

News and Events of the LIN Center for Community Development

Info Session for Current and Prospective Skilled Volunteers “Effectively Contributing Your Skill Sets to Support the NPO”



Mr. Ha Xuan Trung (*in black*) sharing experience with skilled volunteers

The first meeting of LIN's skilled volunteers took place on 7 April 2011 with the participation of twelve volunteers who have already had the experience or want to know more about skilled volunteerism. Mr. Ha Xuan Trung – LIN's Advisory Board Member, led the meeting in a friendly and open manner and suggested important issues. Volunteers shared their experiences.

Highlights of the topics discussed include:

- **Why do you want to be a volunteer? Why do you prefer to volunteer than donate money, which is much simpler?**
- **How to volunteer effectively?**
- **How to balance your daily life and volunteerism in terms of time and energy?**

Mr. Ha Xuan Trung, who specialized in consulting for many national and international profit and not-for-profit organizations shared: “*There are many things and different tasks for us to do in life...The important thing is to concentrate your great effort and energy on one task at a time. By doing so, we do not only make sure to deliver the best outcome, but also balance our job and life.*”

He also offered advice for LIN's skilled volunteers:

There are three important things that a skilled volunteer should remember:

- Identify your goals for becoming a volunteer.
- Identify the specific needs of the organization that you work for in order to provide the appropriate support.
- Create a standard at the organizations you support, so that when the volunteers' tenure ends, it can be transferred to the next tenure. And then, the support's benefit and influence will be long-term and sustainable.

Apart from Mr. Ha Xuan Trung's speech, volunteers also shared their experiences as working at not-for-profit organizations. Mr. Luong Van Trung Giang, Huynh Tan Phat Scholarship Fund's strategic specialist presented how to deal with organizations that require more than what is mentioned in the job description. *"The leader of the organization wants to expand it in the shortest time while the human resources are limited. At that time, I had to help them realize the organization's practical needs and try to analyze the cases and divide the big goals into smaller ones in different phases."* From his sharing, participants came to conclusions in skilled volunteers' main tasks, which are to enhance the system's efficiency rather than solving specific problems.

The meeting was evaluated as a helpful and friendly event. Tran Trong Ngoc, working for Petroleum Internal and External Equipment Joint Stock Company, said that, *"This is the first time I attend this type of event. I suggest LIN Center should have more similar activities for skilled volunteers."*

LIN Center would like to express our thanks to skilled volunteers who attended the event. LIN will try to offer more meaningful programs to create more opportunities for skilled volunteers to network and share their experiences to build a better community where we work and live.

Chi Mai (Communication Volunteer of LIN Center)

IT'S A BOY!

LIN team would like to congratulate **Ms. Dana R.H Doan**, advisor and board member of LIN Center, for giving birth to a boy on April 16, 2011. **Kai, her son's name**, is a great signal for succession team of LIN Center in the future.



Roundtable Discussion: “Maximizing the Talents and Time of Skilled Volunteers to Benefit your NPO”



Mdm. Thuy, head of Thao Dan organization (center) is sharing experiences on working with skilled volunteer

enthusiastic contributions from different non-profit organizations who have been receiving direct support from LIN skilled volunteers. The obstacles and challenges faced when dealing with these volunteers were also openly shared by the organizations. Mr. Nguyen Quoc Cuong, skilled volunteer in web design for Thao Dan Charity Organization, shared his candid opinion, “as the heavy workload of organization management bars them from devoting full resources to website design, I suggest that the organization recruit a full headcount to work directly with skilled volunteers. This full-time employee should be made responsible for grasping the essential know-how contributed by the skilled volunteers and carrying on the project when these volunteers cease their support for the organization.

Differentiating between skilled volunteers and traditional volunteers also received considerable attention from the organizations. With non-profit organizations run by 1-member management board, maintaining two separate teams of volunteers (skilled and traditional) will ensure smooth operations and better results. “The discussion dawns on me the critical discrepancy between skilled volunteers and traditional volunteers whom I have long mistaken to be of the same category. I have come to realize the paramount importance of skilled volunteers for the long-term development of the organization”, said Mr. Truong Huy Vu, DRD volunteer coordinator.

Towards the end of the discussion, the participating organizations practiced filling in the job descriptions for the volunteers in need. Via these forms, LIN Centre will approach and connect the right volunteers with the right organizations.

With the generous support of a meeting location from Horizon Capital Group, 20 representatives from various non-profit organizations gathered in a roundtable discussion regarding “Maximizing the Talents and Time of Skilled Volunteers to Benefit your NPO” by LIN Centre for Community Development on 27 April 2011.

The discussion was enlivened by

Upcoming Events

Workshop “How to make a simple website and manage a digital marketing plan for your NPO”

Saturday – 28th May 2011

LIN Center for Community Development invites NPO staff, managers and other interested people to participate in the workshop “How to make a simple website and manage a digital marketing plan for your NPO”. The course will be led by Mr. Huy Nguyen, who is a senior digital marketing professional with the WHOdigital company.

Objectives of the workshop:

- **Introduction of the importance of digital marketing;**
- **Guide NPO staff in how to make and manage a simple website;**
- **Design a plan to update and share information through the website;**
- **Encourage networking and experience sharing among NPOs.**

Venue: *We will inform all reserved participants.*

Date and Time: *08h00 - 10h30 a.m., Saturday 28th May 2011.*

This workshop is prioritized for our local NPO partners. Please RSVP to npo@LINvn.org or telephone us on [08 38246091](tel:0838246091)

The first meeting of NPO partners concerning the Financial and Audit training course 2011

Last week of May 2011

Funded by Irish Aid, LIN Center has made contact with a professional audit company who are drafting the key financial management training topics. All local NPO partners participating in the training also commit to conducting an audit at the end of their fiscal year. At this stage, LIN Center has signed an agreement with the audit company with a detailed budget for the training course and audit.

Seven organizations have already committed to participate in this project. We would welcome any other NPOs who are interested in this training course to join the meeting. The objectives of the meeting are:

- **Introduction to the importance of financial management and audit for NPOs;**
- **Detailed explanation of the project and the participation of NPO partners;**
- **Q&A, solving challenges and difficulties of committed NPO partners.**

Venue: District 1, HCMC (we will inform venue for those who RSVP)

Date and Time: 09:00 – 10:30 a.m. in one day in the last week of May 2011

Please contact us for more information: [\(84 8\) 3824-6091](mailto:npo@LINvn.org)

HOT!!! HOT!!! HOT!!! HOT!!! HOT!!! HOT!!! HOT!!! HOT!!! HOT!!!

LIN Corporate Volunteer Challenge

Starting on May 7 2011, LIN Center launches the Corporate Volunteer Challenge to mark the “International Day of Service,” taking place on 7 May 2011. The Challenge is designed to stimulate and recognise pro bono community service activities in and around Ho Chi Minh City.

LIN’s Corporate Volunteer Challenge is a call to companies and skilled professionals in Ho Chi Minh City to apply their skill sets and experiences over a three month period (between 7 May and 7 August 2011) to benefit the community through service with a local not-for-profit organization (NPO).

How to participate?

Step 1: Pledge the hours

Starting on May 7, 2011, individuals and companies that wish to participate will need to complete an online form at <http://www.linvn.org/>, pledging the number of volunteer hours they plan to contribute over the duration of the challenge.

Step 2: Record the hours

On a monthly basis, each individual and/or company representative will be asked to complete an online form recording the time contributed (hours volunteered), the NPO that was supported as well as a highlight from their experience. These online forms will be available on LIN’s Corporate Volunteer Challenge website.

Participants are encouraged to volunteer with an organization of their choosing. However, to support first-time volunteers, LIN will advertise skilled volunteer opportunities with local NPOs and Volunteer Organizations to help match skilled volunteers with existing needs in the community.

From now, NPOs wishing to receive skilled volunteers from this challenge could contact LIN to be a part of the challenge.

Publication: HCMC Grantmakers Directory

In early April 2011, LIN Center published the HCMC Grantmakers Directory. This was the result of active discussions by the HCMC Grantmakers Forum, which was hosted by LIN Center last October 2010. For now, the directory is a source of internal information between grantmakers and it will be updated regularly.

Institutions, corporations or individuals that would like to have their information in this directory, please contact us at donor@LINvn.org.

All information related to the directory and updated information, please contact Ms. Thanh Truc at truc@LINvn.org or [\(08\) 38246091](tel:(08)38246091).

LIN's donors on April 2011

- 1. LIN Center would like to thank Horizon Capital Group who sponsored a meeting room for 2 roundtable discussions and 2 important meetings with our strategic partners. This support saved us administration costs.**
- 2. With support from RMIT International University, LIN Center received a desktop to assist with our mission to the community. We would like to say special thanks to Ms. Fiona Terry and the RMIT team for this and other support in the past.**
- 3. LIN would also like to thank Jordic Strategic Development for all the services they donated to LIN to design the Grantmakers Directory.**

NPO Resources

LIN Survey on Skilled Volunteers:

CHALLENGES & OPPORTUNITIES FOR SKILLED VOLUNTEERS

(Translated by Ha Mi – LIN Skilled Volunteer)

In March 2011, the LIN Center for Community Development conducted an online survey of skilled volunteers based in Ho Chi Minh City. The goal of the survey was to identify challenges skilled volunteers face while providing assistance to NPOs and strategies to overcome such difficulties.

70 people took the time to respond to the survey, 74% of whom had utilized (or were utilizing) their skill sets to aid an NPO. Among these, just 27% shared their professional skills sets on more than one occasion.

Balancing work, personal and volunteer responsibilities was a concern for just over a quarter of skilled volunteers. Lack of clear instructions and/or defined volunteer roles and responsibilities was a challenge for 11% of survey respondents. “Other” challenges cited included: difficulty arranging time to commit to volunteer work and inconveniences, such as geographical distance, which minimized opportunities to meet with members of the organization. On the other hand, 27% of our respondents reported that they did not face any challenges when volunteering. (Table 1)

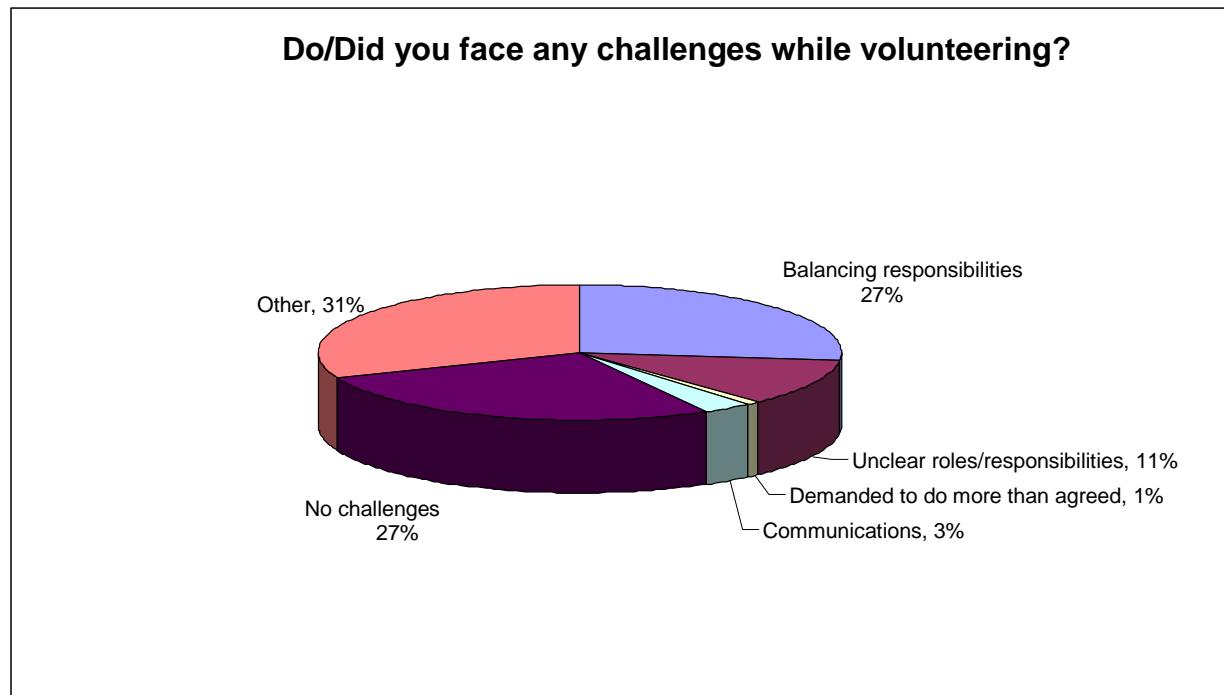


Table 1

To solve the challenges that volunteers faced, 50% of our survey respondents would talk directly with the organization. Others found support in sharing their experiences with another volunteer

(9%), while 6% chose to do nothing/ ignore the problem. Fortunately, only 3% opted to stop volunteering when they faced such challenges.

32% of the volunteers said that they found other ways to address challenges, such as: trying to find their own way to balance personal and volunteer responsibilities. However, for volunteers that were unable to find a balance between person and volunteer responsibilities, most felt it was important to temporarily halt their volunteer work until they could better manage their multiple commitments. (Table 2)

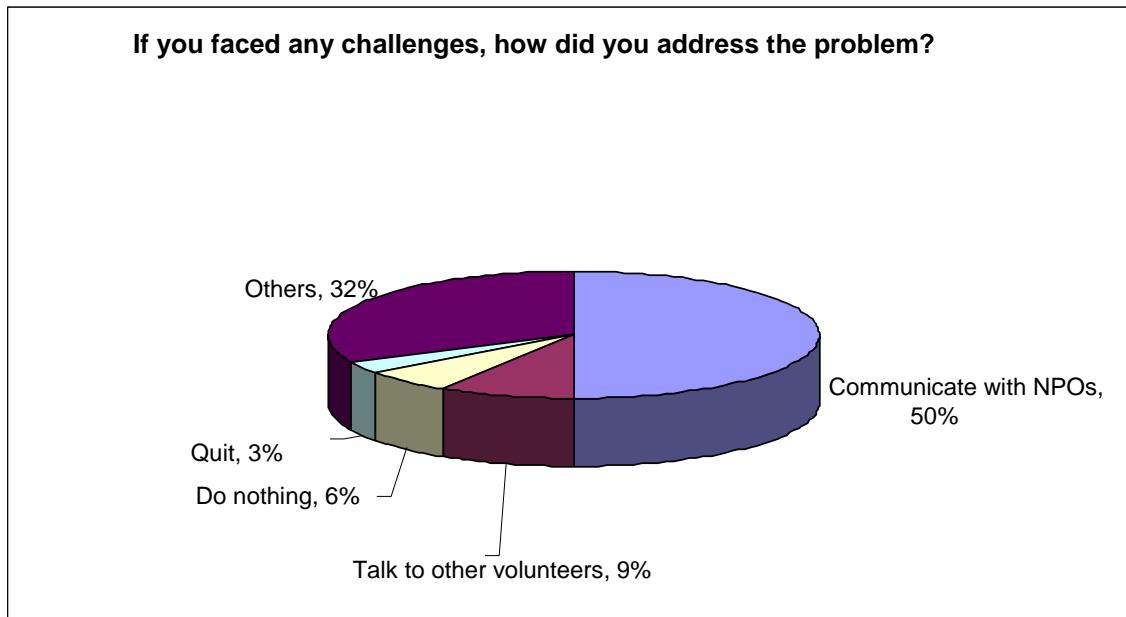


Table 2

LIN asked respondents to tell us about their preferred volunteer schedule, offering several ideas as to possible duration and format. Volunteers were fairly flexible. Half said they would be willing to work on a project (with a concrete start and end date). 57% said they would like to volunteer for a set period of time on a defined schedule (for example, 8 to 16 hours per month for a period of 3 months to 1 year). Additionally, as many as 62% said that they would welcome an opportunity to collaborate with other skilled volunteers in support of the same NPO.

Volunteers taking part in this survey contributed their ideas to help NPOs better utilize skilled volunteers:

- Provide a clear job description, with start and end times;
- Provide orientation/training beforehand;
- Give regular feedback and comments on the volunteers' work;
- Encourage and welcome new ideas with a positive attitude;
- NPO staff members should be welcoming and cooperative with their volunteers;
- Demonstrate transparency, being open to sharing information about projects and the organization. Trust is the key ingredient for long-term cooperation;

- Treat volunteers as members of the organization. Pay attention to their needs and opinions;
- Recognize volunteer contributions as a way to encourage and reward achievements.
- Host meetings where volunteers can share and learn from others' experiences and have an opportunity to better understand the organization and be inspired by its work.
- Allow the volunteer to work on a flexible schedule so they can complete their tasks efficiently.
- NPOs can prepare questions for volunteers that are considered to take up the role of a consultant; Once hired, the NPO can give the consultant specific tasks and clear expectations – this will allow the volunteers to focus on the most important tasks and contribute more effectively.
- Create a list of required or expected skills for each of its staff members. That way, if any staff member needs help with a certain skill, he/she can seek out an appropriate volunteer.
- Assign a suitable staff member who will observe and take notes while working with skilled volunteers so that any NPO staff member can continue the project after a volunteer's work is completed or if the volunteer can no longer support the NPO.

In addition to their recommendations for volunteer host organizations, our respondents also suggested ways for the LIN Center, as an intermediary between skilled volunteers and NPOs, to support skilled volunteers. For example, LIN can host events for skilled volunteers to meet and share their experiences.

This is one of the reasons that the LIN Center decided to host a skilled volunteers meeting on April 7th. Through such events, LIN Center hopes to support a network of individuals who have similar interests in improving our community and give them an opportunity to share and learn from one another's experiences.

LIN Center would like to thank all the skilled volunteers who took the time to complete our survey. We plan to share this information with our NPO partners to help them better understand skilled volunteers' needs and expectations, thereby creating the best environment for volunteers to contribute their skills in the future.

LIN GRANT - SECOND ROUND 2011

September 2011 “**Collaboration Grant**”: to encourage collaboration among local partners.

LIN welcomes project proposals involving two or more NPO partners (up to VND **54,000,000**).

Deadline for proposals is **31 August 2011**. Send us your [grant application](#) today.

Please contact us at npo@LINvn.org or [\(08\) 38246091](tel:(08)38246091) for more information.

Opportunities for NPOs

 FRIENDS FOR STREET CHILDREN ASSOCIATION (F F S C)

CHARITY CIRCUS

**Supporting scholarships for disadvantaged children
at nine FFSC centers in Ho Chi Minh City**

At 3 PM, on May 15th, 2011

FFSC office:
No.140/4, Vo Thi Sau, W.8, D.3,
HCMC.

FFSC is going to organising a Circus to support scholarships for disadvantaged children to have conditions to go to schools.

The program is involved with an auction (a mobylette in 1960 and 3 pictures next side in this poster. FFSC gives awards to people who have lucky numbers in this event. FFSC will provide drinking water for all inviters who come to enjoy this event.

For each ticket, The children cost VND80,000 each, and the adults cost VND100,000 each.

We are looking forward to seeing you.

Thanks and Welcome!

FFSC organizers

Address of Circus: Park 23/9 - No.2, Pham Ngu Lao, D.I, HCMC
Tel: 08.38296951 or 0906788230
(Please contact Sr. Anna Hien if you want to buy tickets)

60cm x 80cm




Giving Water A girl with long hair
1m2


1m8
Vietnamese girl with Lily flowers

Training course on "**Project Management**" occurred from May 17 to May 20, 2011 at Ton Duc Thang University which organized by Social Development and Training Center (SDTC). The trainer of this training course is Mr. Le Dai Tri.

The course is designed for project officers, project managers, and other individuals who are working in development project field. Local social staff will be discount 20% tuition.

Deadline for registration: **May 12, 2011**.

Please contact:

Mr. Le Trung Bao

Executive of Based-Community Training

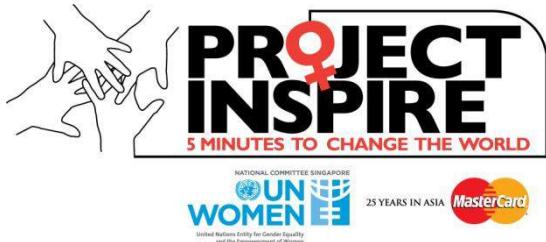
SOCIAL DEVELOPMENT TRAINING CENTER (SDTC) - TON DUC THANG UNIVERSITY

Address: 98 Ng Tat To St., Ward 19, Binh Thanh Dist., HCMC, VietNam

Tel: (84 8) 2242 6789 - Fax: (84 8) 3840 4894

Cell: (84) 93 797 5445

Email: sdtc@tdt.edu.vn - Website: <http://sdtc.tdt.edu.vn>



Project Inspire: 5 minutes to change the world

What can happen in 5 minutes? You can brush your teeth, watch a YouTube video, eat a bag of chips, book tickets to catch the latest blockbuster... or you could come up with an idea that's going to **change the lives of disadvantaged women and girls**.

This month, the world celebrates 100 years of International Women's Day and while women have come a long way, the facts today remind us that the work must continue.

- Women work two-thirds of the world's working hours but earn just 10% of the income.
- Two-thirds of children denied primary educations are girls.
- Women own less than 1% of the world's property.

Through empowerment, women are given more opportunities to stand on their own feet and better support themselves and their families. This has enormous socio-economic ramifications. Empowering women fuels thriving economies, spurring productivity and growth.

'Project Inspire: 5 minutes to change the world' is a joint initiative from UN Women Singapore and MasterCard Worldwide. It's all about giving you **5 minutes to pitch an idea** that is going to empower women and girls. And if you can get people to vote for your idea and convince our expert panel of judges, we'll give you a US\$25,000 grant to go out and make your idea happen. Submissions are open now and close on **30 June 2011**. Please see below for the poster on the initiative, or click [here](#) to download it from the Project Inspire website.

So get creative. Keep it real. Join the conversation. Inspire others. It only takes 5 minutes. Log on to www.5minutestochangetheworld.org.

Assessing Social, Emotional and Behavioral Health: Integrating the Achenbach System of Empirically Based Assessment (ASEBA) within a Comprehensive Assessment Framework

Course Content:

ASEBA rating forms, including the Child Behavior Checklist (CBCL), Youth Self Report (YSR) have been translated into more than 85 languages and are used worldwide for clinical assessment and research. This workshop will begin by describing the conceptual framework for the ASEBA including how to integrate it with other forms of assessment including observations and clinical interviews. Then, forms for assessing behavioral and emotional problems in children (ages 1½-5 and 6-18), adults (ages 18-59), and older adults (60-90+) will be presented. The Language Development Survey for identifying language delays in children ages 1½-3, and the Semistructured Clinical Interview for Children and Adolescents and Direct Observation Form for ages 6-18 will also be described. Participants will learn (1) how to conduct multifaceted assessments that include the ASEBA standardized rating forms, behavioral observations and clinical interviews, (2) how to interpret ASEBA profiles that display ratings of each item as well as scores for each scale in relation to norms for the age and gender of the person being assessed and the kind of informant (parent, teacher, self, adult collateral), and (3) how to systematically compare the reports from different informants in order to obtain a comprehensive picture of the client. Case illustrations will be used throughout the workshop to demonstrate how information from rating forms, direct observations, clinical interviews, and psychological tests can be integrated to assist in case formulation and treatment planning and monitoring.

Instructors: **Thomas Achenbach** (Ph.D. University of Vermont) & **L. Rescolar** (Ph.D, Bryn Mawr College).

Dates: Thursday May 18, 2011 8:00-5:00 and Friday May 19th, 8-11:30.

Place: College of Education, VNUH, Building G7, 144 Xuan Thuy, Cau Giay, Hanoi

Course fee: 700.000VND/person (including training materials and tea-break)

Registration deadline: By 5 pm on May 12th, 2011

For registration and other details, please contact: Nguyen Cao Minh caominh@ yahoo.com

Sustain your projects with France Volontaires volunteers

In France, 27 associations and France Volontaires are accredited to send abroad volunteers with a Volunteering for International Solidarity (VIS) contract (french law of february 2005). These volunteers are 26 years old in average. They are skilled professionals with various backgrounds (agriculture, children care, management, art...) who commit to put their skills to the service of partnering NPOs during one or two years.

France Volontaires works in 55 countries in Africa, South America and Asia, including Vietnam since year 2000.

For more information about the French volunteering offer and if your NPO is interested in hosting a VIS please contact:

- Our country delegate in Hanoi, Thanh Hang Nguyen: 09 04 19 55 28, thanh-hang.nguyen@france-volontaires.org

- Our volunteer-coordinator in Ho Chi Minh, Florence Bacin: 016 64 87 14 75, florence.bacin@francevolontaires.org