



NANYANG TECHNOLOGICAL UNIVERSITY MUSLIM SOCIETY
c/o Students Affairs Office, Nanyang Technological University, Nanyang Avenue, Singapore 639798
Email: ntu.muslimsociety@gmail.com Website: <http://www.ntums.com>

NTUMS PROJECT PELITA 2014

PROJECT YANG TZAI II

Team Muestra de Camellia

Yang Tzai Village

Yunnan, China

26th May – 09th June 2014



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Table of Contents

<u>Overview</u>	4
<u>Profile of Organising Team (NTUMS)</u>	5
<u>Project Name & Team Motto</u>	6
<u>Project Mission & Vision</u>	7
<u>Project Description</u>	8
<u>Profile of Overseas Host Organization</u>	9
<u>Profile of Local Host Organization</u>	11



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APPENDIXES	
A. Reconnaissance Summary	12
B. Concise Program Details	15
C. Expedition Itinerary	48
D. Pre- Expedition Summary	53
E. Post-Expedition Summary	55
F. Endorsed Evacuation & Emergency Plan	57
G. Member's Details	98



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OVERVIEW

The People's Republic of China is the world's most populous nation with a country of over 1.35 billion people. Since its economic reforms in 1978, China has become one of the world's fastest growing economies. It often is regarded as an Asian powerhouse. While its rapid economic expansion has helped large cities such as Beijing, Shanghai and Chongcheng, there are still many rural areas that lack the basic necessities such as proper sanitation, healthcare, education and welfare.

Muestra de Camellia (Muestrada) is a group of 19 students from the Nanyang Technological University Muslim Society (NTUMS) wing which is heading to Yang Tzai Village in Yunnan, China. It is mountainous region where the main sources of income are agriculture and farming. Muestrada plans to be in China from 26th May to 09th June 2014. It is the 3rd time that NTUMS has gone to Yunnan, China, collaborating with the same organization in providing humanitarian efforts. This initiative is endorsed and supported by the National Youth Council (NYC) and NTU Student Affairs Office (SAO). Through this initiative, we hope to embark on a journey of self-discovery and maturity into responsible young adults while increasing our compassion and sharing our joy with the less fortunate.

Our project focuses on two aspects; Education and Refurbishment. For the education aspect, we hope to share knowledge and skills with youths, of age ranging from 4 to 7 year olds in the school village. We plan to impart elementary English and Arabic Language skills, simple Art & Craft and Physical Education (Games) aimed towards holistic education and cultivating the love for learning for the young minds. The curriculum is planned out with the hope that the ideas and concepts explored would initiate a thirst for knowledge in the students. In addition, our education syllabus also includes proper hygiene practices, a skill that is almost inaccessible in the village, yet especially important considering the living conditions in a rural village. As for refurbishment, the exterior walls of the school will be painted to provide an attractive and conducive environment for the young children to learn, which can spur enthusiasm and pride in the students. Also, we aim to establish closer understanding and strengthen ties between Chinese and Singaporean students through an elaborate cultural immersion day where we will celebrate cultural diversity.



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PROFILE OF ORGANISING TEAM (NTUMS):

Nanyang Technological University Muslim Society (NTUMS), Singapore

NTUMS has always taken an active role in the local community. It undertakes different projects throughout the year. Its main objective is to facilitate the holistic development of its members- spiritually, morally, mentally, physically and intellectually. Its mission is summed up in the following three statements;

“Outreach to local/international community. Develop our Muslims to become strong, capable and compassionate leaders. Promote an Islamic Environment for our Muslims in NTU and NIE.”

4 main dimensions of NTUMS activities:

- 1) Outreach – To reach out to the local and international Muslim as well as Non-Muslim communities in NTU/NIE to raise awareness of Islam on campus.
- 2) Development - To provide our members with platforms to develop themselves holistically and to hone their leadership and organizational skills.
- 3) Welfare and Humanitarian – To develop compassionate members and instil a desire to contribute back to the community, be it locally or overseas.
- 4) Services – To provide basic services in facilitating a conducive environment for Muslims on campus.

Since 1987, NTU Muslim Society has created several platforms for NTU undergraduates to contribute in their own ways while helping them to develop themselves as better leaders in their own niche. PELITA, which stands for “People Expressing the Light of Islam Through Actions” (and also means candle in Malay), was initiated by NTUMS in 2006 as a humanitarian wing which provides an avenue to those who are keen in contributing towards society in both the local and overseas terrain. To date, PELITA has sent a total of twelve expedition teams to countries such as Cambodia, Indonesia and China. Apart from the annual OHE, another notable project would be “Project Yusra” – the local humanitarian wing of NTUMS; aiding the physically and socially challenged as well as the elderly.



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PROJECT NAME & TEAM MOTTO

Our team name ***Muestra de Camellia*** consist of two parts; “Muestra de” which in Spanish means “Token of” and “Camellia” which was the floral emblem of an ancient southern Kingdom of China, which is Yunnan as we know today. This flower is still one of the most popular and respected flowers in Southwest China. The ‘Camellia’ in China symbolizes an ‘everlasting love’ and ‘devotion’ to another person. Hence, the project name , Muestra de Camellia means the “Token of Everlasting Love”. This name resonates strongly with our desire to be the token of everlasting love to the people of Yang Tzai village. Moreover, the Camellia flower in general symbolizes steadfastness and excellence, thus, an attribute that our team aspires to emulate.

Our main beneficiaries in Yang Tzai Village are children between the ages of 4 to 7 years old. Being young individuals, we hope that our project would have a positive impact on their lives; imparting valuable skills and knowledge while leaving everlasting memories. Our tagline, “***Blooming opportunities, Blossoming possibilities***” depicts the children as young buds. Given the right nourishment of water and light, they will bloom and blossom into a beautiful flower. These ‘nourishments’ characterize the learning opportunities for the children and providing them with diverse experiences, made possible by the different activities prepared for them. Thus, we hope to provide avenues for these young minds to discover their abilities and passions through learning.



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PROJECT VISION

While Project YangTzai II aims to impact the lives of the children of Yang Tzai, our main aim is to develop our members individually and as a team. We hope to foster bonds that are closely knitted within ourselves beyond this project. This expedition project will provide as an ideal opportunity for them to open up their hearts and minds towards serving and improve the lives of the less fortunate.

Our vision:

“Developing virtuous and confident leaders who are passionate to serve for the betterment of the community”

Our objectives for our team:

- i) To cultivate qualities of leadership, compassion and teamwork in members
- ii) To create awareness on the difficulties and concerns faced by the local and regional community
- iii) To inculcate the spirit of empathy in serving the community

Our objectives for the partners:

- i) To share the love for learning with the children in the village
- ii) To create a conducive and welcoming environment for the children to learn and play
- iii) To impress upon the importance of knowledge to the children



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PROJECT DESCRIPTION

Main Project

Location: Yang Tzai Village Kindergarten, Yunnan Province, China

Dates: 26 May 2014 – 09 June 2014

Description:

Yang Tzai Village Kindergarten caters to children between the ages of 4 to 7 years old. It currently has 150 students with 12 permanent staffs. Project Yang Tzai II is the continuation of Project Yang Tzai from a team of NTU students in 2011. Yang Tzai Village kindergarten has also hosted teams from SMU for 3 continuous installations, named Project Xing Fu I, II and III. This ensures continuity in the local (SMU & NTU) student's involvement with the host organization, thereby fitting their master plan. The kindergarten is located in rural Yunnan where poverty is widespread. The facilities available are to the minimum. It is hoped that Team Muestra de Camellia would be able to transform the lives of the children there by creating a more conducive atmosphere for learning. This would be executed in 2 main stages.

Firstly, it is through a specially tailored educational programme that stimulates the children's desire for knowledge through songs, dance and colourful flash cards. With the kindergarten located in the rural areas, sanitation is poor. Hence we have also included "Hygiene Awareness" in our programme. It is hoped that through these programmes, good habits in both learning and hygiene would be properly inculcated in the children.

Secondly, providing an attractive and fresh façade for the kindergarten would have a positive impact on brightening the children's learning environment. Currently, the kindergarten exterior walls are white and bare. Painting the exterior walls with bright colours would certainly give the building a kindergarten look.



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PROFILE OF OVERSEAS HOST ORGANISATION

- **Name of Organization:** Xiji Welfare Charity Center (Registered No: 7749300-9)
- **Contact person(s):** Ms. Mariah Mah
- **Contact No.:** +86 13995044566, +86 9543012528, +65 96567315
- **Address:** 中国·宁夏回族自治区西吉县政府街92号 (92 Government Street, Xiji County, Ningxia Hui Autonomous Region, China)



邮编 (Postal Code) : 756200

- **Email Address:** mm@chinamuslim.net, mmhols@singnet.com.sg, mariahmah@hotmail.com
- **Mission:** To provide an education for needy children and orphans in the rural areas of China

• **Xiji Charity Committee Members:**

- Honorary Advisor: Jaafar Mah
- Honorary Chairman: Mariah Mah
- Council Chairman: Salleh La Yin Fu
- Secretary General: Musa Ma Xue Liang





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Xiji Welfare Charity Centre is a Non-Governmental Organisation - Charity Organization established in 2006 with the objective of helping the poor in China and to alleviate their economic and educational problems.

Xiji Charity set up a government registered orphanage in China's poorest region known as XIHAIGU. This region has also been designated as one of the world's poorest regions by UNESCO. Since its inception in November 2006, the orphanage has an enrolment of 34 boys and 21 girls ranging from 8 to 14 years old, all without parents. Because of premise and funds constraints Xiji Charity were only able to take in 55 orphans and employ 5 paid staff.(warden, cook, cleaning cum laundry lady, two teachers, each staff is paid a meagre wage of £50 per month) The orphanage needs a minimum of £1000 a month to sustain its 55orphans' livelihood and paid employees.

Xiji Charity also contributed to their community through other venues. In 2008, they distributed clothes to 800 needy students, bursaries to 50 secondary school students and food supplies to 90 families. In 2009, they gave out annual bursaries to 110 students from poor farming families, giving them an opportunity towards a tertiary education in universities. Xiji Charity hopes that they will graduate and be gainfully employed so that they will help break the poverty circle.

Currently, in the Yang Tzai Village Kindergarten, the school have a total of 150 students aged between 4-7 years old. They also have 12 Full-time Staff (1 Principal, 1 Accountant, 8 Teachers and 2 Cooks). The 1st year students are not required to pay school fees and thus the Kindergarten has to be backed by continual donations to run the school.



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PROFILE OF LOCAL HOST ORGANISATION

Jamiyah Singapore – Global Child Development Centre

Jamiyah Singapore was founded in 1932 by his Eminence, Moulana Abdul Aleem Siddiqui, the Roving Ambassador of Peace, from Meerut, India together with other religious leaders in Singapore and Malaya at that time. Today, Jamiyah provides many services, including:

- 1) Homes for the needy and underprivileged
- 2) Education
- 3) Community Services

Global Child Development Centre - Vision:

- To respect and accept the differences we all possess
- To create and nurture a sense of belonging
- To maintain an atmosphere that promotes learning through play
- To establish a connection between parent, school and community
- To protect the innocence and beauty in every child
- In hope that the child we nurture today, will be compassionate intellectual achievers.

Global Child Development Centre - Mission:

- To provide a holistic development for young children through a safe and nurturing environment.
- Our all rounded curriculum encourages active participation from the children resulting in creative thinkers and confident learners.



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APPENDIX A: Reconnaissance Summary

Introduction

The reconnaissance trip to Yang Tzai village in Yunnan, China was conducted from 3rd March 2014 to 8th March 2014. The reconnaissance team consisted of Muhammad Arif Bin Amir (Leader), Mohamad Badruddin Bin Mohamad Sidek (Co-leader) and Muhammad Hanif Bin Abdul Wahab (Refurbishment IC). The purpose of the visit to location is to evaluate the conditions e.g. safety and feasibility to carry out the project at the aforementioned location.

Objectives

To gather as much information on the following areas:

- 1) Conditions of school / facilities at the village (Yang Tzai Village and Zhaotong City)
- 2) Education standards of the students at the school
- 3) Project cost estimation (food, transportation, accommodation etc.)
- 4) Accessibility to medical facilities, market and shops to purchase materials
- 5) Safety and risks of locations



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Reconnaissance Itinerary

Day & Date	Location	Morning	Afternoon	Evening	Remarks
Monday 03 March 2014	Singapore Kunming Zhaotong Yang Tzai Village	Depart for China Arrive at Zhaotong Airport via Kunming	Travel to Yang Tzai Village. Interact with students and staffs	Enquire host partner's needs. Enquire on basic necessities, accommodation and food	
Tuesday 04 March 2014	Yang Tzai Village Zhaotong	Recce for hospital, clinic and emergency services	Enquire on shops for the purchase of materials	Enquire on shops for the purchase of materials Rest	
Wednesday 05 March 2014	Zhaotong	Recce for Supplies	Recce for R&R in Zhaotong (including clinics etc.)	Collated information gathered. Noted risks in activities	
Thursday 06 March 2014	Zhaotong Kunming	Pack up. Prepare for flight to Kunming	Travel to Zhaotong Airport. Flight to Kunming	Check into hotel in Kunming Rest	
Friday 07 March 2014	Kunming	Recce for R&R in Kunming (including clinics etc.)	Recce for R&R in Kunming (including clinics etc.)	Evaluation of Recce Trip	
Saturday 08 March 2014	Kunming	Free and Easy	Pack up and check out. Travel to Airport	Flight back to Singapore	
Sunday 09 March 2014	Singapore	Arrive in Singapore at approximately 0200hrs	N.A.	N.A.	



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Reconnaissance Summary

We went to China for our reconnaissance trip with our partner Ms Mariah Mah. Upon reaching Zhaotong, we headed to Yang Tzai Village where the site of the kindergarten was. Ms Mah also acted as our translator. We were greeted by the staff along with some villages. While we were at the kindergarten, Ms Mah explained to us her hopes and vision for the Kindergarten in Yang Tzai. While at the kindergarten, we managed to seek vital informations from the staffs there, especially Mr Daud Ma, the school principal. Our partners have been clear and concise with their need and wants. This tremendously helps us to better understand their needs thus putting us in a better position to offer help. We also had an informal gathering with the village elders where they shared with us their life experiences and their way of life in the village. This allows us to understand the community as a whole.

Besides Yang Tzai village, we also visited many other villages which are part of our partner's master plan, in hopes of passing the information that we gathered during the recce trip as future projects for our team or new OE teams.



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APPENDIX B: Concise Program Details

Objective

Guided by the philosophy that every child deserves the right to learn, Team Muestra de Camellia (*Token of Love*) came up with three main objectives that serve to govern us in the planning of education activities for the expedition. Leveraging on the theme, 'Blooming opportunities, blossoming possibilities', the team aspires to extol the infinite nature of the future, and dare them to dream boldly.

We feel that these universal values could be linked to academic and holistic development through:

- i) Love for myself and others
- ii) Love for Nature
- iii) Love for Knowledge

These values will be imparted through the education syllabus and the refurbishment of Yang Tzai Kindergarten. We hope our efforts will serve as a springboard for progress and further development on the lessons we intend to impart.

Programme structure

The overarching programmes of the team's expedition to China are categorised under the following:

A) Education **B) Refurbishment**

Education programmes will be implemented in the morning while Refurbishment will be done throughout the day. Every morning, 12 members will be rotated to teach the 6 classes of students, with 2 members taking 2 classes to teach.

The purpose of these departments is to ensure a specialised effort that maximises the team's efficiency and productivity in the different fields.



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A) Education

Based on the information given by the reconnaissance team regarding the background of the students, the school, as well as the culture of Yang Tzai, Yunnan China, Team Muestra De Camellia has designed a syllabus that aims to imbue the children with fundamental values and skills necessary for success when they move on to public school.

The syllabus is designed in such a manner that students will be engaged in a meaningful learning experience, academically and holistically.

Objectives

1. To equip the students with knowledge and skills relevant to their academic life in public school as well as enhance their ability to adapt to their increasingly cosmopolitan and globalised country.
2. To inculcate positive learning values and engage students in an interactive learning session in in and out of classrooms.
3. To encourage students to love learning

One of the most important considerations during the designing of the education syllabus is to ensure sustainability of knowledge. This is done so by aligning our programmes to our objectives. We also considered the importance of factoring in the relevance and usefulness of our programme's educational content to the students. Therefore, Team Muestra de Camellia has decided to focus on imparting fundamental knowledge and skills: English, and Cleanliness and Hygiene. As for holistic development, students will be engaged in Art & Craft, Sports and Cultural Exchange activities. Lessons will be tailored to suit the needs of the students' respective levels. Yang Tzai Kindergarten consists of 3 grades, attended by approximately 150 girls and boys between 4-7 years old.



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Subjects	Activities	Rationale
Physical Education	<p>Beyond just focusing on academic-based subjects, students will also be given opportunities to play simple games. Sports and games encourage students to work together and cooperatively, lessons the young children can benefit from, while having fun.</p> <p>(1) Relay (2) Ground Zero (3) Commando Dash</p>	<p>Sports play an important role in the physical growth and development of students. It provides an avenue for students to express themselves through movement and physical activity. Through sports, students acquire the knowledge, skills, right attitudes and values towards the pursuit of a lifelong physically active and healthy lifestyle.</p>
Arabic	<p>By teaching Arabic, the team hopes to introduce the children to Arabic alphabets and basic Arabic words so that they will be able to be literate in the Arabic language.</p> <p>1) Alphabet flashcards Students will be introduced to 4 new alphabets every day and they will be able to recognise and identify individual alphabets correctly with little guidance.</p> <p>2) Trace the alphabets. Students will be able to trace the Arabic alphabets using printables/ paint bags and this would allow them to identify and write the alphabets independently.</p> <p>3) Find my partner! Students will be given cards and they are to find a letter card</p>	<p>By acquiring basic Arabic alphabets, students will be building on their language repertoire and they will be able to read and write Arabic text that they might encounter in the future.</p> <p>By building a strong foundation in the alphabet, it will also hopefully interest them in the language so that they will be encouraged to learn more.</p>



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	<p>that matches to the first letter they picked. Students can play in a group of 4 to 5 students.</p>	
<p>Hygiene</p>	<p>By enforcing hygiene habits such as hand washing and tooth brushing, we hope to teach the children the value of keeping themselves clean so as to protect themselves from viruses and diseases.</p> <p>1) Pearly whites! Students will be taught the proper ways of brushing their theme by demonstrations and also practice after their meal times</p> <p>2) Let's keep our hands clean! Students will be taught how to wash their hands using 4 simple steps using simulation in class. They will then implement hand washing before and after activities and meal times.</p>	<p>We intend to teach and reinforce hygiene practices to the students to allow the students to get into the habit of maintaining their personal hygiene before and after any activity.</p>
<p>English</p>	<p>By teaching English, the team hope students will have the basic knowledge of alphabets and literate about English as the international language.</p> <p>1) Alphabet flashcards Students will be introduced to new alphabets every day through games and singing the A B C song so that they will be able to recognise and identify individual alphabets correctly.</p> <p>2) Trace the alphabets</p>	<p>English as the international language is important to learn. We intend to introduce and expose English to the students from young age so that they will have basic foundation in learning English that will be useful in the future.</p> <p>By introducing alphabets we hope students will be interested and encouraged to learn more.</p>



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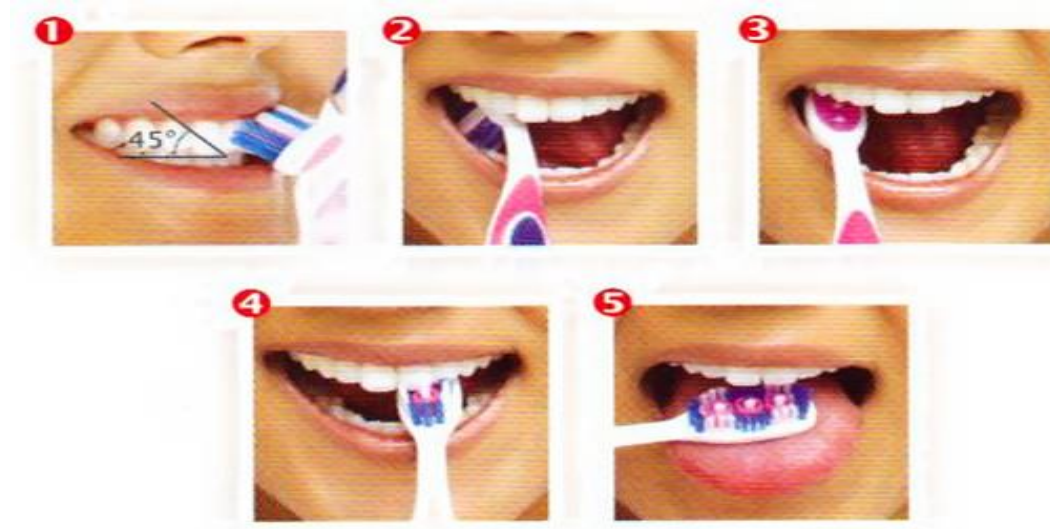
	<p>Students will trace the alphabets and colour them using printables/colouring sheet. This would allow them to identify and write the alphabets independently, also to develop their creativity.</p> <p>3) Find my partner! Students will be given cards and they are to find a letter card that matches to the first letter they picked. Students will play in a group of 4 to 5.</p>	
<p>Cultural Exchange Muestraditional Carnival/Fair</p>	<p>As part of our cultural exchange programme, Team Muestra De Camellia shall hold a fair open to the villagers. We will be sharing some of Singapore’s cultural delicacies, and allow them to enjoy a few traditional games. There will also be a booth for the villagers and students to try out our traditional costumes.</p> <p>1) <u>‘Indoor’ Games:</u> Pick-up sticks, Dam, Snakes & Ladders, Congkak, Five Stones</p> <p>2) <u>Outdoor Games:</u> Capteh, Hopscotch, Zero-Point, Limbo</p> <p>3) <u>Traditional Food Spread:</u> E.g. Tempeyek, Muruku, Love Letters</p> <p>4) <u>Traditional Music:</u> Malay traditional music playlist played through speakers</p> <p>5) <u>Traditional Costume Booth:</u> E.g. Baju Kurung (M&F), Kebaya (F)</p>	<p>To expose the villagers to other cultures, specifically those dominant in Singapore. This will serve to broaden their perspectives on international cultures and help them see a hint of the world beyond their village.</p>



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Hygiene Activities

Activity:	Pearly Whites
Location:	Classroom
Objectives:	Students will be able to: (1) Learn the proper tooth brushing techniques (2) Learn when to brush their teeth
Materials:	- Big teeth model - Big Toothbrush - Toothbrush (1 per student)
Activity Itinerary:	1. Students will be gathered in the classroom before their lunch 2. Teacher will inform the children that they will be teaching them how to brush their teeth properly 3. Teachers will ask students how often they should brush their teeth 4. Teachers will then proceed to demonstrate how to brush their teeth using the big model provided 5. Students will follow along the demonstration 6. After the activity is done, teachers can ask a few students to demonstrate the tooth brushing technique



Teachers should encourage:

- Students to follow along when she/he is demonstrating the tooth brushing technique



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Activity:	Let's keep our hands clean!
Location:	Places with wash basins
Objectives:	Students will be able to: <ul style="list-style-type: none">- Learn the proper hand washing techniques- Learn when to wash their hands (before and after any activity, meal time)
Materials:	<ul style="list-style-type: none">- Hand washing chart
Activity Itinerary:	<ol style="list-style-type: none">1. Students will be gathered at a wash basin/ sink before their lunch2. Teacher will inform the children that they will be teaching them how to wash their hands properly3. Teachers will ask students when they should wash their hands4. Teachers will then proceed to demonstrate how to wash their hands referring to the hand washing chart as reference5. Students will follow along the demonstration6. After the activity is done, teachers can ask a few students to demonstrate the hand washing technique
Teachers should encourage:	<ul style="list-style-type: none">· Students to follow along when she/he is demonstrating the hand washing technique



English Lesson Activities

Activity:	Alphabets Flashcards
Location:	Classroom
Objectives:	Students will be able to: 1. Identify letters independently 2. Verbalise letters independently
Materials:	<ul style="list-style-type: none"> • 2 set of alphabets flashcards for each class • Whiteboard • Markers: better if it is with different colour • A B C Song: use of portable speaker, laptop and projector (optional)
Activity Itinerary:	<p>Tuning in; Teacher will sing the ABC song to introduce the students to the alphabets.</p> <p>Main: The teacher will show the students the first 4 letters of the alphabets using the flashcards available Each alphabet should be introduced thoroughly i.e. Sound, how to write (teacher will write on the board), a word that starts with the alphabet (eg. A – Z) ref. to chart below. After the introduction has been done, the teacher can play a game of matching on the board with the students. At the end of the lesson, teachers can play the ABC song again and recap with the students which alphabets that have learned for the day.</p>

The alphabet flashcard is attached in the pdf file.

A a



apple

B b



bee


Teachers should encourage:

- Students to repeat after them. Scaffold and give them time to get the answer when playing the matching game.



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Activity:	Trace the Alphabets Students will be able to trace the alphabets using their fingers and this would allow them to identify and be familiar with the alphabets before proceeding to writing them.
Location:	Classroom
Objectives:	Students will be able to: <ol style="list-style-type: none"> 1. Identify alphabets independently 2. Write alphabets independently
Materials:	<ul style="list-style-type: none"> • Dotted letters worksheet • Crayons/Pencils -> 1 for each child if possible
Activity Itinerary:	<p>Tuning in:</p> <ol style="list-style-type: none"> 1. Teacher will recap the alphabets that the students have learned using the flashcards. <p>Main:</p> <ol style="list-style-type: none"> 1. Teacher will divide the students into groups of 4 or 5. 2. He/she will then give out the worksheets to the students and proceed with demonstrating how to trace the worksheets using their fingers 3. Students will trace the worksheets using their fingers, verbalising what the letters are at the same time. 4. After correctly identifying the letters, students are to use a crayon/pencil to try and join the dotted letters in the way that they have traced prior. <p>Closure:</p> <p>After the students have finished with joining the dotted lines, they are to tell the teacher which letters are which.</p>

	
<p>Teachers should encourage:</p>	<p>Students to identify letters independently</p>
<p>Caution:</p>	<p>-</p>



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Activity:	Find my Partner!
Location:	Classroom
Objectives:	Students will be able to: <ol style="list-style-type: none"> 1. Identify alphabets independently 2. Verbalise alphabets letters independently
Materials:	<ul style="list-style-type: none"> • 4 sets alphabets flashcards
Activity Itinerary:	<p>Tuning in;</p> <ol style="list-style-type: none"> 1. Teacher will recap previous lesson by asking students to take out the “magic marker” (their fingers) and trace the alphabets learnt in the air. <p>Main:</p> <ol style="list-style-type: none"> 1. This game will be played with 4 to 5 children in a group. 2. Teacher will demonstrate how to play the game. 3. Cards will be faced upwards at first and students will be encouraged to try and remember where the pairs are situated 4. Students are to take turns to pick one card and proceed to find the other pair. 5. If successful, students get to keep the card. If not, the next student will get a turn. 6. The student with the most number of pairs win <p>Closure:</p> <ol style="list-style-type: none"> 1. Students will show the teacher which pairs they have and verbalise what letters they are
Teachers should encourage:	<ul style="list-style-type: none"> • Scaffold the game and allow the students to play independently if possible. Give them time to get the answer when playing the matching game.



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Arabic Lesson Activities

Activity:	Alphabet Flashcards
Location:	Classroom
Objectives:	Students will be able to: 1) Identify Arabic letters independently 2) Verbalise Arabic letters independently
Materials:	<ul style="list-style-type: none">• 1 set of Arabic flashcards• Whiteboard• Marker• Alif Ba Taa Song
Activity Itinerary:	Tuning in; 1. Teacher will play the Alif Ba Taa song to introduce the students to the Arabic alphabet. Main: 1. The teacher will show the students the first 4 letters of the Arabic alphabet using the flashcards available 2. Each alphabet should be introduced thoroughly i.e. Sound, how to write (teacher will write on the board), a word that starts with the alphabet (eg. Alif – <i>Arnab*</i>) ref. to chart below. 3. After the introduction has been done, the teacher can play a game of matching on the board with the students. 4. At the end of the lesson, teachers can play the alif baa taa song again and recap with the students the alphabets that have been learnt for the day.

	 خ  ح  ج  ث  ت  ب  ا
	kharoof خَرُوفُ hisan حِصَانُ jamal جَمَلُ tha'lab ثَعْلَبُ tuffaah تُفَّاحُ battah بَطَّةُ arnab أَرْنَبُ
	 ص  ش  س  ز  ر  ذ  د
	soorah صُورَةٌ shams شَمْسُ samak سَمَكُ zaraafah زَرَّافَةٌ reeshah رَيْشَةٌ thahab ذَهَبُ deek دِيكُ
	 ق  ف  غ  ع  ظ  ط  ض
	qaarib قَارِبُ faraashah فَرَّاشَةٌ ghazaal غَزَّالُ aynab عَيْنَبُ tharaf ظَرْفُ taa-eerah طَائِرَةٌ dhifda'ah ضِفْدَعُ
	 ي  و  ه  ن  م  ل  ك
	yad يَدٌ ward وَرْدٌ haram هَرَمٌ naar نَارٌ muftah مُفْتَّاحٌ leymun لَيْمُونٌ kitab كِتَابٌ
Teachers should encourage:	<ul style="list-style-type: none"> Students to repeat after them. Scaffold and give them time to get the answer when playing the matching game.
Caution:	-



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Activity:	Trace the Alphabets. Students will be able to trace the Arabic alphabets using their fingers and this would allow them to identify and be familiar with the alphabets before proceeding to writing them.
Location:	Classroom
Objectives:	Students will be able to: <ol style="list-style-type: none"> 1) Identify Arabic letters independently 2) Write Arabic letters independently
Materials:	<ul style="list-style-type: none"> • Dotted letters worksheet - • Arabic alphabet flash cards made of sandpaper
Activity Itinerary:	<p>Tuning in;</p> <ol style="list-style-type: none"> 1. Teacher will recap the alphabets that the students have learned using the flashcards. <p>Main:</p> <ol style="list-style-type: none"> 1. Teacher will divide the students into groups of 4 or 5. 2. He/she will then give out the worksheets to the students and proceed with demonstrating how to trace the worksheets using their fingers 3. Students will trace the worksheets using their fingers, verbalising the letters at the same time. 4. After correctly identifying the letters, students are to finger-paint: they will try to connect the dotted letters with their fingers. <p>Closure:</p> <p>After the students have finished with joining the dotted lines, they are to tell the teacher identify the letters.</p>
Teachers should encourage:	<ul style="list-style-type: none"> • Students to identify letters independently



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Activity:	Find my Partner!
Location:	Classroom
Objectives:	Students will be able to: 1) Identify Arabic letters independently 2) Verbalise Arabic letters independently
Materials:	<ul style="list-style-type: none"> • 2 sets of Arabic flashcards
Activity Itinerary:	<p>Tuning in;</p> <ol style="list-style-type: none"> 1. Teacher will recap previous lesson by asking students to take out the “magic marker” (their index fingers) and trace the Arabic letters learnt in the air. <p>Main:</p> <ol style="list-style-type: none"> 1. This game will be played among groups of 4-5 children. 2. Teacher will demonstrate how to play the game. 3. Cards will be faced upwards at first and students will be encouraged to try and remember where the pairs are situated 4. Students are to take turns to pick one card and proceed to find the other pair. 5. If successful, students get to keep the card. If not, the next student will get a turn. 6. The student with the most number of pairs win <p>Closure:</p> <ol style="list-style-type: none"> 1. Students will show the teacher which pairs they have and verbalise the letters.
Teachers should encourage:	<ul style="list-style-type: none"> • Scaffold the game and allow the students to play independently if possible. Give them time to get the answer when playing the matching game.



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Sports Activities

Sports Day: A sports day will be held on Friday morning. This is done to diversify both learning and teaching. Students will be brought out for half day to engage themselves in fun and educational games the games will revolve around our three themes:

- 1) Love for Myself and Others
- 2) Love for Nature
- 3) Love for Knowledge.

This will act as an enjoyable reminder of the lessons imparted for the week. Local games will also be introduced during the Sports Day. Through these games, we hope that the students will be able to bring back some of the learning takeaways.

Itinerary:

Time:	Games	Description
9am- 10am	Ice Breakers/ Warm Up Games - Simple Games to warm the kids up.	1) Ice and water 2) Fire, Squirrel, Hunter 3) Pepsi cola 1,2,3 (a local game to introduce) 4) chick, chicken and eagle
10am - 11am	Relay- Game instructions can be found below.	In accordance to the theme love for myself.
11am- 12pm	Commando Dash- Game instructions can be found below.	In accordance to the theme love for nature.
12pm- 1pm	Ground Zero- Game instructions can be found below.	In accordance to the theme love for knowledge.



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<u>Game 1: RELAY</u>	Description
Introduction	A sequence of obstacles that players have to go through individually.
Game play	A competition between four teams where the group that finishes all the obstacles the fastest will win.
Location	Outdoor- Preferably a field as basketball court may lead to injuries.
Timing	Setup: 15mins Briefing: 20mins Gameplay: 15mins Conclusion: 10mins ----- Total: 60mins
Logistics	Station 1: Straws and rubberband Station 2: Crushed papers , paper plates Station 3: (Duck walk, Gallop, Skip, Bunny hop) Any of this that may be easier for the kids of that age group. Station 4: trash bags (hop) Finale: UP Down
Rules	1) Only one player in the team can play at one time. 2) First team to have everyone completing the challenge and sit down wins
Safety Considerations	1) Always be aware of your surroundings



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	<ul style="list-style-type: none">2) Players may trip over trash bags3) Straws may injure the eyes of other participants
Manpower	2x Game Master / team
Preparation / Setup	Logistics team
<u>Learning takeaways/ objectives:</u>	<ul style="list-style-type: none">1) Students will develop their locomotive skills and psychomotor skills in a fun and engaged environment.2) Gross motor skills and spatial awareness through running and doing simple activities like hopping and 'duck walk'.3) Promote social skills as this game requires turn taking and communication at the end as all players need to be seated down to win.



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<u>Game 2: Commando Dash</u>	Description
Introduction	Teams are to collect all the items on the route within the allotted time.
Game Play	<p>E.g. Each person in the group picks a card; each card represents the way they have to go through the route. (E.g. run, jump, gallop, skip, crawl, bunny hop and duck walk). Game masters will demonstrate how the different ways. Person A (depends on the card) runs through the route, grabs the first item, then runs back to the starting point, passes the item to Person B, who puts the first item on, runs through and grabs the second item; this goes on until all the items are collected and has to be completed within 10 minutes.</p> <p>There will be a target block at the end, with a hole in the middle. Behind the hole is a block. Last person (who has to put on all the items) has to run to the target, and blow the block down the block. Timing will stop only when the block is down.</p> <p>The items that will be used are recycled items such as bottles, newspaper, plastic bags and papers. The items collected have to be recycled and use as a 1) helmet 2) weapon 3) shield 4) boots</p>
Game Rules	<p>1) Teams have to complete the course within 15 minutes</p> <p>2) Players can help their members put on the items.</p>
Location	Preferably field or any soft ground
Logistics	<ul style="list-style-type: none"> · Cards with pictures. · Items to pick up (e.g. plastics bottles, trash bags, papers, plastics) · Whistle · Tape to make boundaries · Stopwatch



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<p align="center">Time</p>	<p>Station Prep : 20 minutes Post Event : 10 minutes Station Brief : 15 minutes Game Play : 15 minutes Consolidate : 10 minutes</p> <hr/> <p>Total : 60 minutes</p>
<p align="center">Manpower</p>	<ul style="list-style-type: none"> • Station Master • Facilitator x 1 for each group
<p align="center">Safety Considerations</p>	<ul style="list-style-type: none"> • Ground must not be slippery • Ground must not have protruding roots • Ground must not have gravel
<p align="center">Preparation / Setup</p> <p align="center"><u>Objectives / Learning Takeaways</u></p>	<ul style="list-style-type: none"> • Mark out boundaries. • Place items and target in position. <hr/> <ul style="list-style-type: none"> • To teach and remind students of the importance of caring for the nature by recycling waste • To allow them to be creative and think out of the box • Work together as a team and have a common objective • To teach them the principle of no failures only learning experience.



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<u>Game 3: Ground Zero</u>	Description: Aligned to the theme love for knowledge. Students will have to apply all the things they have learnt in this activity.
Intro	A game that requires groups to collect items that is on the list.
Game play	A competition between four teams where the group that has collected all items wins. The game will be divided into two half. First half, the game master will release the items that team has to be collected and place it into their hoops. Team will send a player to run to the centre and collect the items. Second half, teams are now allowed to collect items from other team’s hoops also. Teams that has the all the items that the game master listed wins.
Location	Outdoor
Timing	Setup: 15mins Briefing: 20mins Gameplay: 15mins Conclusion: 10mins ----- Total: 60mins
Logistics	1. Flashcard of letters 2. Flashcard of noun accompanied with letter 3. Rubber band
Rules	1. Only one player in the team can play at one time.



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	<ol style="list-style-type: none"> 2. First team to have all the items in their hoop and sit down wins. 3. Teams are not allowed to defend their items. 4.
<p align="center">Safety Considerations</p>	<ol style="list-style-type: none"> 1. Always be aware of your surroundings 2. Players may run aimlessly 3. Players may fight for items
<p align="center">Manpower</p>	<p>2x Game Master / team</p>
<p align="center">Diagram</p>	
<p align="center">Preparation / Setup</p>	<p>Logistics team</p>



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Objectives and learning takeaways	<ol style="list-style-type: none">1) In this activity, teams will learn the alphabets through a process which will be experimentally test and stretch them to the limits, doing things that will set them in competitive mode.2) This activity will stimulate them to think quickly.3) It will also subtly bring across teamwork and co-operation which are key values that has to be nurtured from young.4) Awareness of the shape of 'huruf/letter'5) Awareness of the noun starting with the 'huruf/letters'



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Education Programme Itinerary

Day	General Plan/Subjects	Morning	Before Lunch
27/05/2014 Tuesday Day 2	Getting to know each other Hygiene (reinforced everyday)	Meet & Greet: Ni hao, <i>Hello!</i> Ice breaker games	Hygiene - How to wash your hands and, eat healthily and happily
28/05/2014 Wednesday Day 3	Arabic English Hygiene	Learning the Alphabet - Alif to Thaa - A to D	Hygiene - Wash my hands before I eat
29/05/2014 Thursday Day 4	Arabic English Hygiene	Learning the Alphabet - Jiim to Daal - E to H	Hygiene - Tooth brushing lesson - Wash my hands before I eat
30/05/2014 Friday Day 5	Physical Education (MuesthavFun Sports Day*)	Sports Day	Sports Day
02/06/2014 Monday Day 8	Arabic English Hygiene	Learning the Alphabet - Dhall to Siin - I to L	Hygiene - Tooth brushing - Wash my hands before I eat



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03/06/2014 Tuesday Day 9	Arabic English Hygiene	Learning the Alphabet - Saad to Dhaa - M to P	Hygiene - Tooth brushing - Wash my hands before I eat
04/06/2014 Wednesday Day 10	Arabic English Hygiene	Learning the Alphabet - Aiin to Qaff - Q to U	Hygiene - Tooth brushing - Wash my hands before I eat
05/06/2014 Thursday Day 11	Arabic English Hygiene	Learning the Alphabet - Laam to Yaa' - V to Z	Hygiene - Tooth brushing - Wash my hands before I eat
06/06/2014 Friday Day 12	Cultural Exchange Day	Sharing of: - Traditional Food, Games, Music and Costumes	Hygiene - Tooth brushing - Wash my hands before I eat



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B) Refurbishment

Yang Tzai Kindergarten exterior outlook does not portray an image of a kindergarten. The building has limited decoration with white as its base colour (see pictures). Our partners and the team has collaborated and agreed that a proper outlook design of a kindergarten is important to provide a conducive environment for learning, encourage villagers to send their children to the school as well as to lighten up and rouse the children's spirit for learning. As such we feel that producing an environment full of vibrant colours and cartoon designs would be beneficial for the kindergarten students, teachers and parents as a whole.

Objectives of Yang Tzai Kindergarten

- a) To create a cheerful and vibrant atmosphere for the children who will be boarding in the school.
- b) To create the love for learning and exploration.
- c) To provide a conducive environment for studying/learning.
- d) To attract the interests of parents to send their sons and daughters to the school.

The team is assigned a primary task of refurbishing and painting the exterior of Yang Tzai Kindergarten, as well as a secondary task of touching up 5 classrooms by recoating the walls. This refurbishment process will be executed over a period of 10 days, starting from 27th May 2014 to 5th June 2014. This includes painting a wall near the entrance, painting the corridors of the main school building, re-coating the paint from the old parts of the building and the classrooms, spring clean the school compound as well as creating a banner for the school to be hung outside the school's kitchen. We will also be painting the school name on the second floor of the building using stencils to finally give the school its identity. The concept of the painting designs will meet all the objectives as stated above.



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Day of Refurbishment	Period of the Day	Activity	Description
26/05/2014 Monday Day 1	Evening	Settling of Logistics	<ul style="list-style-type: none"> The logistical items will be arranged, organized and stored in a secure location. The paints will have arrived in the school compound by this day.
27/05/2014 Tuesday Day 2	Morning	Briefing/Distribution of tasks	<ul style="list-style-type: none"> The team will be orientated on the school grounds before work starts (preferably to be done the day before). They will be shown the areas which they will be working on.
		Entrance of Wall	<ul style="list-style-type: none"> If necessary, wall will be white-washed to ensure the background is clean white in colour. A maximum of 3 coatings of white paint will be used for the wall. If white-wash is not necessary, the basic design layout of the building will be drawn with a pencil(preferably 4B) first before any paint is used. Basic design of the wall will be checked by Ms Mah before approval for the paint to be carried out the next day.
	Afternoon	Level 1 White Wash	<ul style="list-style-type: none"> Level 1 (old portion of the building) will be white-washed. Members will be given precaution not to paint over the old design of the building.



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28/05/2014 Wednesday Day 3	Morning	Entrance of Wall	<ul style="list-style-type: none"> Once the design has been approved, bright coloured parts will be painted first. If time permits, complete painting the entire wall design
	Afternoon	Level 2	<ul style="list-style-type: none"> The corridor walls of level 2 (only the left side) will be white-washed. A maximum of 3 coatings will be used. The basic design of level 2 will be drawn using a 4B pencil first and is to be inspected before the paint is carried.
29/05/2014 Thursday Day 4	Morning	Wall at the Entrance	<ul style="list-style-type: none"> Finish up the painting, highlighting the edges and the final touch ups of the design
	Afternoon	Level 2	<ul style="list-style-type: none"> Once the design has been approved, the colours will be input. Bright colours will be painted first. This level's design should be painted and completed by this day.
30/05/2014 Friday Day 5	Morning	Sports Day	NIL
	Afternoon	Level 2	<ul style="list-style-type: none"> Any final touch up for the design should be completed by this day.
		Level 3	<ul style="list-style-type: none"> White wash Level 3 if necessary (max 3 coatings) Draw the basic design layout using a 4B pencil once coating is done. Do not write when paint is still wet.



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			<ul style="list-style-type: none"> Design is to be approved by Ms Mah first before input of colours is done.
31/05/2014 Saturday Day 6	Morning	Level 3	<ul style="list-style-type: none"> 4 members of the team will start to paint the design at this corridor. Input of brighter colours should be done first.
	Afternoon	Touch up of 4 classrooms	<ul style="list-style-type: none"> The rest of the team will be separated into 4 groups and assigned one classroom each. They are to start touching up the paint in the classroom. The original designs are not to be tempered with.
01/06/2014 Sunday Day 7	Morning	Level 3	<ul style="list-style-type: none"> 4 members of the team will start to paint the design at this corridor. Input of brighter colours should be done first. (Continuation from the day before)
	Afternoon	Touch up of 4 classrooms and doors (If Short trip to Huanglian River Scenic Area is cancelled)	<ul style="list-style-type: none"> The rest of the team will be separated into 4 groups and assigned one classroom each. They are to start touching up the paint in the classroom. The original designs are not to be tempered with. (Continuation from the day before) Once touching up of classrooms is done, They will proceed to paint the doors of the classrooms
02/06/2014 Monday Day 8	Entire Day	Touch up of last 2 classrooms and doors	<ul style="list-style-type: none"> Touch up for the last 2 rooms (old library and classroom) will be done up. Walls of the classrooms will be repainted with new coat of paint (of the same colours) The original designs will not be tampered with



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			<ul style="list-style-type: none"> The doors will be repainted over as well.
03/06/2014 Tuesday Day 9	Morning	Level 2 – Final touch up and Murals	<ul style="list-style-type: none"> Any touch up that is needed to be done for the design at level 2 should be done up by this day. Once there is no more touch up that is needed, the murals (words) will be painted on the walls where required.
	Afternoon	Level 3 – Final touch up and Murals	<ul style="list-style-type: none"> Any touch up that is needed to be done for the design at level 3 should be done up by this day. Once there is no more touch up that is needed, the murals (words) will be painted on the walls where required.
04/06/2014 Wednesday Day 10	Morning	Mural painting for the entrance wall.	<ul style="list-style-type: none"> Final touch up for the wall painting at the entrance of the kindergarten will be done up by today Murals/Words will be painted using stencils on the wall.



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	Afternoon	Cleaning	<ul style="list-style-type: none"> • The rest of the team will start on clearing up any mess which is evident at all the places where painting had taken place. This includes: <ul style="list-style-type: none"> ○ Removing paint from floors and other places where paint has dripped ○ Sweeping and mopping the corridors (if possible) ○ Re-arranging the furniture of the classrooms ○ Getting rid of stains and marks at the corridors. ○ Basically make the school look as new as possible • Banner for the kitchen will be hung up
	05/06/2014 Thursday Day 11	Morning	Cultural Day
	Afternoon	Cleaning up	<ul style="list-style-type: none"> • Any final cleaning up that needs to be done will be done on this day. Continue the process from yesterday.



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APPENDIX C: Expedition Itinerary

Date	Time	Event
26/05/2014 Monday Day 1 Touchdown	Morning	Depart from Singapore Arrive at Kunming International Airport
	Afternoon	Depart from Kunming to Zhaotong City by Bus Stock up on refurbishment items
	Evening	Depart from Zhaotong City to Yang Tzai Kindergarten Refurbishment: Settling of Logistics & Familiarization Settling of personal items in Kindergarten Dormitory
27/05/2014 Tuesday Day 2	Morning <ul style="list-style-type: none"> • 9 - 10 • 1030 - 1130 	Education: English Arabic & Hygiene
	Afternoon	Refurbishment: Briefing & Distribution of tasks. Start on painting
	Evening	Debrief & Reflection Session Briefing for Day 3 Plans
28/05/2014 Wednesday Day 3	Morning <ul style="list-style-type: none"> • 9 - 10 • 1030 - 1130 	Education: English Arabic & Hygiene



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	Afternoon	Refurbishment
	Evening	Debrief & Reflection Session Briefing for Day 4 Plans
29/05/2014 Thursday Day 4	Morning <ul style="list-style-type: none"> • 9 - 10 • 1030 - 1130 	Education: English Arabic & Hygiene
	Afternoon	Refurbishment
	Evening	Debrief & Reflection Session Briefing for Day 5 Plans
30/05/2014 Friday Day 5	Morning <ul style="list-style-type: none"> • 9 - 1130 	Education: Sports Day
	Afternoon	Refurbishment
	Evening	Debrief & Reflection Session Briefing for Day 6 Plans
31/05/2014 Saturday	Morning	Refurbishment
	Afternoon	Refurbishment



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Day 6	Evening	Debrief & Reflection Session Briefing for Day 7 Plans
01/06/2014 Sunday Day 7	Morning	Refurbishment
	Afternoon	Short Trip to Huanglian River Scenic Area
	Evening	Debrief & Reflection Session Briefing for Day 8 Plans
02/06/2014 Monday Day 8	Morning <ul style="list-style-type: none"> • 9 - 10 • 1030 - 1130 	Education: English Arabic & Hygiene
	Afternoon	Refurbishment
	Evening	Debrief & Reflection Session Briefing for Day 9 Plans
03/06/2014 Tuesday Day 9	Morning <ul style="list-style-type: none"> • 9 - 10 • 1030 - 1130 	Education: English Arabic & Hygiene
	Afternoon	Refurbishment



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	Evening	Debrief & Reflection Session Briefing for Day 10 Plans
04/06/2014 Wednesday Day 10	Morning <ul style="list-style-type: none"> • 9 - 10 • 1030 - 1130 	Education: English Arabic & Hygiene
	Afternoon	Refurbishment
	Evening	Debrief & Reflection Session Briefing for Day 11 Plans
05/06/2014 Thursday Day 11	Morning <ul style="list-style-type: none"> • 9 - 1130 	Education: Cultural Exchange Day Part 1
	Afternoon	Refurbishment
	Evening	Debrief & Reflection Session Briefing for Day 12 Plans
06/06/2014 Friday Day 12	Morning <ul style="list-style-type: none"> • 9 - 1130 	Education: Cultural Exchange Day Part 2 (Performance by members)
	Afternoon	Refurbishment: Revealing of the newly painted classrooms Leave for Kunming – Fairyland Hotel (6 hour drive)



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	Evening	Final Reflection for Expedition Briefing for R&R
07/06/2014 Saturday Day 13	Morning	Trip to Stone Forest
	Afternoon	Trip to Juxiang Scenic Area
	Evening	Travel back to Kunming
R&R		
	08/06/2014 Sunday Day 14	
R&R	Morning	Free & Easy
	Afternoon	Free & Easy
	Evening	Free & Easy
09/06/2014 Monday Day 15	Morning	Preparation for return & Check out from Hotel
	Afternoon	Flight back to Singapore



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APPENDIX D: Pre-expedition Summary (Seeding Phase)

Introduction

For the Pre-expedition Phase which we call the Seeding Phase, the team plans to conduct an educational cum games day programme for a group of 43 pre-school children from Jamiyah Singapore – Global Child Development Centre, aged 4-6 years old. The specific choice of targeted audience is hoped to help us better prepare for our overseas humanitarian project with a boarding kindergarten.

The objectives of this phase include:

- To highlight the importance of reaching out to the local community first before reaching out to a larger overseas community
- To inculcate the values of appreciating self, others and the environment amongst the local children

In addition, we also aim to cater our programme to meet our local partner's goals and objectives for the organisation. In line with our main expedition framework, our pre-expedition activities strive to promote the values of our theme "Love For Self. Love For Others. Love For Environment".



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Programme summary

Seeding Phase (Pre-Expedition Phase) encompasses of 4 main highlights. Like the seeding of a Camellia flower before it grows, the name suggests a starting platform for our team, where they get to explore and discover more about themselves in the process of contributing to society. At the same time, this phase provides an opportunity to promote the importance of saving the environment in the community from a young age.

Outdoor

Seed of Change

This session is to be done as a relay activity whereby participants will be expected to make healthy food choices. The objective is to encourage the awareness of a healthy diet at a young age, as part of our "Love self" theme. We also hope to inculcate the value of gratitude, especially with the easy access to food items as compared to children in other parts of the world.

Seed of Conservation

With the objective of loving nature, this scavenger hunt activity involves participants identifying recyclable items and placing them in the correct type of recycling bin. This is aimed to increase their awareness on ways of protecting the environment.

Indoor

Seed of Creativity

This is a storytelling cum playacting session involving the children. In this story, participants will be brought along on an adventure where they might find themselves facing obstacles before reaching the destination. Songs and visual aids will be used for a better learning experience for the children. The objectives from this session include promoting the values of caring for others and love for nature.

Seed of Compassion

This is an initiative for cultural exchange. The local children will be creating an item during an art and craft activity. These items will be dedicated to the children in Yunnan. Through this initiative, we hope to build bridges between both local and overseas communities based on the values of loving, caring and sharing with others.



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APPENDIX E: Post- Expedition Summary (Blossoming Phase)

Introduction

As a sequel to our overseas experience or our growing phase in Yunnan, China, we hope to share our experiences with the students in the local organization during this Blossoming Phase. This programme hopes to put a proper closure to the project as well as an application phase for the project.

To align with the overall theme of our seeding and blossoming phase "Love for self, Love for others, Love for environment", the objectives of this phase are as follows:

- To encourage a sense of community through teamwork and play
- To develop an understanding of the relationship between self and environment
- To expose the children to different types of activities from a foreign culture
- To instil a sense of appreciation towards the family and friends
- To share and inculcate values learnt throughout among participants and members
- To provide connection for participants and the beneficiaries



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Programme Summary

Blooming phase marks the last part of the expedition and encompasses three main programmes.

1) Indoor Fun

Two hands-on activities which focus on teaching participants basic interpersonal skills will be carried out. The objectives of these activities are to inculcate co-operation among team members and to allow the participants to express ideas and opinions. Lessons learnt in the seeding phase will be revisited.

2) Outdoor Play

This component will revolve around the theme of a healthy lifestyle where the participants will be able to appreciate nature while playing. Cultural games are included here for participants to enjoy new activities. The games will give opportunities for participants to learn how to work in groups as well as learn new skills and overcome challenges.

3) Video and Photo Sharing

This is a time where the Muestrada team will share videos and photos from the expedition to let the participants visualize and experience our journey. Participants will receive the token made by the children in China. After which, participants will be presented with gifts and goodie bags, commemorating their participation in the programme.



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APPENDIX F: Endorsed Evacuation & Emergency Plan

Muestra de Camellia Safety Protocol

1. First Aid

a) First Aiders will be deployed in different working area (*Refer to programs and itinerary*)

b) When performing first aid for **non-serious case**, two members to be present:

- 1) First Aider 2) Assisting Member

- **First aider** will take charge of incident while **assisting member** provides assisting role.

c) When performing first aid for **serious case**, three members to be involved:

- 1) First Aider 2) Recorder 3) Assisting Member

- **First aider** will instruct and perform the necessary to remedy injury, **Recorder** will record all the assessment in the First Aid Form and aid/ prompt the first aider what to look out for while **Helper** will be there to assist.

d) List of Certified First Aid Personnel

First Aiders / Recorders (Either Role):

1. Muhammad Haziq Bin Harisfadillah (Certified)
2. Nur Amirah Binte Mohammad Yusof (Certified)
3. Muhammad Arif Bin Amir (Certified)
4. Mohamad Badruddin Bin Mohamad Sidek (Certified)

Once Certified First Aid Personnel:

1. Muhammad Hanif Bin Abdul Wahab



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2. Evacuation Procedure

a) Male Casualty

- Co-leader (Badruddin) and Liaison (interpreter) will evacuate together with the casualty

b) Female Casualty

- Co-leader (Badruddin), Female safety officer (Amirah), and Liaison (interpreter) will evacuate together with the casualty

c) Leader Casualty

1. Muhammad Arif (Leader)

- Male Safety (Haziq) and Liaison (interpreter) will carry out evacuation of casualty

2. Mohamad Badruddin

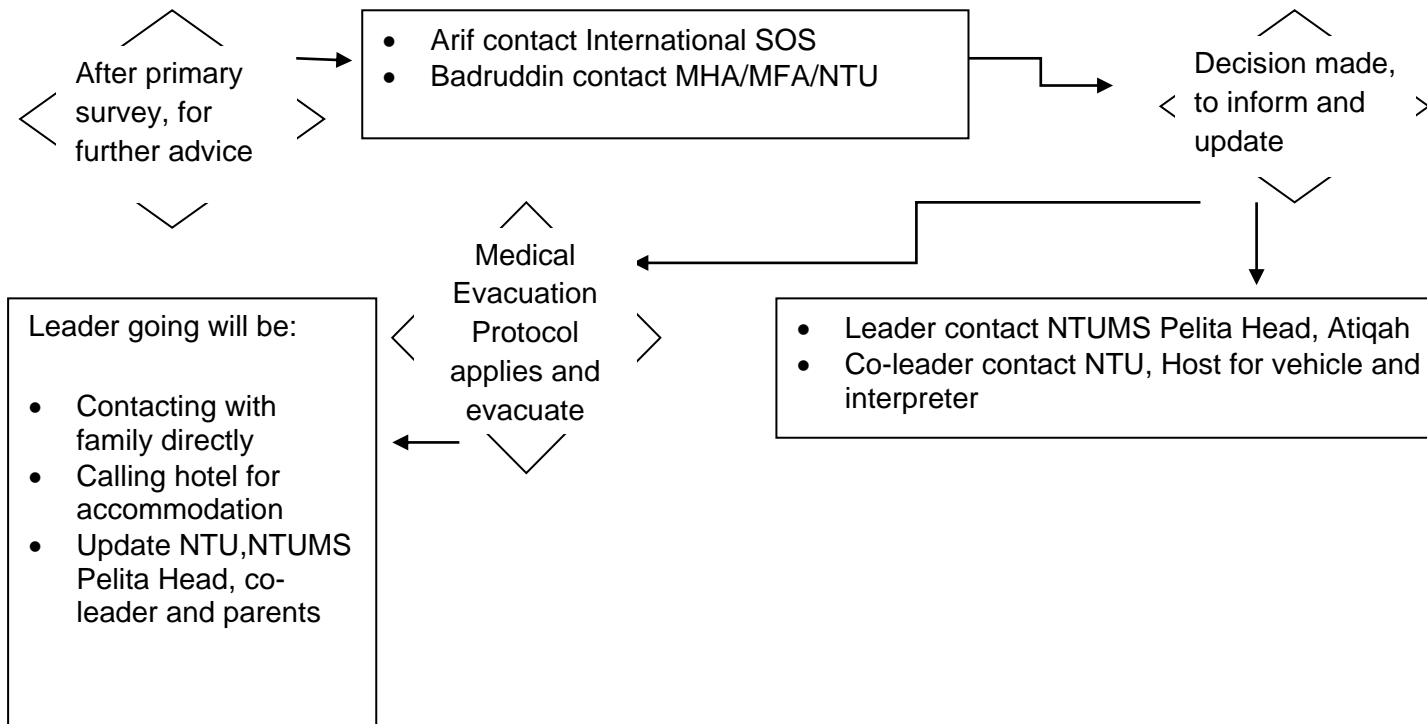
- Male Safety (Haziq) and Liaison (interpreter) will carry out evacuation of casualty

Note: There must always be one leader and one safety on-site at all times.



3. Communication In Case of Crisis

Both leaders will have Auto Roam and local number.





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SECTION A

Inventory of Activities					
Group Name: Muestra de Camellia - Mustrada (NTU Muslim Society Overseas Expedition team)					
Group Leader:	<ul style="list-style-type: none"> Muhammad Arif Bin Amir Mohamad Badruddin Bin Mohamad Sidek 	Contact No.	<ul style="list-style-type: none"> +65 9321 9555 +65 8228 9374 		
S/No. (Date)	Location	Activities	Personnel involved	Attributes requires	Likely hazards anticipated
1 (26/05)	Zhaotong	Travelling by bus to Yang Tzai Kindergarten	All	-	1) Road accidents - no traffic lights
2 (27/05)	Yang Tzai Village	Inspection of area upon arrival	All		1) Protruding objects on the wall 2) Sharp objects on the ground
3 (27/05 – 05/06)	Yang Tzai Kindergarten	Painting of walls/murals	All		1) Poisonous chemicals from paints 2) Elevated at height on ladder 3) Rough walls, sharp edges
4 (27/05 – 05/06)	Yang Tzai Kindergarten	Installation of banners on the wall	All		1) Elevated at height on ladder
5 (27/05 – 05/06)	Yang Tzai Kindergarten	Education Program	All		1) Cuts and bruises due to falls 2) Dehydration



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6	(06/06)	Yang Tzai Kindergarten	Cultural Showcase	All	-	1) Cuts / bruises due to falls (Games) 2) Dehydration
7	(27/05 - 05/06)	Yang Tzai Kindergarten	Games Day	All		1) Rough Game play 2) Bruises and Cuts from falls
8	(27/05 - 05/06)	Yang Tzai Kindergarten	Eating	All		1) Food Poisoning 2) Food not cooked thoroughly 3) Choking
9	(27/05 - 05/06)	Yang Tzai Kindergarten	Sleeping	All		1) Theft
10	(07/06 - 09/06)	Jiuxiang & Huanglian Scenic Area	Free and Easy	All		1) Theft 2) Lost 3) Drowning
11	(07/06 - 09/06)	Kunming	Free and Easy	All		1) Theft 2) Lost

Table 1: Statement of Activities recording sheet listing specific areas that will pose risks to team members



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Section B [Risk Assessment Measurement (Growing Phase)]

Likelihood of Occurrence		
Level	Descriptor	Description
1	Seldom	The unwanted event is not likely to occur except in exceptional circumstances.[Once every 20 similar activities carried out]
2	Occasional	The unwanted event is probably occur at some time.[Once in every 5 similar activities]
3	Frequent	The unwanted event will occur in most circumstances.[Once in every 2 similar activities]
Severity		
Level	Descriptor	Description
1	Negligible	First aid treatment; minimum financial loss (< \$1000); not likely to be show stopper; no damage to reputation;
2	Marginal	Medical consultation required with possible hospitalization of not more than 3 days and no incapacity; moderate financial loss of not more than \$5000; delay expected of not more than two days; some impact to reputation but localized.
3	Critical	More than 3 days hospitalization; permanent incapacity; death (single or multiple); abort activity immediately; financial loss of \$5,000 or more; High impact to reputation and likely national level; third party class action likely; overseas police may be mobilized



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		Likelihood of Occurrence		
		Frequent 3	Occasional 2	Seldom 1
Severity of Risk	Critical 3	High (No) 9	High (No) 6	Moderate 3
	Marginal 2	High (Maybe) 6	Moderate 4	Low 2
	Negligible 1	Moderate 3	Low 2	Low 1

Low 1, 2	Low risks. No further control measures required
Moderate 3, 4	Moderate risks. Implementation of control measures advised to reduce risks further if possible. More surveillance required. Contingency plan is advised.
High (Maybe) 6	Not advised to proceed but may for strategic reasons. Higher approval from school or senior management may be required. If approved, adviser and leader must be tasked to supervise event. High degree of surveillance required. Contingency plan must be in place and tried. More trials of event may be required.
High (No) 6, 9	Not to proceed. Event must stop and new control measures must be in place before proceeding.



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Risk Identification				Risk Evaluation				Risk Control	
1a	1b	1c	1d	2a	2b	2c	2d	3a	3b
S/No	Activity	Hazard	Possible unwanted consequences and persons affected	Existing control if any	Likelihood	Severity	Risks	Additional control	Persons and dateline to act
1	Commuting using Bus (From Kunming to Zhaotong)	Mechanical	Road Traffic accidents resulting in minor to severe injuries, bumpy roads	<ul style="list-style-type: none"> To check vehicle's conditions To remind driver to drive safely Monitor driver's driving Take note of nearest hospital/ clinic 	1	2	2	Leader will work closely with travel agent/host partners	Muhammad Arif & Mohamed Badruddin



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2	Students robbed while shopping on their own	Mechanical	<ul style="list-style-type: none"> • Loss of valuables • Minor to serious injuries 	<ul style="list-style-type: none"> • Remind students not to expose valuables • Students to go about in groups (minimum with buddies) • Inform students how to manage when confronted 	1	2	2	Briefing to be done before every shopping episodes	Muhammad Arif & Mohamed Badruddin
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3	Travelling (Mini Bus)	Ergonomic	<ul style="list-style-type: none"> • Body Aches • Back/Neck Aches • Muscle Cramps • Motion Sickness 	<ul style="list-style-type: none"> • Those susceptible to sores should stretch • Buddy massage each other • Motion Sickness Pills 	1	1	1	Reminders will be given to everyone and buddies to be responsible to help each other.	Muhammad Arif & Mohamed Badruddin
4	General Activities	Chemical	<ul style="list-style-type: none"> • Dehydration 	<ul style="list-style-type: none"> • Make sure proper hydration • Make available bottles of drinking water 	1	2	2	Reminder to bring water bottles and to drink during intervals.	Muhammad Arif & Mohamed Badruddin



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5	Yang Tzai Village/ Kunming	Mechanical	<ul style="list-style-type: none"> Theft 	<ul style="list-style-type: none"> Before leaving to ensure doors and gates are locked Ensure valuables are carried along at all times 	1	2	2	Reminder by roommates and buddy. Double checking of doors and gates.	Muhammad Arif & Mohamed Badruddin
6	Yang Tzai Kindergarten	Mechanical	<ul style="list-style-type: none"> Protruding objects from walls 	Cover them with masking tapes	1	2	2	Masking tapes to be prominent for everyone. Prepare FA kit on site.	Haziq & Amirah



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7	General	Physical	<ul style="list-style-type: none"> • Fire 	<ul style="list-style-type: none"> • Ensure safety and avoiding risks from dangerous flammable items , e.g. thinner, paint • Kitchen – check safety 	1	3	3	Refurbishment IC to oversee safety of the team. Safety IC to remind refurbishment IC. Having safety IC as fire warden to account members.	Muhammad Arif, Mohamed Badruddin & Haziq
8	General	Mechanical	<ul style="list-style-type: none"> • Flood 	<ul style="list-style-type: none"> • Check feasibility of entering vicinity with partner • Anticipate future plans if rain starts to pour 	1	3	3	Having safety IC as warden to account members. Wet Weather plans and Leaders will decide future actions.	Muhammad Arif, Mohamed Badruddin & Haziq



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Flight									
9	Flight	Mechanical	<ul style="list-style-type: none"> Lost baggage at Airport Security delays 	<ul style="list-style-type: none"> Re-check bags Contact airlines/ staff/ insurance 	1	2	2	Buddy system to remind each other Cooperate with Liaison person to facilitate security checks by leader. Co-leader to take charge of team members.	Muhammad Arif & Mohamed Badruddin
10	Flight	Mechanical	<ul style="list-style-type: none"> Injuries while carrying heavy boxes 	Make sure proper lifting techniques are used	2	1	1	Help each other out if the baggage is heavy	Muhammad Arif & Mohamed Badruddin



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11	Flight	Ergonomic	<ul style="list-style-type: none"> • Motion Sickness 	<ul style="list-style-type: none"> • Ensure that medical information of team members are noted down. • Motion Sickness 	1	1	1	Buddy system to help each other, and inform leaders should the need arise.	Muhammad Arif & Mohamed Badruddin
Refurbishment									
12	Room refurbishment	Mechanical	<ul style="list-style-type: none"> • Falling from ladder 	<ul style="list-style-type: none"> • Ensure that user steps on the ladder slowly • Another member to support the ladder 	1	2	2	<p>Check the condition of the ladder. Prepare FA kit on site.</p> <p>Safety briefing by Safety ICs and Refurbishment ICs</p>	Hanif, Haziq & Amirah



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13	Room refurbishment	Mechanical	<ul style="list-style-type: none"> Cuts, wounds from tools (hammer, nails, scrapers) 	To always wear safety gloves while doing work	1	2	2	Refurbishment IC to oversee safety of the team. Prepare FA kit on site.	Hanif, Haziq & Amirah
14	Room refurbishment	Mechanical	<ul style="list-style-type: none"> Items lying on the floor 	Housekeeping of items	1	1	1	Refurbishment IC to oversee safety of the team.	Hanif
15	Room refurbishment	Ergonomic	<ul style="list-style-type: none"> Injuries while carrying heavy objects (paint) 	Ensure proper lifting techniques are use: Brief/ demonstrate members of proper techniques & Heavy objects not to be carried alone.	2	1	2	Refurbishment IC to oversee safety of the team. Help each other out if the item is heavy.	Hanif



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Education									
16	Sports & Games	Mechanical	Participants may fall and injure themselves while running	Participants will be briefed on safety issues.	2	1	2	Facilitators will supervise them during the course of the game.	Muhammad Nur, Haziq & Amirah
17	Sports & Games	Chemical	Dehydration	Participants will be briefed on safety issues.	1	2	2	Ice packs will be prepared. Prepare isotonic drinks for the team, ensure everyone in the team and the kids have a water bottle each. Facilitators will supervise them during the game.	Muhammad Nur, Haziq & Amirah



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R&R									
18	Huanglian River Scenic Area (Sight-seeing) (Might get wet – water is knee high)	Mechanical	Slippery steps Drowning	Inform beforehand on the slippery steps. Ask team members for those who cannot swim and keep a lookout.	1 1	2 3	2 3	Have individual buddies to look out for each other.	Muhammad Arif & Mohamed Badruddin
19	Stone Forest	Mechanical	Possible dangerous objects on the ground	Everyone to put on covered shoes with thick soles.	1	1	1	To remind participants of time and place to meet after the visit.	Muhammad Arif & Mohamed Badruddin
20	Jiuxiang Scenic Area	Mechanical	Slippery steps Drowning	Inform beforehand on the slippery steps. Ask team members for those who cannot swim and keep a lookout.	1 1	2 3	2 3	Have individual buddies to look out for each other.	Muhammad Arif & Mohamed Badruddin



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		Mechanical	Getting lost	<ul style="list-style-type: none"> • Ensure that proper safety briefing is done before the visit • Ensure that participants move around the area as a team • Ensure that head counts are done every time. 	1	2	2		Muhammad Arif & Mohamed Badruddin
21	Kunming City	Mechanical	Loss of personal belongings.	All belongings are kept in bags and be vigilant.	1	2	2		Muhammad Arif & Mohamed Badruddin



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		Mechanical	Getting lost	<ul style="list-style-type: none"> • Ensure that proper safety briefing is done before the visit • Ensure that everyone goes around the market in groups of 3-4 (with 1 participant holding onto a phone). 	1	2	2	Set timing for the team members to return and report back during Free & Easy.	Muhammad Arif & Mohamed Badruddin
22	Silent electric motorcycles at the roads of Kunming City	Mechanical	Accidents	<ul style="list-style-type: none"> • Ensure that the members are informed about it 	1	2	2	Travel in groups so that they can remind and look out for each other	Muhammad Arif & Mohamed Badruddin

** For all risk, members will be brief of potential hazards to prepare them mentally and for them to take precaution. A basic first aid session will be conducted in mid-May.

Table 2: Risk Assessment Recording Sheet



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SECTION C

Hazards	Query	Control measures - Considerations
Health	<p>Are there any diseases associated with the area to be visited? (E.g. include malaria, dengue, typhoid, diphtheria). <i>Risk of Malaria, Dengue, H5N1& floods</i></p> <p>Are you prone to travelling sickness?</p> <ul style="list-style-type: none"> • <i>Medication for recurring ailments e.g. migraine, motion sickness</i> • <i>Members are to bring their own medication for their own usage as issued by their respective doctors.</i> 	<ul style="list-style-type: none"> • Due to the current situation in China regarding the H5N1 & H7N9 cases, we are consistently checking with Health Authorities to ask for advices and be constantly updated regarding the severity of the situation. Avoid contact with animals and maintain high levels of hygiene. • Typhoid, Influenza, Hepatitis A, Rabies, Tetanus, Measles – mumps - rubella are some of the immunizations that maybe required. Advice from TTSH travelers clinic will be acquired • If arthropod borne diseases exist, use insect repellents and long sleeve clothing. • If bacterial or parasitic diseases are common, the traveler should approach his/her doctor regarding the acquisition of anti-infective /anti-parasitic agents. • If travelling sickness is an issue, see your doctor for medication. Bring at least sufficient medication for recurring ailments during the period of visit. • A small travel first aid kit is advised. • During the period of stay, monsoon season is expected. Thus, we would be cancelling outdoor programmes.



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<p>Climate</p>	<p>Is the area to be visited hot and sunny or very cold? A 4-season day?</p> <ul style="list-style-type: none"> • <i>In May - June, rainy season. Temperature will be cold at night.</i> • <i>Temperature is expected to be between 15°C - 28°C</i> 	<ul style="list-style-type: none"> • If the climate is hot and sunny, apply high factor sun cream liberally. Wear a sunhat, and try to keep out of direct sunlight during the hottest part of the day. Drink plenty of water to remain hydrated. • If the climate if much colder take warm clothing. • If dry, apply suitable moisturizer liberally especially lip balm. • Members are advised to bring lip balm, water bottle, cotton clothing, sunblock, mosquito repellent and asked to drink plenty of water to prevent dehydration. Water Points will be set up for easy refilling. They will also be reminded to bring jacket to warm themselves at night.
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Terrorist activities	Is the area or region subject to terrorist activities including kidnapping, selective killing or even harassment? (NTU is situated in Singapore but the members could be from nationalities that may create conflict with the destination country even transit destination)	<ul style="list-style-type: none">• Check with MFA or country embassy.• Inform MFA about your arrival and your contact number.• Registered with MFA prior to departure.• Have MFA and Embassy phone line ready.• Have an evacuation plan in case of such incident.• Exercise increased vigilance and leave an area at the first sign of suspicious activity• Monitor iSOS travel security alerts on China for further updates• Follow all instructions issued by security forces and carry relevant documents to ease passage through checkpoints
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<p>Food / Drink / Hygiene</p>	<p>Is there any problem with drinking water or food hygiene? Any prohibited items?</p> <p><i>Water Cleanliness - there is not any issue, as we will be consuming bottled mineral waters. Strict hygiene measures will be observed and practiced at places where cooking is done.</i></p>	<ul style="list-style-type: none"> • Check quality of food, especially in local village. Avoid exotic foods and highly spicy foods if one is not accustomed. • Consideration should be given to taking water purification tablets (be warned: effectiveness against viruses and parasites is often not proven!) and compounds to prevent diarrhea e.g. carbon pills and hydration salts (essential when actually traveling). • If water quality is of dubious quality, reliance should be placed on bottled water (to be opened in front of the traveler); avoid ice in drinks. • If food hygiene is likely to be a problem, eat only hot (boiled), freshly cooked food - avoid cold food, peeled fruit and ice cream.
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<p>Transportation</p>	<p>How will you travel to and from and within the area to be visited?</p> <p>Is any transit point likely to be more than 4 hours?</p>	<ul style="list-style-type: none"> • Use of IATA listed airlines is usually regarded as being safe; the traveler should be wary of local airlines and air taxis. • Needs to be wary of internal travel problems within the country to be visited. Local advice is needed. • Book local road transportation from recognized reputable agents. • Avoid transport if there is only one driver for distances more than 8hrs • Be aware of personal luggage to be carried. Best if load is less than 20 kg in maximum of two bags if sightseeing. Use light quick drying clothes. <p>Members are to bring motion sickness medication if necessary.</p> <p><i>Flight will be from Singapore Changi Airport to Kunming International Airport. Flight journey is about 4 hours without transits. From the airport to Yang Tzai Village, we will be travelling via bus first to Zhaotong. The trip is estimated to be 4 hours. Within Zhaotong, travelling from the city to the village will be via 4 vans (3 for passengers, 1 for luggage). The trip is estimated to be 2 hours.</i></p>
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<p>Prohibited items</p>	<p>Some countries prohibit certain items - drugs, wine, wooden items, seeds, live stocks or any parts, food (including water) or product made from endangered spices.</p>	<ul style="list-style-type: none"> • Check out for prohibited items, especially drugs which can either land into hefty jail sentences or capital punishment. (including designer drugs). • Do not take or carry packages for someone else, including as excess baggage. • Never leave your baggage out of your sight and lock them where possible.
<p>Hotel & Hostel</p>	<p>Fire and security an issue? <i>Hotels are safe. It is not a fire hazard.</i></p>	<ul style="list-style-type: none"> • Check locks in hotel (minimum two independent sturdy locks). • Peephole must be mounted. • Near a serviceable fire extinguisher.



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<p>Crime/ Security</p>	<p>Is the area to be visited noted for its high crime statistics (to include robbery / muggings / terrorist activities)</p> <p><i>China in the day is generally safe. However, at night, safety may be an issue hence all members are to travel in groups of 4 as the bare minimum. Curfew will be set 11pm China time.</i></p>	<ul style="list-style-type: none"> • Where possible high crime areas should be avoided. • Passport and money (divided into more than one stash and use credit cards whereas practical) should be kept <u>separately</u> in inside zipped pockets or strapped to your body. • Hotel safes should be used wherever possible. Or kept close to you under your pillow. • Carry at least two credit cards from different issuers with cash dispensing options. (Note number to call to cancel card immediately if stolen). • During the recce trip, guesthouses were checked and are safe. Our local counterpart will ensure the added security.
<p>Driving/ Riding</p>	<p>Is the traveler intending to drive in the area to be visited?</p> <p><i>The team will engage drivers.</i></p>	<ul style="list-style-type: none"> • If driving, the traveler should ensure that the driving license is valid and insurance is arranged. • Be familiar with local driving regulations. • Avoid driving at nights and after heavy meals. • No driving after intoxicating medication or drinks.



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<p>Indoor Activities</p>	<p>Lighting adequate?</p> <p>Temperature appropriate?</p> <p>Insufficient or unsuitable space</p> <p>Untidiness -trip / fire issues?</p> <p>Stairs - dark / steep / no handrail?</p> <p>Lack of fire escapes / extinguishers / procedures</p> <p>Inadequate ventilation?</p> <p>Inhalation of dust - asthmatics?</p> <p>Poor surfaces for activities</p> <p>Overcrowding?</p> <p>Electrical issues?</p>	<ul style="list-style-type: none"> • Check area for suitability preferably physically. • Walk through the venue and judging the participants likely to turn up • Check venue approved occupancy level • Check cleanliness and possibilities of trips (important) • Check people and crowd control. And fire exits. • The classrooms that we went to are suitable venues for lessons to be conducted. It can accommodate about 25 students. • Place confirmed to fire safety evacuation guidelines and an open space is present as assembly area. <p><i>Adequate lighting in work site. A generator is used to generate electricity.</i></p> <p><i>The staircases are equipped with handrails. Dormitories and classrooms are ventilated.</i></p> <p><i>Certain area can be rather dusty due to debris from working site. Cement on the floor are quite smooth, some indoor areas are fitted with tiles. There IS a possibility of overcrowding for homestay. Hence, our accommodation will be in a Dormitory. The village has electricity.</i></p>
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<p>Sporting Activities</p>	<p>Condition of playing surface – uneven, hard, soft?</p> <p>Presence of protrusion and sharp objects on floor and sides?</p> <p><i>Contact Sport injury</i></p> <p><i>Suitable first aid station/ Sudden cardiac Arrest?</i></p> <p><i>Impact from sports equipment</i></p> <p><i>Personal injury – fracture / sprains / cuts</i></p> <p><i>Hydration Plans</i></p> <p><i>Playing ground has a smooth and proper surface. There might be some items (some have sharp edges) like stones and rubbish like bottles in the playing area.</i></p> <p><i>Ground is hard and cemented, falling cases can be severe.</i></p>	<ul style="list-style-type: none"> • Check area. • Contingency plan for bad weather if outdoors. • Mass events - Marshals • First aid for sports injuring including CPR and AED • Instruction and hydration plans and watering points • For every venue for our activity, safety checks and hazard identification is always performed. The place is ensured safe before any activity is carried out. • For every activity, a first aider will be on standby nearby equipped with a first aid kit. • Every physical activity will start with some ground rules and safety briefing. Members who are not feeling well do not participate in the activity and taken care of by Buddy and First aider. Proper warm up and cool down exercises will be conducted. • Safety officer will ensure team is properly hydrated before activity commences. Team will be reminded and ordered to rehydrate when necessary, according to the intensity of activity. • Water points will be set up and each member should have their bottle with them.
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Political issues	Are there unfamiliar issues and customs of transit and destination countries? <i>From reconnaissance trip, there are no unfamiliar issues or customs of destination countries.</i>	<ul style="list-style-type: none">• If unsure, research and check before departure (especially dressing in certain countries) and socializing behavior (e.g. close proximity to woman).
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SECTION D

Table 3: Risk Assessment for Travelling

1. Contact Details				
Your full name: Muhammad Arif Bin Amir	Mobile no. +65 93219555			
School / Year: Sport Science & Management / Year 3	Address: Block 555, Choa Chu Kang North 6, #02-18, Singapore (680555)			
2. Risk Assessment due to Travel*				
		Likelihood of Occurrence		
Risk/Hazard	n/a	Low	Med	High
Theft of laptop computer / mobile phone		√		
Theft of passport or other identification		√		
Theft of credit cards		√		
Theft of luggage		√		
Travelling alone in buses / trains	√			



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Arriving after dark / late night			√	
Risky / dangerous locations		√		
Risk of accident / breakdown (i.e. hiring a car)			√	
Possibility of assault		√		
Possibility of mugging		√		
Risk of sickness from food / drink			√	
Risk of altitude or travelling sickness			√	
Risk of location-related illness (specify)		√ Sinus, Dehydration, Hypothermia		
<i>If there are any other specific hazards that are not listed above, please list them below:</i>				
3. Documentation required**				
		<i>Yes</i>	<i>No</i>	
Is a visa required for the country or countries you are visiting?		√		
Do you have a photocopy of your passport? (Important) 6 months validity		√		



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Do you have a photocopy of your driving licence?		√
Do you have a separate list of your credit cards /debit cards or travellers cheque?		√
Do you have a Travel Insurance detailing your medical care entitlement?	√	
Do you have the contact number of a local person back in Singapore base	√	
Do you have the contact numbers of your team mates if travelling in a group?	√	
Do you have the contact of the Embassy or High Commission in the destination country?	√	
Do you know the travel restrictions imposed by the countries you in transit and the destination country?	√	
Do you have the telephone numbers of the embassy of your county, the team leader and also the contact person in the base camp in NTU?	√	

Singaporeans: See website <http://www.mfa.gov.sg/> under Consular Info for Singaporeans; register with MFA



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IMPORTANT NUMBERS:

Description	Contact Person	Address	Telephone
Zhaotong General Hospital	-	Nai Shun Chen Street No.273	0870-2125651 +86 870-2133023
Zhaotong No.1 People's Hospital	-	35 Yiwei Rd Zhaoyang, Zhaotong, Yunnan	+86 870 215 2837
Hua Jiao Hospital	-	Street in Zhong Shue Town	-
China Emergency Services	-	-	120
Singapore Embassy in Beijing	-	No. 1 Xiu Shui Bei Jie, Jian Guo Men Wai, Chaoyang District, Beijing 100600	+86-10-6532 1115
Singapore Consulate in Chengdu	-	Level 30-01 Yanlord Landmark Office Tower No 1 Section 2 Renmin South Road Jinjiang District, Chengdu 610016	+86-28-8652 7222
MFA Singapore	Consular Directorate	Ministry of Foreign Affairs Tanglin Singapore 248163 Fax: 6471 3901	(65) 6379 8000 (Main Line) Duty Office Tel :(65) 6379 8800
MOH Singapore	General Line/SOS	College of Medicine Building 16 College Road, Singapore 169854	(65) 6325 9220 (65)1800 221 4444



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Senior Assistant Director (Student Activities)	Mrs Liaw-Gwee Yeow Cheng, Wendy	42 Nanyang Avenue Student Services Centre Level 6 Singapore 639815	(65) 6790 6345 / 5156 (Office hours) (65) 6790 5176 / 5200 / 4777 (24/7 line – NTU Campus Security Division)
Xiji Welfare Charity Centre	Ms Mariah Mah	92 Government Street, Xiji County, Ningxia Hui Autonomous Region, China (756200)	(65) 96567315 (86) 13995044566 (86) 954-3012528
PELITA Head Of NTU Muslim Society	Nur'Atiqah Lee	-	(65) 92734272
NTU Campus Security Division	-	50 Nanyang Avenue	(65) 6790 5176 (65) 6790 5200
ACE Insurance	Group Policy No : 52322229	-	(65) 6836 2922
iSOS (Singapore Alarm Centre)	Membership No: 02AYCA089601	-	(65) 6338 7800
Muestra de Camellia Leaders	Md Arif Md Badruddin	-	(65) 93219555 (65) 82289374



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SECTION E

Emergency Planning

In any overseas travel, emergency plan is a vital part of planning. Members of the team should be aware of the possibilities scenarios where members can be in danger:

- Natural disaster in the area such as earthquake, flooding
- Accident that warrant immediate evacuation of member(s) of the team
- Political or civil unrest

For all students who travel overseas, contact with home base (NTU Contact Person) is critical so that advice and assistance can be sought soonest possible. There must be at least TWO contact persons. Possible communication by:

- Mobile phones with auto-roaming features if there are relay stations for such phones.
- Satellite phones (wilderness with no relay stations)

In areas with no possible contact with NTU Contact Person then consider a local base in the country of travel contact person using

- hand phones with local SIM card, if area of reception permits
- communication sets (shortwave) with local base stations



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- walkie talkie sets, if area of reception permits , with local base

Use of GPS navigation device would also be advantage if affordable; recommended in the remote area where radio frequency signals is poor. (GPS receivers are now integrated in many mobile phones)

It is beneficial to do the following:

- Always register with MFA and local embassy/High Commission of your visit. Register the embassy address and phone number.
- Obtain the nearest hospital or medical facilities.
- Types of medical rescue available.

Safety Protocols and Guidelines

- Buddy system to ensure that one looks out for the other.
- They will report of any problems to the leader, co- leader or safety officers.
- No wandering out of Hotel during R&R by 11 pm China time.
- Always stay in pairs or groups. No wandering around alone.

In case of any disasters:

1. Move towards the nearest evacuation centre
2. Account for all the members in the expedition team (Leaders & Safety Officer)
3. Establish contact with the Singapore embassy and family members
4. Arrange for the earliest possible departure (Leaders)



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In case of minor injuries:

1. To report injury to Group Leader
2. Expedition Leader / Co-leader to be informed
3. First Aid to be administered by trained personnel / medic
4. Sufficient rest be accorded to injured participant

In case of major injuries:

1. Assess the extent of injury and apply first aid to sustain life
2. Expedition Leader to be informed immediately
3. Arrange for immediate disposal to nearest medical facility
4. Establish contact with Next-Of-Kin and if necessary, the Singapore embassy
5. 1 Leader & 1 safety officer to stay with the participant throughout the medical



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MEDICAL FACILITIES & AUTHORITIES

Clinic

A town hospital run by the Government is available about 3km away from our project site and accommodation. As it is situated in a small town, it's facilities are only good for outpatient treatments, minor injuries and accidents. Although there is no ambulances on standby on site, calling the emergency services hotline at 120 would enable the ambulance to arrive in about 15mins.

Hospital

Major hospitals can only be found in the city of Zhaotong which is approximately 1.5hrs drive from the project site. Zhaotong General Hospital is equipped with medical facilities such as emergency, surgical, central pharmacy and an outpatient clinic. In the serious cases and if there is a need for an aerial evacuation, it is possible for an heli-evacuation to take place due to the availability of open areas in and around the vicinity of the project (from International ISOS).

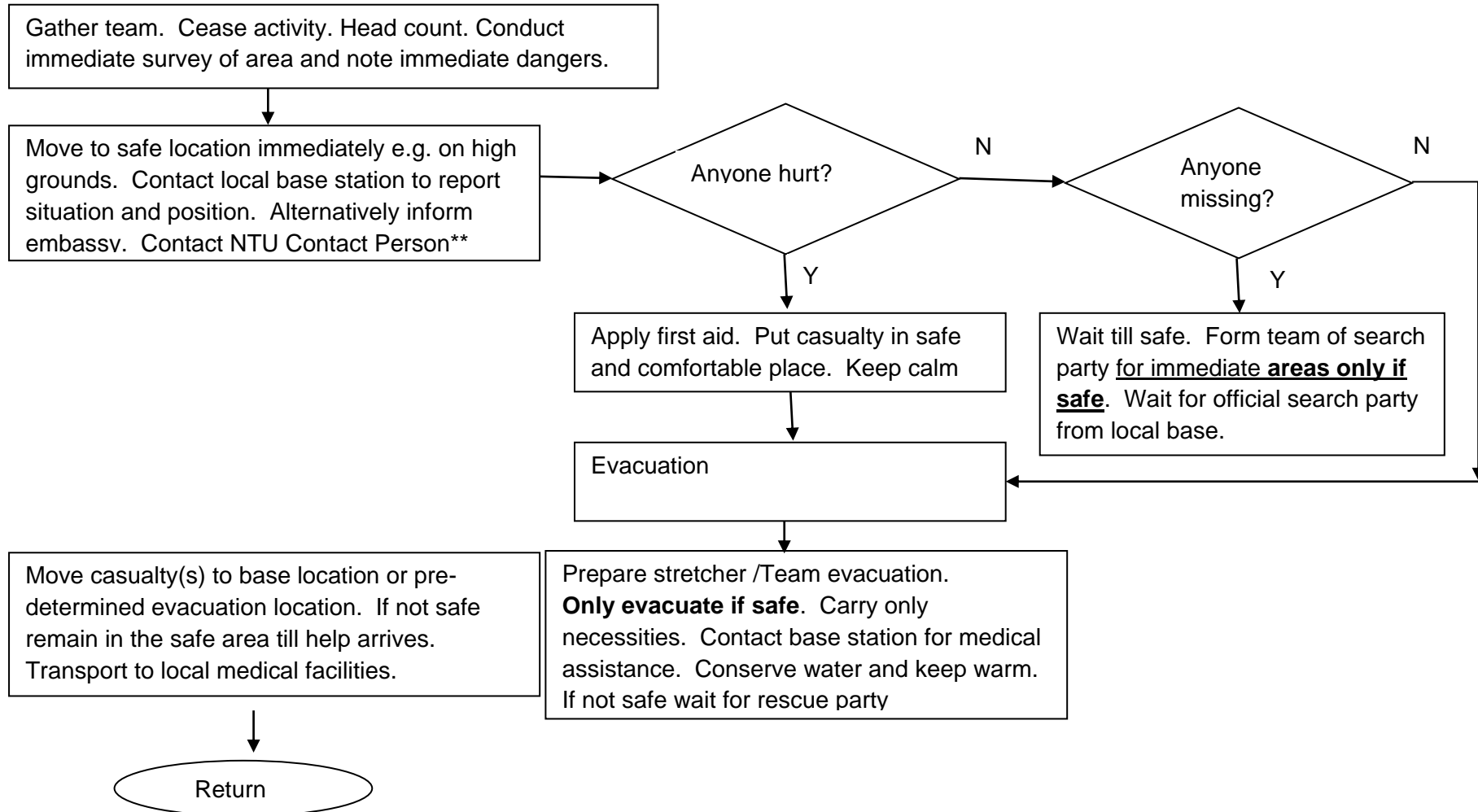


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EVACUATION PROCEDURE FOR NATURAL DISASTER



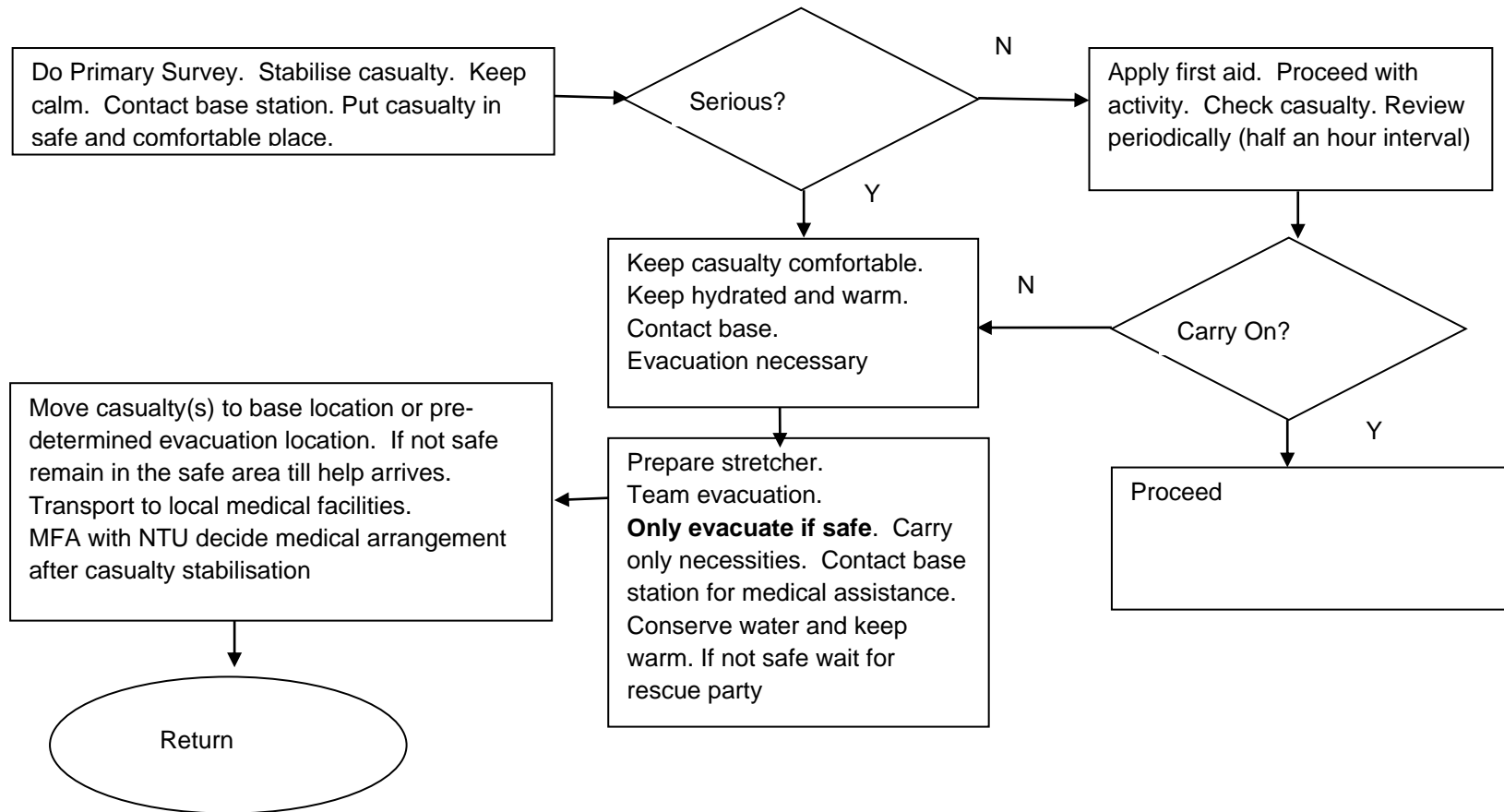


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EVACUATION PROCEDURE FOR ACCIDENTS AND SERIOUS ILL HEALTH



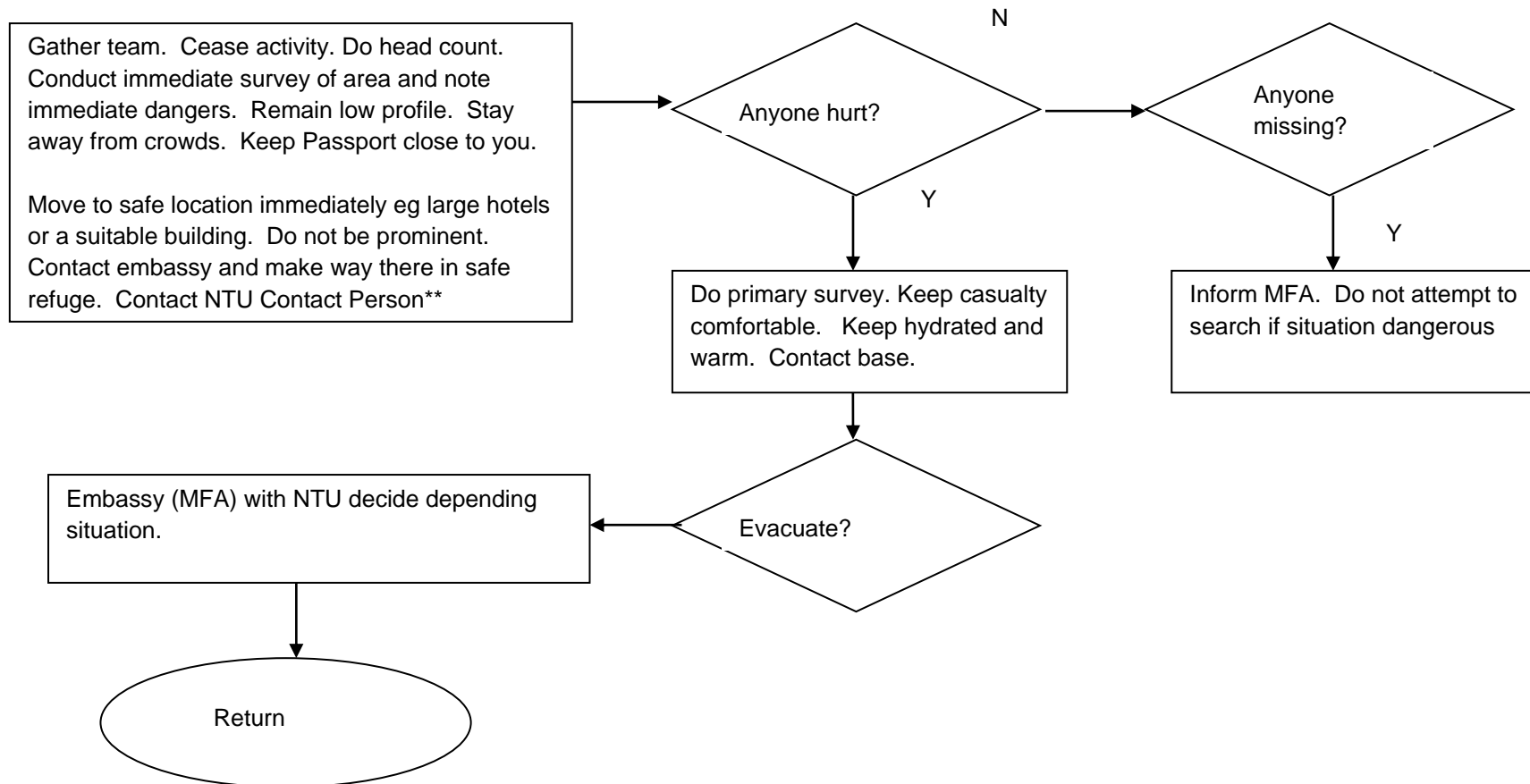


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EVACUATION PROCEDURE FOR POLITICAL UNREST



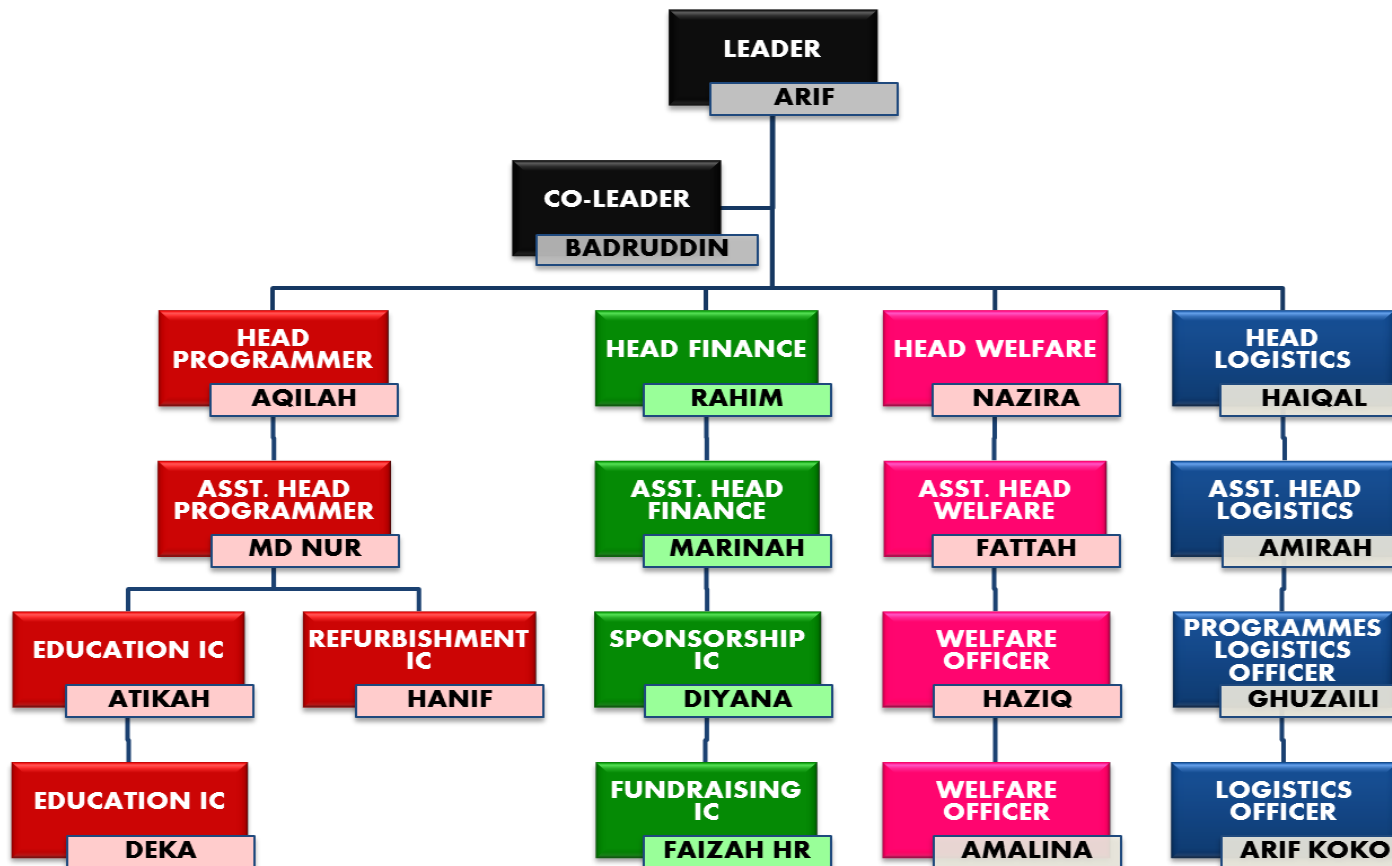


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APPENDIX G: Organisational Structure

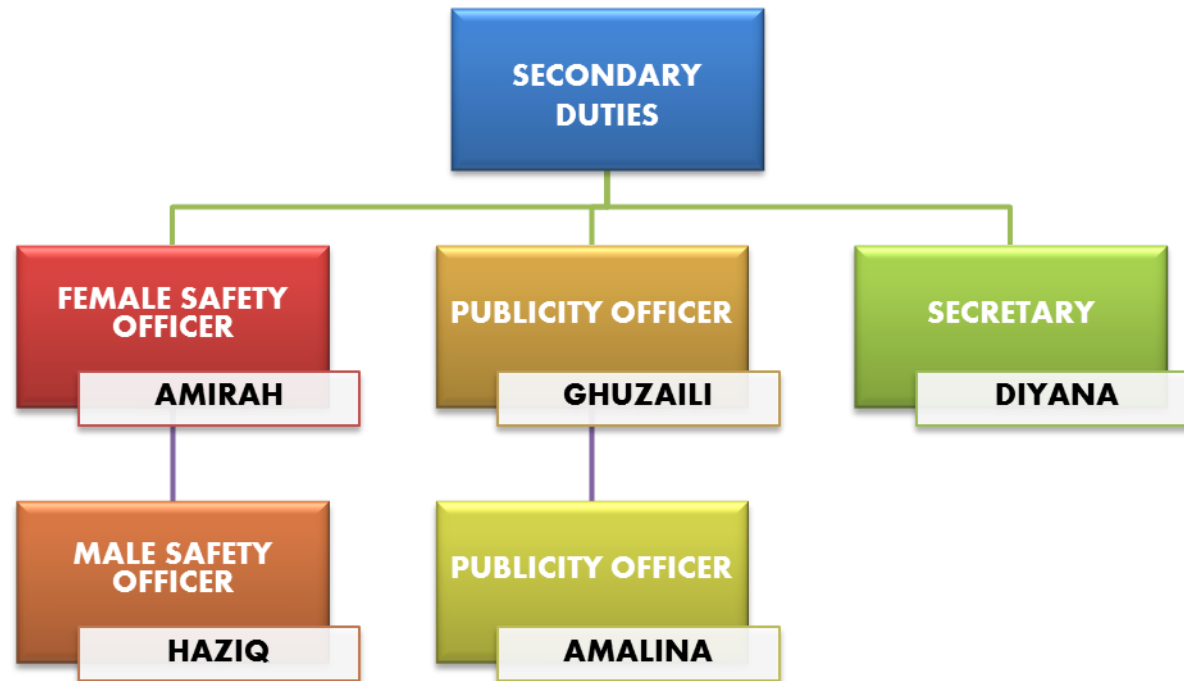




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Muestra de Camellia's participants are grouped into four different departments Programmes, Finance, Welfare and Logistic as shown above. Each participant is given a set of responsibilities in the team. In addition to their primary roles, some participants are given additional secondary roles.