Dear Volunteer

Thanks for conducting this site visit.

The following set of questions is only a suggested guideline. Some of the following questions may not be relevant or applicable to the particular project you are visiting, but please do try to answer as many of them as possible. Please note that Part B & C necessitate that the information be gathered through conversations with the children and their parents, and not simply the group's teachers and staff.

Please feel free to attach any documents/photos you feel are pertinent to the project.

Thanks.
- Asha for Education

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Date: Apr. 25, 14

Name of the Project: Science & Computer Labs for Aarti School

Name of the Organisation Running the Project (if different): VIJAY FOUNDATION TRUST (ASSN)

Was your site visit announced? Yes, it was planned ❌ No, it was a surprise visit ☑

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<tr>
<th>Project Contact</th>
<th>You Name (Asha volunteer conducting the visit)</th>
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<tr>
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PART A: Particulars about the organization and its environment

1. What are the different focus areas of the organization? (give a rough estimate of the % of their total effort/funding)
   - Community development 70%
   - Education 100%
   - Health 50%
   - Other ___% (please specify) _____

2. What is the administrative structure of the group (e.g. Board of Directors/Grassroots-based)?
   Administrative staff, teachers and volunteers.

3. Are there any other organizations working in the area providing any one or all of the services provided by the visited organization? (Briefly mention their names and their objectives)

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<th>Organization</th>
<th>Objectives of the organization</th>
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PART B: The organization and the community it serves
(Information to be gathered from parents and children)

1. Approximately how many families live in the area? 10000

2. What do the parents do for a living? (Agricultural worker, Daily wage laborer etc.)
   Daily labourers, construction workers, street vendors and petty business.

3. At the time of enrolment, does the school ask for the names of both parents?
   Yes ☒  No, just the father’s name ☐  No, just the mother’s name ☐

4. How often do the teachers meet the parents?
   3 times/year
5. How do the parents participate in the organization's activities? (e.g. by contributing their time, money or labor in the school's activities etc.)
   Contribute the time and labor in the school's activity.

6. Are there any Government Schools in the area?  Yes ☒ No ☐

7. If yes, how far are the Government Schools from the community? 2-3 km

8. Why did the parents choose this school over the Government School?
   In government schools children do not get individual attention and care.

9. When you visited, how many children were present in the class? 300
   What is the regular class strength? Mostly yes
   Comments:

10. Do the children seem to enjoy coming to school?
    Yes

PART C: Project particulars
(Information to be gathered from students and staff)

1. What is the mode of teaching in the school? (Check the appropriate choices)
   A. Formal (State Board, Central Board etc.) ☒ till what class? 12
   B. Non-Formal Education (NFE) ☐ do the students also attend formal school?
   C. Vocational ☐
   D. Other ☐. Please specify ______

2. If A (Formal), up to what grade(LKG, 5th, 7th etc.) does the school conduct classes?
   10

3. If B (Non-Formal Education) how many of the children also attend formal schools in the area?
   ______
   If none do, does the project plan this for the future?
4. If Non-Formal Education, does the organization create its own study material (books, games)?

5. If C (Vocational), what do the children do after they finish training?
   Gain employment in private sector.

6. How many staff or volunteers are recruited from the community? 23
   How many of the staff are women?

7. How many teachers have left the school in the past one year, and why?

8. How many new teachers have joined in the past year?

9. Does the organization train the teachers? 
   Yes ☐  No ☐
   If yes, how do they provide the training?

10. How much is the staff paid? Rs. 5000 to 12000
    Is it on par with the salary paid to the staff in the Government schools? 
    Yes ☐  No ☒

PART D: Financial resources of the organization
(Feedback from the person conducting the site visit)

1. Do you think the proposed amounts in the budget are reasonable?  
   Yes ☒  No ☐  Maybe ☐

2. Are all items covered in the budget?  
   Yes ☒  No ☐  Maybe ☐
   Comments:

3. Is there anything you think should be added or removed from the budget?  
   Yes ☐  No ☒
   If you recommend any changes to the budget, please explain your reasons for this.
4. Did you discuss the proposed changes with the project? If so, please describe their response.

PART E: Comments
(Feel free to attach documents if necessary)