## ABOUT FRIEND OF SINGA 2018

Introduced in 1990, the **Friend of Singa (FOS)** is into its 28th year. FOS aims to empower students to lead their schools in a 5-month kindness campaign. It also complements MOE’s and the schools’ efforts in their Character and Citizenship Education and Values-In-Action programmes.

FOS 2018 is open to all students in primary schools and secondary schools (including Madrasahs, international and SPED schools). Building on the notion of collective kindness, the theme for FOS 2018 is **“\_\_\_\_\_\_\_\_, Make A Difference!”**

Participating schools are invited to **nominate up to nine 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 **http://kindness.sg/fos2018** or **http://kindsville/kindness.sg/blog/fos2018** to register. The deadline for registration is **30 January 2018, Tuesday.**

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

A timeline of the process of FOS 2018:

**28 March (Wed) 6pm**

**Project proposal submission**

**\*Teachers are encouraged to submit earlier**

**30 January (Tues) 6pm**

Select up to 9 students for FOS Programme

**7-9, 13, 20-17 February**

**Teachers & Students to attend a half day workshop**

**SKM’s approval of project**

(About 2 weeks after proposal submission)

**April – August**

**Execute Kindness project & write report**

**24 August (Fri) 5.30pm**

**Final project to reach SKM**

**9 November (Fri)**

**Attend the FOS Award Ceremony & Exhibition**

**21 August (Tue)**

**Mail out report**

**\*Teachers are encouraged to submit earlier**

1. **WORKSHOP:**

Training this year will be conducted by *Acorn Training Pte Ltd.* Participants (students and teacher in-charge) will be equipped with design thinking skills for problem solving and project management. Schools may indicate their preference for the date and session of the workshops. SKM will try its best to accommodate everyone, but kindly note that SKM reserves the final right to allocate the date and session for each participating school.

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|  **Workshop outline**  |
| **8am (Session 1) or 1pm (Session 2)**- Setting visions & action plans-Experiential learning game- Introduction to Design Thinking framework-Design thinking process- Hands on group thinking-Prototyping the solution |
| **Breaks**Light snacks (eg. Granola bars and water will be provided) Students may take their toilet break or consume their snacks in their own time. **Please ensure that they have their breakfast or lunch before the workshop.** |
| **12pm (Session 1) or 5pm (Session 2)**End of workshop |

The details of the workshop are as follows:

Venue: Onepeople.sg, 381 Toa Payoh Lorong 1, Singapore 319758

Dates:

* **Primary Schools & SPED**
* 7, 9, 13, 21 & 23 February 2018

*Morning sessions: 23 February*

*Afternoon sessions: 7, 9, 13, 21 & 23 February*

* **Secondary Schools & SPED**
* 8, 20 & 22 February 2018

*Morning Sessions: 22 February*

*Afternoon sessions: 8, 20 & 22 February*

Time slots:

* Session 1: 8am- 12pm, Schools to arrive at 7.30am
* Session 2: 1pm- 5pm, Schools to arrive at 12.30pm

Dress code: School uniform (PE shirts and shorts are advised)

* **Girls wearing full school uniforms are advised to wear shorts inside**
1. **KINDNESS PROJECTS:**

After attending the workshop, the students must complete a group project related to the given theme in their schools. The theme for this year is **“\_\_\_\_\_\_\_\_, Make A Difference!”** Do focus on projects that create an **impact within the school community.** 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 factored into the funding** as it is considered Community Involvement Programme (CIP).

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

**Students may consider:**

* Highlighting the social graces that are found lacking and effecting positive change in schools
* Raising the awareness of the benefits of having a respectful school
* Celebrating or recognising 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
* Creating awareness that the student’s immediate family and neighbours plays a huge part in cultivating kind and gracious habits

Students need to submit a **project proposal report** (see Project Proposal Form attached) to SKM office **by hand/ mail by** **28 March 2018, Wednesday 6pm.** 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 **4 months** to work on their projects. The final project report submission **must reach SKM by** **24 August 2018, Friday, 5.30pm**.

Reports may be submitted earlier.

If submission is via post, it is recommended to **mail out by 21 August 2018, Tuesday.**

1. **MONTHLY BLOG ENTRY (ALL schools)**

To be able to share best practices with other schools and for SKM to keep updated on what is happening in the schools, a microsite was created. Do submit at least one entry per month. Students and teachers are strongly encouraged to submit an entry from April – August.

Each school has a unique ID and password. For schools who have participated in FOS 2017, you may reuse the same password. For new participating schools, a login password and ID will be issued after the proposal is submitted. For the blog entry, try to keep the picture size small.

You may use the menu bar on the left hand to view the blog, or click on the + icon at the image of the mouse to submit your entry.

FOS microsite:

<https://fos.kindness.sg/>

More information on navigating the microsite will be explained during the workshop.

**4. EVALUATION & 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** at the awards ceremony. Teachers will also receive a certificate and FOS pin.

SKM has done away with award system based on merit. Instead, schools will be recognized for sustained participation in FOS:

1. **1st year**
2. **3 years**
3. **5 years**
4. **10 years and above**

## Project criteria

Although FOS is no longer a competition based on merit, the projects executed should still make an impact and significant difference on graciousness within your schools. The project should reach out to both students and staff. Schools with outstanding projects will be highlighted during the awards ceremony. To help you make your project an impactful one, you can follow the criteria set out below. There are 5 compulsory criteria, in asterisks, which your project must fulfil. The other 5 criteria are optional, but highly encouraged as they will help guide your project towards an impactful one.

* **Relevance to the theme\***
* Please state how the project is in line with the theme
* **Impact of FOS project\***
* Pre and post-surveys to track behavioural change.
* Survey results to be collated into graphs or charts
* **Minimum reach\***
* Duration of project must be over a month (minimum)
* 80% of the student population must be actively participating in the project
* **Blog post updates/ reflections\***
* To update the blog with a reflection or what is happening in school monthly **from April.**
* A centralised microsite has been created. Please visit <https://fos.kindness.sg/>. These blog posts will be opened to public so schools may share best practices with each other.
* **High-Resolution photos\***
* High resolution photos are required for sharp reproduction for our publications and exhibition.
* Photos should be taken at the highest resolution setting on the camera (minimum 5 mega pixel)
* **Secret Agent Mission**
* Primary schools may choose to participate in Secret Agent Missions to boost their project reach
* **Originality and creativity**
	+ The project idea is new, innovative and the project is executed in a creative manner.
* **Sustainability**
* The project will be sustained in the long run and will have a lasting impact on the school community.
* **Commitment and support from Top Management**
* Demonstration that the top management and staff level supporting the project
* **Cost efficiency**
	+ The students made clear attempts to efficiently use their given funding and are able to raise their own funds.
	+ **No more** than 20% of the approved budget may be spent on prizes

**Project exhibition categories**

*(May be subject to changes based on the quality of projects sent in)*

1. Most all-rounded projects
2. Most inspiring social etiquette initiatives
3. Best mural or designs
4. Most interesting initiatives and challenges
5. Best appreciation initiatives
6. Most interesting social media initiatives
7. Most heart-warming community service projects (Note that any projects focusing on community service will be unable to claim for funding for this aspect)

**5**. **SUBMISSION OF PROJECT REPORT**

All project reports and related material should be submitted to SKM by **24 August 2018, Friday, 5.30pm.** Please mail to:

Attn: Ms Faith Lee

**Singapore Kindness Movement**

61 Stamford Road, #01-08

Stamford Court

Singapore 178892

If submission is **via post**, it is recommended that it is **mailed out by 21 August 2018, Tuesday.**

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

* Project report
* CDs/ USB – Photos and/ or videos **including the soft copy of the report and hi-res school logo**
* Pre and post surveys data
* FOS Claim Form and photocopy of original receipts with certified true copy school stamps.

**Kindly note:**

* **Photos** have to be in its original format with high resolution; taken using a minimum of 5 megapixel camera. **Please 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 on 9 November 2018 (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.

**6. THE FRIEND OF SINGA AWARD CEREMONY**

The FOS Award Ceremony will be held on **9 November 2018, Friday.**

All FOS students (Max 9) and teacher in charge are invited to attend the function. During the Award Ceremony, trophies or certificates will be given to representatives of the groups.

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

**7. FRIEND OF SINGA TIMELINE**

**Kindly adhere to the deadlines stated.**

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| **DATE** | **TO-DO** |
| **30 January (Tuesday), 6pm** | Deadline for Registration |
| **7-9, 13, 20-23 February**  | Workshops  |
| **28 March (Wednesday)** | Submit Proposal |
| **April to August**  | Execute Project and Write Report |
| **21 August (Tuesday)****24 August (Friday), 5.30 pm** | Mail out ReportFinal Report to reach SKM |
| **9 November, Friday** | Attend Award Ceremony  |