## ABOUT SEED KINDNESS FUND JUNIOR 2018

Seed Kindness Fund Junior (SKF Jr) is a new programme for primary students in student care centres to promote the values of kindness and graciousness in their community.

The theme for 2018 is **“\_\_\_\_\_\_\_\_, Make A Difference!”**

Participating centres are invited to **nominate up to nine students** for this award. These students will be honoured as Kindness 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 **https://kindsville.kindness.sg/blog/skfjr2018/**to register. The deadline for registration is **1 March 2018, Thursday**

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

A timeline of the process of SKF Jr:

**6 April (Friday)**

**Project proposal submission**

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

**23 February (Friday)**

Select up to 9 students for SKF Jr Programme

**13-14 March**

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

**SKM’s approval of project**

(About 2 weeks after proposal submission)

**April – July**

**Execute Kindness project & write report**

**24 August (Fri) 5.3pm**

**Final project to reach SKM**

**9 November (Fri)**

**Attend the Award Ceremony & Exhibition**

**24 July (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. Tidbits) 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:

YMCA Student Care: YMCA Auditorium

Pro-Teach Student Care: Onepeople.sg, 381 Toa Payoh Lorong 1, Singapore 319758

Dates:

* 13 March Session 1 and 2- YMCA Student Care
* 14 March Session 1 and 2- Pro-Teach Student care

Time slots:

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

Dress code: Comfortable clothes/ PE Attire. Bring a jacket.

* **Girls are encouraged to wear shorts as they will be seated on the floor.**

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 community.**

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 their community.
* Raising the awareness of the benefits of having a respectful community
* Celebrating or recognising the kindness of the community
* Inspiring schoolmates and staff to practice kindness and graciousness in the community around them
* Creating an impact in the community to bring about a positive behavioural change
* Creating awareness that the student’s and community’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** **6 April 2018, Friday 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** **27 July 2018, Friday, 5.30pm**.

Reports may be submitted earlier.

If submission is via post, it is recommended to **mail out by 24 August 2018, Tuesday.**

**3. EVALUATION & AWARD SYSTEM**

After attending the workshops and successfully implementing the kindness projects in their communities, SKF Jr nominated students will be awarded a **certificate and a FOS pin** at the awards ceremony. The centre and teachers will also receive a certificate and FOS pin.

**Project criteria**

The project should reach out to both students, staff and the community. 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 4 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
* **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)
* **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

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

All project reports and related material should be submitted to SKM by **27 July 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 24 July 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 centre logo**
* Pre and post surveys data
* 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 students’ names and branch’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 AWARD CEREMONY**

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

All 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 Award Ceremony will be made available to participating schools closer to the ceremony date.

**7. SKF JR TIMELINE**

**Kindly adhere to the deadlines stated.**

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| **DATE** | **TO-DO** |
| **1 March (Thursday)** | Deadline for Registration |
| **13, 14 March** | Workshops |
| **6 April (Friday)** | Submit Proposal |
| **April to July** | Execute Project and Write Report |
| **24 July(Tuesday)**  **27 July (Friday), 5.30 pm** | Mail out Report  Final Report to reach SKM |
| **9 November, Friday** | Attend Award Ceremony |