

## ABOUT FRIEND OF SINGA 2012

Introduced in 1990, the **Friend of Singa (FOS)** is now into its 23<sup>rd</sup> year running and continues to promote the essential values of selflessness and love behind the kind acts of young caring individuals. This Award aims to complement the schools' efforts in inculcating courteous behaviour amongst its students.

FOS 2012 is open to all students in primary schools and secondary schools (including international and SPED).

Participating schools are invited to **nominate up to eight students** for this Award. These students will be honoured as Friend of Singa Ambassadors upon completing a kindness project together. The Singapore Kindness Movement (SKM) hopes that by giving the students such recognition, it will encourage their peers to emulate their fine example.

Please log on to [kindness.sg/kindsville](http://kindness.sg/kindsville) or [kindness.sg](http://kindness.sg) to register. The deadline for registration is **8 February 2012 (Wednesday), 6pm.**

**To help kick start these projects, SKM will help fund up to \$150 per project.**

A summary of the FOS 2012 is below:



## 1. SELECTING THE STUDENTS:

Each school may **select up to 8 students** as Friends of Singa (FOS) 2012. The students must be from the same school, but not necessarily be from the same class or level.

When schools are short listing candidates for the awards, special consideration should be given to courteous behaviour. The outstanding qualities and exemplary courteous acts displayed by students nominated for the previous years of the FOS Award are summarized below.

### For SPED Students:

Teachers may want to select students based on their learning capabilities, for example, would the capabilities of the child be able to match the requirements that are needed to execute this project alongside the teacher? Or perhaps is there a student you see potential in taking part in such a project which might help him or her benefit from the exposure.

| Qualities  | Examples of courteous acts   |
|--|--|
| <ul style="list-style-type: none"> <li>• Well-mannered</li> <li>• Polite</li> <li>• Considerate</li> </ul> | <ul style="list-style-type: none"> <li>◆ Greeting of and showing respect to teachers and fellow students</li> <li>◆ Holding the door open for others to pass through</li> <li>◆ Always greeting, smiling, saying “Please” and “Thank you”</li> </ul> |
| <ul style="list-style-type: none"> <li>• Helpful</li> <li>• Kind</li> </ul>                                | <ul style="list-style-type: none"> <li>◆ Lending a helping hand to someone in need, as in an accident</li> <li>◆ Seeking help for people who require assistance</li> </ul>   |
| <ul style="list-style-type: none"> <li>• Honest</li> </ul>   | <ul style="list-style-type: none"> <li>◆ Returning a lost wallet to the school's office/ police</li> </ul>   |
| <ul style="list-style-type: none"> <li>• Courageous</li> </ul>   | <ul style="list-style-type: none"> <li>◆ Requesting a seated commuter in the bus or in the MRT to give up his/her seat for an elderly person</li> <li>◆ Speaking up politely for a friend who is being teased</li> </ul>                             |

\*Please note that this list is by no means comprehensive or exhaustive. This list serves only as a guide to complement the selection process adopted by schools.

## 2. WORKSHOP

As teachers would be heading the projects in the special schools, SKM would be organizing workshops to better equip teachers with the skills and knowledge needed for this kindness project. Schools may indicate their preference for the allocated workshop time. The time slots are subjected to change but SKM will try its best to accommodate everyone. Kindly note that SKM reserves the final right to allocate the date and session for each participating teacher

The details of the workshop are as follows:

- **Dates:** 23,24 February 2012 , 5,9 March 2012
- **Time Slots:**
  - Session 1: 8am to 12pm (Tea-break at about 10am)
  - Session 2: 1pm to 5pm (Tea-break at about 3pm)
- **Venue:** MICA Building (140 Hill Street, MICA Building S179369)

|  |                                   |
|--|-----------------------------------|
| For teachers                                     |                                   |
| 8am or 1pm                                       |                                   |
| Workshop<br>-Empathy & EQ<br>-Project management |                                   |
|  | 10am or 3pm<br>Tea break (20mins) |
|  | 12pm or 5pm<br>End of workshop    |

## 3. KINDNESS PROJECTS:

After attending the workshop, the teacher must lead the students to complete a project related to kindness and graciousness in their schools. Only projects that create an **impact within the school community** will be considered. Projects related to the larger community such as beach clean-ups, visiting an old folks' home and donations to a charity organisation will not be considered for this award as they are considered Community Involvement Programme (CIP).

Projects' content/messages should not be offensive or contain any racial, political or religious implications.

### SPED teachers may consider:

- Celebrating or recognizing the kindness of classmates or teachers

- Inspiring schoolmates and staff to practice kindness and graciousness in schools
- Creating an impact in the school to bring about a more positive behavioural change

Teachers need to submit a **project proposal report** (see Project Proposal Form attached) to SKM office **by hand/ mail by 23 March 2012 (Friday), 5.30pm**. This is to ensure the projects are in line with the FOS objectives. Proposals may be submitted earlier.

Students and teachers will have up to **6 months** to work on their projects. The final project report submission **must reach SKM by 24 August 2012 (Friday), 5.30pm**.

Reports may be submitted earlier. However late submission will be penalised.

If submission is via post, it is recommended to **mail out before 21 August 2012 (Tuesday)**.

## Some project ideas:

- **Kindness competition** — Organise respect-related competitions such as essay writing, poster designing, poem writing, comic creating, etc. Outstanding entries may be displayed around the school.
- **Kindness collaboration** — Teachers can design poster for students to colour; posters can be pasted around the school.
- **Kindness Zone** — Decorate a kindness zone along one of the corridors. When students or staff pass by this zone, he/she will have to pass on the kindness to someone else. The FOS students may record a video to show these acts of kindness.
- **Kindness Pledge Day / Month** – Organise a day/ month of kindness. During this time, students, teachers and schools staff (which includes janitors, canteen vendors, etc) exhibit and promote kindness and graciousness all around the school.

These are just some ideas to help you start the kindness projects in your school. You need not follow strictly to these ideas. We welcome creative and original ideas that address specific issues in the schools.

Please note that original ideas hold a high weightage during judging.

#### 4. SUBMITTING PROJECT REPORTS

All project reports and related material should be submitted to SKM by **24 August 2012, Friday, 5.30pm.** Please mail to:

Attn: Ms Faizah  
Singapore Kindness Movement (Education)  
140 Hill Street #05-01 MICA Building  
Singapore 179369

If submission is **via post**, it is recommended to **mail out before 21 August 2012, Tuesday.**

##### **Things to include in with the project reports:**

- Project report (Please refer to *Annex A* for the report template)
- CDs – Photos and/ or videos
- FOS Claim Form (*Annex B & C*)
- Original receipts to be pasted on paper + photocopy of original receipts with school stamps.

##### **Kindly note:**

- **Photos** have to be in its original format with high resolution; taken using a minimum of 5 megapixel camera. **Do not resize or embed them in PowerPoint slides or Word document.**
- **Videos** should be in mpeg, mov, wma or mp4 format.
- Please keep all materials displayed/ used as they may be selected and displayed at the **FOS Award Ceremony held in November 2012 (before school holidays).**
- Please ensure that the FOS students' names and school's name are spelt correctly as replacement of the certificate/trophy may result in delay of the collection. Any additional costs arising from the replacement of trophy or certificate will be borne by the school.

Reports may be submitted earlier.

### 5. EVALUATION AND AWARD SYSTEM:

After attending the workshops and successfully implementing the kindness projects in their schools, FOS nominated students will be awarded a **certificate and a FOS pin**. Schools will also receive a trophy if the group attains the **Gold, Silver or Bronze Award**.

Note: For fair competition, we require five SPED schools to participate. Otherwise, the participating SPED schools will be recognised with individual awards for their efforts.

#### Evaluation of the projects

The project gains merit when it is able to impact and make a significant difference on graciousness within your school. The project should reach out to both students and staff (teaching and/or non teaching). The table on the next page shows the evaluation system:

| Factors  | Gold<br>(5% of total number of schools)   | Silver<br>(following 5%)  | Bronze<br>(following 5%)   | Merit   |
|--|---|---|--|---|
| Out-Reach and effective change to school community<br><b>(30%)</b>         | The project is able to effectively raise the awareness to be kind and gracious in the school community. The project involves a large group of participants from the school. | The project has raised the awareness to be kind and gracious in the school community. The project involves a large group of participants from the school. | The project has raised some awareness to be kind and gracious in the school community. The project involves a small group of participants from the school. | The project has managed to raise awareness to be kind and gracious in the school community. The project involves a small group of participants from the school. |
| Sustainability<br><b>(20%)</b>   | The project will be sustained in the long run and will have a lasting impact on the school community.   | The project has potential to be sustained in the long run and can impact the school community over time.  | The project has fair potential to be sustained in the long run and is not likely to impact the school community over time.                                 | Efforts were made for the project to be sustainable in the long run.  |
| Relevance to kindness and graciousness in school community<br><b>(20%)</b> | The project's content/ message is strongly related to small acts of kindness in the school community.   | The project's content/ message is related to small acts of kindness in the school community.  | The project's content/ message is fairly related to small acts of kindness in the school community.  | The project's content/ message is somewhat related to small acts of kindness in the school community.   |
| Originality<br><b>(25%)</b>  | The project idea is new, innovative and the project is executed in a creative manner.   | The project idea is new and innovative.   | The project idea has been used before, but project still gains merit in relevance to kindness and graciousness.  | The project idea has been used before; there is relevance to kindness and graciousness.   |

|   |   |   |  |  |
|---|---|---|--|--|
| <p>Cost Efficiency<br/> <b>(5%)</b></p> | <p>The students made clear attempts to efficiently use their given funding and are able to raise their own funding.</p> | <p>The students made clear attempts to efficiently use their given funding.</p> | <p>The students made fair attempts to efficiently use their given funding.</p> | <p>Attempts were made for cost effectiveness in the project.</p> |
|---|---|---|--|--|

Do take note that originality falls very highly in our judging criteria list. So crack your brains for all the creative juices to flow!

## THE FRIEND OF SINGA AWARD CEREMONY



The FOS Award Ceremony will be held in **November 2012**, before the school holidays.

All FOS students and teacher in charge are invited to attend the function. During the Award Ceremony, trophies will be given to representatives of the groups.

Award winning kindness projects will be displayed at an exhibition. SKM would like the participating students to be present at the exhibition so they can explain their projects in greater detail to guests. This applies to the special education students as well.

More details of the FOS Award Ceremony will be made available to participating schools closer to the ceremony date.

## 6. FOS TIMELINE 2012

**Kindly adhere to the deadlines stated. Teams that fail to do so will be penalised.**

| DATE   | TO-DO  |
|--|--|
| 8 February (Wednesday), 6pm                    | Deadline for Registration                    |
| 14,15,16 February (Tues, Wed, Thur)            | Workshops for Teachers                       |
| 17 February to 21 March (Holiday: 10 – 18 Mar) | Brainstorm & Write Proposal                  |
| 23 March (Fri), 6pm                            | Submit Proposal                              |
| April to August (Holiday: 26 May – 24 Jun)     | Execute Project and Write Report             |
| 21 August (Tues)<br>24 August (Fri), 5.30 pm   | Mail out Report<br>Final Report to reach SKM |
| November (before school holidays)              | Attend Award Ceremony                        |

**“The smallest act of kindness is worth more than the grandest intention.”**  
**- Oscar Wilde**

Annex A

**FOS 2012 REPORT TEMPLATE**

Here is the template for the FOS report. With font size 12, 1.5 line spacing and in no more than 5000 words (**excluding part a, b, appendices & bibliography**), please make the report clear and concise. Kindly adhere to the requirements as reports that fail to do so will be penalised.

**a. Executive Summary**

**Project Title:**

**School:**

**Teacher-in-charge:**

**Email Address:**

**Contact Number:**

**Nominated Team Members's Full Names (As in NRIC):**

- 1)
- 2)
- 3)
- 4)
- 5)
- 6)
- 7)
- 8)

(Please ensure that team member's **FULL NAMES** are spelled correctly).

**Summary of Project in not more than 250 words (Describe/Explain type of gracious problem(s) identified in the school, key components of project):**

**b. Summary of previous project in not more than 150 words (if school has participated before)**

- What was done in the previous project
- Lessons learnt
- State whether current project builds on the previous one, or is a recreation of it

**Report format**

**1. Objective of project items**

- What the FOS ambassadors would like to achieve or see happening
- Why each of the project items are relevant to the problem

### 2. Target audience

- Who the project items are catered for
- Target size
- Reason why this audience was chosen

### 3. Details of project items

- What the project items are
- What each of the project item is about
- How each project item contributes to the whole point/Where each project item stands in the big picture
- Other information about project items

### 4. Execution process

- Process to get the project items done
- How the project items were eventually carried out
- Possible areas of improvement/further development

### 5. Conclusion/Evaluation/Limitations (in not more than 1 page)

- Level of success
- Future recommendations

### 6. Appendices

- CD of photos, clearly labelled with school name
- Video, if any
- Interviews with students/teachers, if any
- Students' reflection about their learning experiences (e.g. journal logs)
- Referrals from school mates/teachers
- Detailed Claim form (*Annex B & C*) & Original Receipts (receipts to be pasted on paper + Photocopy of original receipts with school stamps)

### 7. Bibliography (if any)

**ANNEX B**

**Friend of Singa Claim Form**

| <b>PARTICULARS FOR PAYMENT</b>  |                              |
|---|------------------------------|
| Bank name & code:   |                              |
| Branch name & code:   |                              |
| Name of account holder:   |                              |
| Address of account holder:  |                              |
| Contact number:   |                              |
| <i>(Funds can be released to a personal bank account)</i>   |                              |
| <b>PAYMENT MODE : CHEQUE</b>  |                              |
| Cheque Payable to:  |                              |
| _____   |                              |
| <b>DECLARATION BY TEACHER-IN-CHARGE</b>   |                              |
| <p>I hereby certify that the information given is to the best of my knowledge and I agree to abide by all the terms and conditions on the award of Friend of Singa fund. I understand that the application will be decided at the sole discretion of SKM, and that its decision is final. SKM shall reserve the right to review, reduce, suspend, terminate or withdraw the assistance in accordance with the stated terms and conditions. Any failure or delay by SKM to exercise any of its rights or powers to claim a breach of the terms and conditions shall not prevent SKM from doing so at any time.</p> |                              |
| Name:   | Tel No/DID:                  |
| Designation:  | Fax No:                      |
| School Name:  | Email:                       |
| _____   | _____                        |
| <b>Signature &amp; Date</b>   | <b>Official School Stamp</b> |
| <p>Before you sign the form and send it to us, please check the following:</p> <ul style="list-style-type: none"> <li>✓ Have you filled in every section in the form?</li> <li>✓ Has the form been endorsed by the teacher-in-charge &amp; school?</li> <li>✓ Have you enclosed ANNEX C + Original receipts?</li> <li>✓ If your project/event is an Arts production, please include the synopsis/script</li> </ul>  |                              |



## PROJECT PROPOSAL FORM

### FRIEND OF SINGA PROJECTS

To qualify for the Friend of Singa (FOS) 2012, students must complete a group project related to kindness and graciousness in their school community. To help kick start the projects, the Singapore Kindness Movement (SKM) will be funding up to \$150 per project. Funds will be released to the schools after the project is completed and SKM receives the project report.

### WHAT IS THE PROCESS?

1. The project must focus on aspects of kindness and graciousness in the school community. Students may consider:
  - Raising the awareness of the benefits of having a kind and gracious school
  - Celebrating (recognizing) the kindness of classmates or teachers
  - Inspiring schoolmates and staff to practice kindness and graciousness in schools
  - Highlighting the social graces that are found lacking and effecting positive change in schools
  - Creating an impact in the school to bring about a more positive behavioural change
2. Projects related to the larger community such as beach clean-ups, visiting an old folks' home and donations to a charity organisation will not be considered for this award.
3. Teams must submit the **project proposal form by hand or mail by 23 March 2012 (Friday), 6pm** to qualify for FOS. Proposals may be submitted earlier.
4. Application has to be submitted with a **Project Proposal** and **Budget Statement**.
5. The Singapore Kindness Movement reserves the right to reject project proposals and reports which are not related to promoting kindness and graciousness in the school community.
6. Please mail the completed form to:

Attn: Ms Faizah  
**Singapore Kindness Movement**  
140 Hill Street #05-01 MICA Building  
Singapore 179369

**PARTICULARS OF PROJECT TEAM**

Name of School:

Address of school:

Name of teacher-in-charge:

Email address:

Tel No:

Fax No:

**PROJECT DESCRIPTION**

Title of project:

Date (s) of project:

Estimated number of participants:  
*(excluding Project Team)*

Other partners / sponsors (if any):

**Description of Project**

*(You may attach a separate sheet if there is insufficient space)*

### ESTIMATED EXPENDITURE AND PROJECTED INCOME

Please provide a detailed breakdown for each budget item. If the project consists of a series of activities, please use separate sheets for each activity and give the overall surplus or deficit for the entire project.

| Estimated Expenditure <i>(e.g. venue rental, setup, publicity etc)</i>            | Amount (\$) |
|---|-------------|
|   |             |
| <b>TOTAL EXPENDITURE (A)</b>  | \$          |
| Projected Income<br><i>(e.g. other sponsorships, donations, ticket sales etc)</i> | Amount (\$) |
|   |             |
| <b>TOTAL INCOME (B)</b>   | \$          |
| <b>SURPLUS / DEFICIT (B) – (A)</b>  | \$          |