive a good price at the market. Graduate sewing students gain valuable skills and have income earning opportunities through self-employment or employment with another small business, as they will have experience with sewing, being involved in a small business, and marketing activities.

The program aims to sell the sewing products in the United States as well as others countries. Sales are also planned through the internet, via SC's website. Currently, orders are made whenever they are received, but future plans include the creation of a stock from which orders can be taken which will allow for faster delivery time. If stock can be kept in the United States for distribution, this will also make the process much easier.

Promotion
SC identifies at-risk youth from poor families nearby that could benefit from participating in the program. SC also offers the program to students as an alternative to dropping out of school entirely. The program and its potential benefits are introduced to the children, and it is left to them to decide whether or not to participate in the program. If interested, the students begin their training.

Training
Sewing training is conducted on campus by a former sewing class graduate. The products that the students create during lessons can be used as examples of items that can be made to order. The first phase of the sewing workshop will not generate income, as it is a learning phase. Once the students are comfortable creating a variety of products, orders can be taken and used to generate income. Along with the sewing instruction, the students are also trained in running a small business and receive education about money management, marketing, training other sewing students.

Sales & Distribution
The sewing shop produces products for sale locally and internationally. Local sales are distributed through the actual sewing workshop, where people can make and collect their orders. Popular products include student uniforms and study materials. International orders can be placed through the Internet, through board members who live in the United States and other countries.

Example of an International Order
An order for 100 sets of pajamas was made by one of SC's board members. The price of the pajamas was figured out based on the cost of the materials, the cost of labor per pair of pajamas, overhead costs for the sewing workshop and a 100% markup for the fair trade profit. The sewing teacher purchased all of the fabric needed from the local market and kept track of it in the materials logbook. Each time a student began working on a new set of pajamas they checked out material using the logbook. The board member was updated on the progress of the order frequently and took the order back to the United States herself after a visit to SC.

Catalogue
When dealing with products that are created for an international market, it is vital to have a system in place that can be understood or used by people who speak many different languages. A catalogue serves as an easy to understand means to display the products offered by the sewing group and their corresponding prices.

Order Forms
The following data should be collected and stored for all orders:

- Order date
- Target deadline
- Product number
- Description

- Color
- Quantity
- Unit price
- Total cost
- Signature of the person taking the order
- Amount paid (date and signature of person who collected payment)
- Method of payment
- Date of completion
- Date of delivery

Bookkeeping

A very detailed bookkeeping system is needed to keep track of expenses and income generated for each project and overall. At SC, all bookkeeping for the sewing projects is coordinated through the organization's accountant. Whenever money is collected for completed projects it is signed over to the accountant who makes a deposit at the bank. This ensures that money is not left sitting around the sewing room unnecessarily.

Weekly and Monthly Procedures

Every time a student takes out material to work on a project, it is recorded in the material log. Additionally, as projects are completed, they are recorded. The same is done for orders as they are placed and completed. Every week, the supply of material should be checked to confirm that there is enough to complete the current week's projects without unnecessary interruption. Every month, a report is created summarizing the month's activities, costs and items produced. It also documents labor and any significant events that occur throughout the month, such as graduation, or the beginning of new classes.

Operational Policies

The following practices are used as a guide for creating a safe, encouraging and educational work environment. Following these guidelines helps maintain a successful, productive environment by maximizing organization, minimizing extra costs and making every effort to create the highest quality product in the best working environment.

- Maintain a safe, clean and healthy work environment with respect for all
- Identify the most important rules to follow and post on a board in the workspace
- Maintain the highest quality of sewing skill and craft
- Before promising to complete an order:
    - Communicate and ask questions so that you understand all the details of the order
    - Make sure you know exactly how the finished product should look and work
    - Make sure materials are available when you need them and know the costs
- Calculate the costs of each item by following the cost guideline sheet
- Purchase materials for the entire job at the same time to assure quality control
- Plan ahead and minimize extra purchasing trips
- Work effectively as a team
- Make budgets and post due dates and reach those goals
- Follow measurement and size charts perfectly
- Know when a fabric will shrink when washed and adjust for shrinkage
- Take good care of equipment and repair as quickly as possible when repairs are affordable
- Protect the fabrics and finished items in clean, safe storage until shipment or delivery
- Ask for and provide help when needed
- Give an advanced or difficult task to the person who does that task well
- For clothing: use natural fabrics like 100% cotton, raw silk, or fine smooth silk
- For all items: choose high quality materials including fabrics, thread, lining, and fasteners

- Create designs with special details such as piping, trim, embroidery, beadwork, and pockets

Monitoring and Evaluation
It is very important to keep careful documentation of the progress of the Sewing Program. Materials used, labor, expenses, income and products created are all documented in books kept in the sewing workshop. Monthly reports of current projects and other general information are reported to CD Program Manager.

Healthcare Programs

PROGRAM AREA OVERVIEW

In addition to the other community development programs, Sustainable Cambodia's Healthcare Programs plays an important role in the sustainability of a community. The Healthcare Programs focus on facilitating community health education and training. We provide sustainable community health education and training, work on monitoring community health, and assist in linking community members with medical professionals outside the community. As the health of a community is dependent upon the health of its members, the Healthcare Programs are essential in improving the quality of life in the communities.

The current Healthcare Programs include:

Hygiene Training: Educating community members on basic health and hygiene matters
Latrines: Reducing the contamination of human fecal matter in local water supplies
Community Preschool Supplements: Providing food to the typically malnourished community children

HYGIENE TRAINING

Overview
The Hygiene Training Program follows the notion that information is power. The unhygienic practices of some community members tend to arise from a lack of knowledge. When informed of the health risks involved of certain activities, community members have, for the most part, changed their habits. It is for this reason that the Hygiene Training Program strives to educate community members on basic sanitation and hygiene practices.

Promotion
To begin, SC Staff introduce the program to the CDC. If the committee agrees to implement the program in their community, a meeting is held to introduce the program to the other community members. Those interested in participating in the training work together to determine the most convenient schedule.

Training
Over a period of several days, SC Staff educate community members on basic hygienic practices. This includes the washing of fruits, vegetables, and hands. Although effective hand washing techniques may seem like 'common knowledge' to the western world, they are far from common in remote rural villages. Villagers are also instructed on general health care, nutritional health, and basic sanitation issues. In addition, they are also trained in basic first aid. To supplement the material taught, SC staff also provides instructional posters and perform demonstrations.

Monitoring and Evaluation
Once the training has been completed, it is the responsibility of the CDC to ensure that the material covered is remembered throughout the community. SC staff is always available in case assistance is required. Additional trainings may be provided if community members are interested.

LATRINES

Overview
The Latrine Program works in conjunction with the Wells and BioSand Filters Programs to ensure clean water by reducing or eliminating the contamination of human fecal matter in local water supplies. While the latrines are built for individual households, it is often the community that works together to build each latrine in a cooperative effort. A majority of the costs and materials are provided by SC. Roofs, walls and doors however, are expected to be provided by the participating community members. This fosters a sense of ownership and accomplishment in the community members. It also follows SC's tenant of empowering, instead of creating dependence, in the communities in which it is involved.

Promotion
SC staff members meet with Community Development Committee (CDC) members to explain the value and use of latrines. If committee members choose to implement the Latrine Program in their community, the next step is the creation of a latrine coordination team that is responsible for managing the implementation, training, and maintenance efforts within the community.

Selection
The CDC then holds a meeting with the community in order to promote the program to the community members. As the Latrine Program tends to be very popular among the communities, it is very important for the CDC to carefully select the recipients of the latrines. Several considerations are taken into account, including: whether a family already practices good sanitation in their yard and home, whether the family has demonstrated good collaboration in other SC programs, whether they are considered an honest and reputable family, and of course, whether they are actually need of a latrine.

Training
Before a family may receive a latrine they must attend a training session. In this session, SC staff members educate the community members on the proper usage of the latrines, along with other basic hygiene information. Posters and pamphlets are distributed during this time to ensure that the information provided stays in the village.

Implementation
Once the community members to receive latrines are determined, SC arranges for the necessary supplies to be delivered to the community. These materials include the concrete to form the latrine base, the porcelain toilet, the PVC pipe, and the concrete waste holding tank (comprised of three concrete rings). A contractor is hired to dig the necessary hole, install the concrete waste holding tank, and construct the latrine base complete with the porcelain toilet and PVC pipe. Once the basic base structure has been completed by the contractor, the villagers are responsible for providing materials for, and building, the above ground structure of the latrine. This structure includes walls, a door, and a roof.

Monitoring and Evaluation
Community members meet with SC staff once a month to discuss any problems that may arise with the latrines. Maintenance of the latrines is minimal. On average, a family of five may use a latrine for five years before any additional work on the concrete waste holding tank is required. Local water quality tests are conducted regularly with the Wells and BioSand Filters Programs to track the

progress of the cleanliness of local water supplies.

COMMUNITY PRESCHOOL FOOD SUPPLEMENTS

This program came into existence after SC staff noticed that a majority of the children participating in the Community Preschool Program were malnourished. The Community Preschool Food Supplement Program, therefore, seeks to overcome the general lack of income and nutritional education of the communities to fulfill the dietary needs of the preschool children. Implemented by the Community Development Committee and supported by SC staff, the Community Preschool Food Supplement Program has proven to be an effective way to reduce malnourishment among the communities' children.

Promotion
The first step is to introduce the program to the Community Development Committee (CDC). The operational policies and benefits of the program are described in detail. After careful consideration, the committees decide whether they would like to implement the program in their community.

Implementation
To ensure the proper implementation of the program, the CDCs are given additional training on nutritional health. The CDC then collects information on the total number, gender, and age of the children in their communities that will receive the food supplements. The CDCs then work to incorporate the preschool teachers and other community members that will work together to create the food supplements. The CDC, with support from SC staff, also hosts meetings with community members to plan out how food items will be acquired within the community to create the food supplements. Together, the CDC and SC staff creates a distribution plan and a program monitoring and evaluation plan that will track the health of the participating children on a monthly basis.

Funding
Communities are expected to contribute as much as they are able to, through individual donations and the surplus of other programs, such as fish, rice, vegetables from community gardens. More often than not, however, the communities still need additional funding to provide the necessary food and vitamins. This funding is provided by SC, through specific grants. The average cost is 800 riels (≈20 cents) per child per day.

Monitoring and Evaluation
Food supplements are distributed daily in each of the participating community preschools. Initially, SC staff and the CDC meet weekly. As things settle down, the meetings are reduced to once a month, unless the CDC requires assistance. A report is updated monthly by SC staff and the CDCs outlining progress.

DAYS FOR GIRLS (DFG)

Overview
Days for Girls are another important project of SC's Healthcare Program. Many young girls miss school due to their monthly cycles of period, and with this project, many young girls are provided menstrual kits and education. The kits and education help with lowering the absence of school attendance as well as leading to higher education and good student's future.

Promotion
To begin, SC Staff introduce the program to the CDC and the Principals of The State Schools. If we catch their needs, interest and commitment, the Days for Girls team will start selecting girls and women to benefit this program. They have to attend the set of training to get DfG kit.

Training

SC staff,

1. Train the students about puberty, body changes, cycle of periods and proper hands washing
2. Teach them how to use DFG's kits and how to clean it.
3. Doing survey about girls' condition during period, check if they have access to water, check if their feeling is okay.

Days for Gils Kit

In a nice fabric bag with zip tight on top, it contains such as eight flannels, two shields, one cloth, two underwear, one soap, two plastic zip bags. Kits last more than 5 years with a proper used and cleaning.

Monitoring and Evaluation

Once the training has been completed, it is the responsibility of the CDC or Principal and SC staff to ensure the kits are distributed to students who attended the training. After 6 months, there will be a survey conducted by SC staff with the follow questions:

- Do you have access to water to clean your clothes?
- Have you started your period?
- Do you currently use your Days for Girls kit to manage your period?
- Are there activities you can do now that you could not do before you had Days for Girls kit?
- Is your Days for Girls Kit easy to use?
- Does your Days for Girls kit help you feel more comfortable/confident managing your period
- Is your Days for Girls kit easy to clean?
- Is your Days for Girls Kit comfortable to wear?
- Are you able to attend school more often now that you have a Days for Girls Kit?

SC staff is always available in case assistance is required. Additional trainings may be provided if community members and the schools are interested.

Education Programs

PROGRAM OVERVIEW

Sustainable Cambodia began as a small supplementary school for Cambodian children. Although it has grown over the years to encompass a wide variety of Community Development Programs, the Education aspect still remains as important as ever. Education has proven over and over to be an enormously effective means to raise a community's standard of living. Through the education offered by Sustainable Cambodia, students are able to greatly increase their potential income-generating abilities.

The Community Preschool Programs offer Cambodian villagers access to previously inaccessible education. Enrichment Program include The Sylvia Lasky Memorial School, Kravanh Bright Future Centre (KBFC) and Kandieng Sustainable School (KSS) offer supplementary courses to bolster the students understanding of materials taught in State School. The Youth Club Program grants students the opportunity to work together on various leadership building projects. The University Scholarship Program provides students with the financial means to pursue higher education, further increasing their chances of success in the future.

The current Education Programs include:

Community Preschools: Creating an educational atmosphere for young children
Enrichment School Program: Providing supplementary classes to improve understanding

1. Sylvia Lasky Memorial School (SLMS)
2. Kravanh Bright Future Centre (KBFC)
3. Kandieng Sustainable School (KSS)

Community Education Outreach:
Youth Club: A student led group, presenting students opportunities to build leadership skills
University Scholarships: Granting successful students with the financial means to attend university

These programs aim to greatly improve the standard of living in the villages in which we work by empowering the villagers through the most valuable asset one can be provided: education. The Education Programs have thus far proven highly sustainable in that once students graduate from school, they tend to use their education in ways that were beneficial to others, whether it be extra income devoted to helping a community or time spent teaching, or volunteering, at one of Sustainable Cambodia's Schools.

COMMUNITY PRESCHOOLS

Overview

The Community Preschools Program provides young children the opportunity of early education. Having been introduced to the basics of reading and writing Khmer, as well as English, the children will have an advantage upon enrollment in state school. A better start in school has proven to lead to better grades and subsequently, higher education, better jobs and significant increases in standards of living. The Community Preschool Program also grants the children's parents a few extra hours in the morning to focus on work, potentially increasing the family's income. The preschools have also led to increased community cohesion, as parents gather often to discuss other programs to enhance their standards of living. Therefore, the Community Preschool Program benefits not only the children involved, but the entire community. The locations of the preschools in the community are carefully selected to ensure easy access to the children. Most (if not all) of children involved live within walking distance of the preschools. In addition to basic education, the children receive education in hygiene

and nutrition. Coupled with the Community Preschool Food Supplement Program, this program effectively nourishes both the mind and the body.

Promotion
Sustainable Cambodia's staff begins the program by identifying communities that lack access to early education. Once a community has been identified, the program is presented to the Community Development Committee. It is up to the CDC members to decide whether they believe their community would benefit from a preschool. If they decide that they indeed would like to implement the program, a community wide meeting is held to discuss the finer details of the program.

Construction
The community members are responsible for providing basic construction materials, the actual construction of the school, and its maintenance. Sustainable Cambodia provides the more costly items, such as the tin roof and the cement for the foundation.

Preschool Teacher
Potential pre-school teachers are nominated by community members, and then ballots are cast at a community meeting to decide upon a single teacher. Sustainable Cambodia pays the teacher's salary. The pre-school teacher serves two main roles. First, they are responsible for holding classes with the children every weekday morning. Second, they serve as a health representative, providing information about basic health and sanitation, such as washing hands and brushing teeth, and handing out food supplements. To effectively fill these roles, preschool teachers are trained by technical person from Education Department and SC's staff.

Monthly Procedures
During the programs initial phases, SC staff works closely with the community to ensure the program is implemented smoothly. After construction, SC staff meets with members of the community on a monthly basis. During these meetings, community issues are discussed, as are other potential development projects. The meetings also serve as a tool for the evaluation of the Community Preschool Program.

Operational Policies
The CDC is responsible for managing the preschool's budget, teacher, curriculum, facilities and students who are associated with the school.

Monitoring and Evaluation
The preschool teacher provides a monthly report to CDC and Sustainable Cambodia's responsible manager. The report details preschool attendance, number of absentees, activities and topics covered in class and the number of necessary home visits.

ENRICHMENT SCHOOL PROGRAM

Overview
Sustainable Cambodia has its origins in a school designed to offer supplementary classes for local Cambodian students. What began as a single classroom with limited students has over the years grown to become a multi-classroom school, serving over 800 students and offering supplementary courses ranging from English to Physics. We are running this program in three different districts such as:

1. **Sylvia Lasky Memorial School (SMLS)** has helped enrich the education of students in Pursat by supporting the information provided at the regular state schools.
2. **Kravanh Bright Future Centre (KBFC)** has help enrich the education of students in Kravanh District.

3. **Kandieng Sustainable School (KSS)** has helped enrich the education of students in Kandieng District.

The teachers at each school centers are all native Cambodians with degrees or certified government teaching credentials. The children are chosen based upon the highest needs of the community, family commitment and the individual student's commitment.

Student Selection
Establishing a new school requires various procedures, the first of which is the selection of students. As the aim of the Program is to provide supplementary program to those most in need, the eligibility of the students is determined based on those who otherwise could not receive supplementary courses. Another factor to consider is the proximity of the student's homes to the school, as distance sometimes acts as a hindrance to school attendance. It is also important to analyze the commitment on behalf of a potential student's family; that they will support their child with his/her education and refrain from forcing them to miss class to work for the family. Finally, it is important to analyze the commitment to education of the individual potential student. Each school center ensures that each one of the considerations is taken into account while selecting new students.

Teacher Selection
The selection of high quality teachers is a crucial procedure in the establishment of an effective school. All teachers will therefore be required to have either a university degree or a certified government teaching credential. Recruitment is based upon the number of projected students and the courses expected to be offered. Experience in teaching is invaluable, and is therefore highly considered when selecting a new teacher. In the past the we have recruited teachers from state or private schools. We have also acknowledged the benefit of recruiting directly out of university, as the future teachers can be trained to teach in the manner that Sustainable Cambodia has determined is the most effective. The recruitment of high quality teachers has not proven to be a difficult task, as the higher wages offered by Sustainable Cambodia have attracted more qualified teachers.

Courses Offered
It is important to cater to the community's needs when determining the courses to be offered. Over time, courses may be added or dropped based on the students and teachers interests. The following courses are currently offered to the students at the three centers.

English: Beginner, Intermediate and Advanced courses of English are offered to students
Khmer Literature: Courses bolster the students' knowledge of Khmer through reading and writing
Math: Ranging from simple multiplication and division to advanced algebra and calculus
Chemistry: Offering students interested in the medical field an early introduction
Physics: Granting early practice to those curious about the engineering field
Computers: Giving students invaluable practice with essential programs, ex: MS Word & PowerPoint

Additional Support
We aim to educate students from less fortunate circumstances, additional support has occasionally been required. For this reason, a scholarship program was designed to assist those who otherwise would not have had the materials necessary to attend school. They are provided with school supplies, school uniforms and back packs. As a means of transportation, students who live considerable distances from the school are provided bicycles. These measures are essential to ensure that even those in the direst circumstances are granted access to education.

Dormitories

While bicycles assist those students that live a few kilometers away from school, they are not an acceptable solution for those who live even further. For this reason, KBFC has created dormitories for a select group of committed students who live too far away to commute to school every day. These dormitories provide the students an opportunity to attend school when they otherwise would not have been able to.

Operational Procedures

Weekly procedures are classroom-focused. Teachers take attendance daily and classes include a variety of activities. The teachers at each center use a student-focused method of teaching, which involves designing activities based on student participation. Students are typically assigned readings and homework and are expected to come to class. Teachers are given the freedom to design their own syllabi and assessment schedules. Generally, however, tests are administered once a month. The results, along with other participation, are summarized in student progress reports. These reports are expected to be delivered to the School Managers/Principal on the 27th of every month. The School Manager/Principal deals with new students, disciplinary issues, new courses and other issues that present themselves on a daily basis. The School Manager/Principal is also responsible for preparing a monthly report, including activities, achievements (qualitative and quantitative), problems encountered, solutions and recommendations. This report goes to Executive Director who creates a compiled monthly report, which is sent to the Board of Directors. In response the Board of Directors sends back any comments and questions that they might have.

UNIVERSITY SCHOLARSHIP

Overview

In order to ensure a student's financial ability to pursue higher education, the University Scholarship Program was created. Any Sustainable Cambodia student that completes grade twelve, and whose test scores are high enough to qualify for Cambodian University, are eligible to receive a university scholarship. This guarantee serves as a clear incentive for students to not only stay in school, but to also strive to attain high test scores. In the past, students have attended universities in Pursat, Battambang and Phnom Penh. An important aspect of the University Scholarship Program is the 'pass-on' element, whereby students are strongly encouraged to volunteer in their communities. This serves both to instill a sense of community service and to spread the education that they have been fortunate to receive. Over the years, Sustainable Cambodia has benefitted greatly from the services provided by our sponsorships students.

An effectively run University Scholarship Program will assist students in their pursuit of knowledge and personal growth to reach their highest potential as individuals and as contributing members of their communities. It will support the youth in pursuing academic degrees in areas that are essential to the sustainable development of their rural Cambodian communities. The program will assist students in creating viable economic opportunities that may bring positive benefits for their quality of life. Through the 'pass-on' element, the University Scholarship Program will inspire youth to give back to their communities by sharing their knowledge, skills and life experiences.

Implementation

The first step to implementing the University Scholarship Program is the collection of funds, as it is impossible to offer scholarships without the adequate financial means. Sustainable Cambodia offers individual donors the opportunity to provide scholarships to individual students at a cost of $500 per year. If this proves insufficient, then general education based funds are allocated towards ensuring that every eligible student may receive a scholarship. Once the financial means have been secured, an announcement should be given to the students, introducing the program. This will instantly motivate students to continue their studies and to improve their performance in class.

Operational Policies

Any Sustainable Cambodia student who successfully completes grade twelve and passed the English proficiency test is eligible to receive a university scholarship. To apply, the students are required to complete a scholarship request form. Students must also agree to spend time giving back to their communities. Known as the Personal Community Service plan, this encourages students to spend some of their free time volunteering. This process ensures that students share the education that they have been able to receive.

Monitoring and Evaluation

Once students have begun university, they are required to report their grades to Sustainable Cambodia's Scholarship Manager. Every semester the grades are monitored to ensure that good performance is maintained. Students should also report their community service activities, in accordance to the rules set on in the Personal Community Service Plan.

YOUTH CLUB

Overview

The Youth Club has proven to be an especially important program in the personal development of the students. Run entirely by the students themselves, the Youth Club is an opportunity for Sustainable Cambodia's youth to engage in a broad array of activities. In the past, the Youth Club has partaken in songs, dances, plays, and various community service projects. Through participation in these projects the students are able to learn and develop in ways that they otherwise would not have through traditional classroom education. Past members of the Youth Club enthusiastically express their appreciation for their experiences gained through the different projects. By managing the projects by themselves, the members of the Youth Club gain a sense of responsibility. Working together on a single project teaches the invaluable lesson of teamwork. Organizing large plays and dances bolsters leadership qualities. Volunteering together promotes a communal affinity for community service. Finally watching their projects come to fruition instills a sense of confidence. Sustainable Cambodia acknowledges the importance of each of these qualities, and for this reason is proud of the work that the Youth Club has, and continues to, accomplish.

Volunteer Program

An important aspect of Sustainable Cambodia's operations is the Volunteer Program. Our International Volunteers play a significant role in helping to accomplish Sustainable Cambodia's founding principle: empowering Cambodians to improve their own qualities of life. Instead of performing manual labor for the village residents or undertaking other similarly physical tasks, our volunteers work alongside the Cambodian staff members to assist and often to impart new ideas about how to improve existing programs. The Volunteer Program, therefore, offers an opportunity for individuals around the world to participate in and share their knowledge with Sustainable Cambodia's various programs. It also allows the students and staff to interact and practice their language skills with English speakers.

Volunteers have proved to have a large impact on operations at Sustainable Cambodia by improving existing programs and implementing new ones. Volunteers have also left very positive impressions on the hearts and minds of the children, staff and families with whom they work. By working side-by-side with the Cambodian staff, children and families, the volunteers impart the most valuable lessons possible: kindness, caring and giving back to others through community service. These seemingly intangible and indirect qualities grow in the children and families, and over months and years they lead to lasting change. The result is Cambodians who are equipped and desirous to change the quality of life in their country and communities. Cambodia has also proven to impact the life of the volunteers as well. Working with Sustainable Cambodia may impart many lessons and mementos, both of which can be taken home, wherever that may be in the world.

Volunteers are unpaid; ensuring that all money donated to Sustainable Cambodia goes directly to Cambodians. Volunteers are required to stay a minimum of four-five months onsite, as it takes some time to get acquainted with the country, culture, staff, language, etc. This requirement is occasionally lifted for individuals with a specific expertise who are unable to stay longer. Volunteers are free to elect the programs in which they would like to assist. In the past, some volunteers have worked closely with the staff on the various Community Development Programs. Other volunteers have spent their time helping out in the community preschools and teaching classes at the SLMS, KBFC and KSS School.

It is often asked how long a volunteer's impact actually lasts. This is a valid question that definitely should be brought up. The answer is that nearly every month we are reassured that the impact of our volunteers is lasting and valuable. Often mentioned in the "Student Writes" section of the Student Report is something learned from a volunteer 2 or 3 years earlier. Students receiving a university scholarship also often mention the importance to them of a particular volunteer they met years earlier. It isn't just the children either: We often hear from staff and families about the influence a particular volunteer has had on their lives.

Sustainable Cambodia's Volunteer Program effectively harnesses the energy and enthusiasm of individuals from around the world. The volunteers are given the chance to participate in the wide variety of programs offered by Sustainable Cambodia. At the same time, the students and staff on site in Cambodia benefit from their broad range of knowledge and positive energy. With this basic formula, the Volunteer Program has proven to be an extremely successful venture.

Program Manual

Sustainable Cambodia

Empowering families and children to effect lasting change…community by community

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