

William Yengi
C/O UAPP
P.O. Box 1426
Mbeya
23/10/2003

Centre Manger
Nuru Orphans Center
P.O. Box 1128
Mbeya

RE: LETTER OF INTRODUCTION

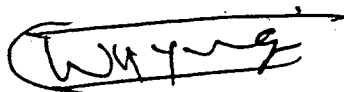
Dear Madam,

Refer to the above mentioned subject. I would like to introduce myself to your centre for practical field work in the next one and half years.

I am a student undertaking MSc program in International Community Economic Program offered by the Southern Hampshire University in collaboration with the Open University of Tanzania. The course started in September 2003, and will run up to January 2005.

During the period, of my field work, I am expected to work together with you to help achieve and develop together the center. And I hope to share my expertise towards achieving positive results for the centre.

I look forward to cooperating with you.

A handwritten signature in black ink, appearing to read 'W Yengi', enclosed within a hand-drawn oval border.

Yengi, William Wani

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NURU ORPHANS CENTRE
P.O.BOX 1128
TE:025 -2510161
Email: nuruorphanscentre@yahoo. Com.
MBEYA
24/OCTOBER 2003.

WILLIAM WANI YENGI
C/O URBAN AUTHORITIES
PARTNERSHIP PROJECT
P.O.BOX 1426
MBEYA.

Dear sir.

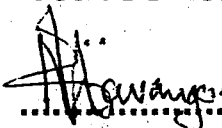
RE: **LETTER OF INTRODUCTION.**

Thank you for your application letter date 23october 2003. We would like to inform you that, your application has undergone an initial screening through the board of committee. You have been accepted to share your experience with us and learn more from us also we need your support in many areas because our local organization is relatively very small, we are in youngish stage, so you are needed in organization for up to date information

Could you be kindly to meet with us on Tuesday 28th October 2003 at 11:00 P.M. in Mbeya town Center office is situated at Lupa road ask where you can find **BANTU MASAI SECURITY** opposite of that you will meet with BAMBO PERAMIHO then Nuru Orphans center inside . if there is any change please inform us from 19.00p.m to 07:50Am an day before the mentioned of date.

Thank you very much for showing interest in the **NURU ORPHANS CENTRE**

You're Sincerely.


.....
AMANDA FIHAVANGO
DIRECTOR.

NURU ORPHANS CENTRE
P. O. BOX 1128
MBEYA

OFFICE OF
NEWLY ORPHANS CENTER.

24/11/2004

Ad. Kutukama na Maombi

Yakw huyo napenda kumsikia
kums jambo ambacho kumpatiwa kwa
kutoa kila kila. Hii ni kutokana
na matabalimu ya mkutano wa
hadhala aliyoitishwa na Mkuu wa
wilaya na kubwa uliowemo na kushika
majumbe hana ya Wazungu kila
mkutano wa 19/11/2004. Siku kumbuka
kuna mkutano huo ulikuwa giza
kuna inatawa ulimwizi Ofisi ya
Archi (u) na Ofisi ya Mwanasheria (u)
ili kufika hatua ya kumdi kina
Mkataba (mshauri).
Ahsanife.

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MKATABA WA MAKABIDHIANO YA EKARI MBILI ZILIZOPO KATIKA KIJIKI CHA MANTANJI.

Mkataba huu umeingiwa leo tarehe²¹.....Mwezi Januari, 2005 kati ya uongozi wa kijiki cha Mantaji (ambaye atajulikana kama mwenye ardhi) kwa upande mmoja

Na

NURU ORPHANS CENTRE (ambaye atajulikana kama mkabidhiwa kwa upande mwingine).

HIVYO MKATABA HUU UNASHUHUDIA KAMA IFUATAVYO:-

1. Kwamba mkabidhiwa atawajibika kuchangia mradi wa maji uliopo ndani ya kijiki cha mwenye ardhi kwa kutoa na kusambaza mabomba ya maji.
2. Kwamba mkabidhiwa atatumia ardhi kwa matumizi ya kujenga na matumizi mengine yahasuyo huduma kwa watoto yatima tu.
3. Kwamba nati miliki ya eneo husika itatolewa pindi mkabidhiwa atakapokuwa amekamilisha ujenzi wa mradi wa maji.
4. Kwamba katika utekelezaji wa mradi wa maji mwenye ardhi atashiriki kwa kujitolea nguvu zake katika usambazaji wa maji.
5. Kwamba mwenye ardhi baada ya kukabidhi ardhi tajwa ataruhusu ujenzi na uendelezi wa eneo hilo kwa madhumuni yaliyokusudiwa na kuelezwa katika aya ya pili (2) ya mkataba huu.
6. Kwamba mara baada ya kukabidhi ardhi hiyo mwenye ardhi hatakuwa na haki nayo tena ila tu endapo mkabidhiwa ataona kwa namna yoyote ile, Iwapo amesitisha shughuli za huduma aliyokusudia anaweza kuigawa ardhi hiyo na mali zake kwa mwenye ardhi kwa matumizi yatakayoelekezwa na mkabidhiwa.
7. Kwamba endapo kutatokea mgogoro wowote kuhusiana na ardhi iliyotolewa kwa mkabidhiwa mgogoro huo utapelekwa kwa msuluhishi kwa ajili ya kupata ufafanuzi na kusuluhishwa katika mgogoro huo.
8. Kwamba mkataba huu utatafsiriwa kwa kutumia sheria za Tanzania.
9. Kwamba mkabidhiwa atatoa kipaumbele cha ajira zilizopo ndani ya uwezo wao kwa wananchi wa Nsongwi Mantaji.
10. Kwamba endapo mkabidhiwa atakiuka au kuvunja masharti ya msingi ya mkataba mwenye ardhi atakuwa na mamlaka ya kuirejesha ardhi katika milki yake.

Mkataba huu umeingiwa na kutekelezwa na pande zote mbili mbele ya mashahidi:

P. Mbele

Shahidi wa mwenye ardhi.

Theresa B. Mginga

Shahidi wa mkabidhiwa.

William Yago

Mwakilishi wa mkabidhiwa.



SERIKALI YA KIJILI
NS/MANTANJI
10 MB 130

Mwenyekiti wa mwenye ardhi.

Burton Y. Mahenge

WAKILI (Shahidi)

UMETAYARISHWA NA

BURTON Y. MAHENGESq

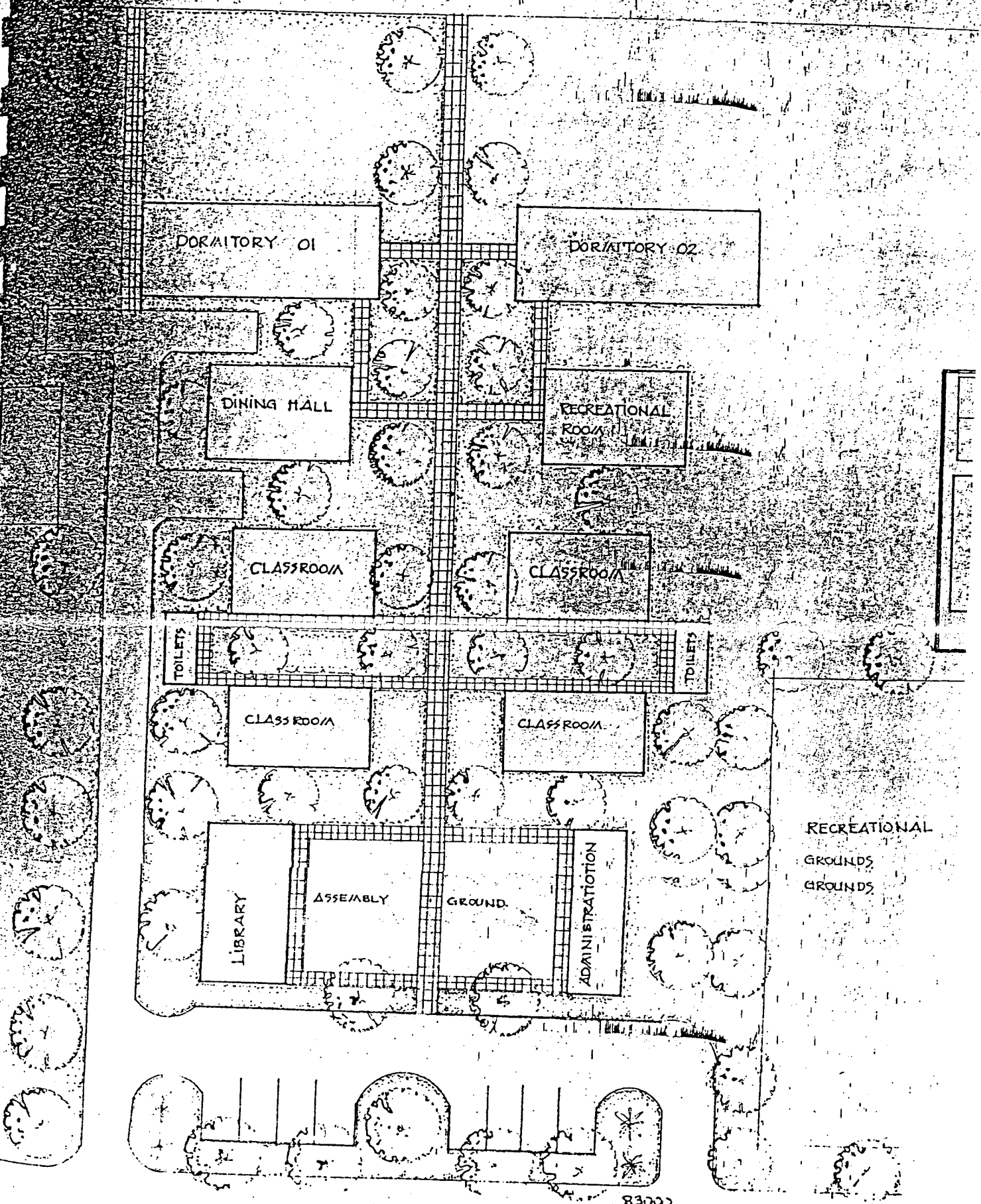
MWANASHERIA HALMASHAURI

YA WILAYA YA MBEYA

S.L.P 599

MBEYA.

CATTLE AND POULTRY FARMING



NURU ORPHANS CENTRE

FOMU YA MAELEZO JUU YA MTOTO YATIMA

Picha aina ya
pasiporti ya
ndugu/aliyeleta
mtoto

1. Jina la mtoto:
2. Amezaliwa mwaka gani?
3. Jinsi yake: Kike Kiume
4. Jina la baba Jina la mama
5. Mtoto amelewa kutoka Mkoa wa Wilaya Kata
Kijiji/Mtaa.....
6. Je, kuna barua kutoka kwa afisa matendaji wa kata?
7. Je, kuna barua kutoka kwa afisa ustawi wa jamii

Mchango wa wasimamizi

Kituo kitatoza mchango kutoka wa ndugu/msimamizi wa mtoto, Tshs 5,000/- (elfu tano tu), kwa mwezi. Hii ni kuonyesha ushirikiano wa malezi kwa pamoja na kituo.

Kwa mzazi/mlezi

Kituo cha Nuru Orphans Centre kimejitolea kusaidia kumlea mtoto huyu, kwa hali na mali na kwa kadiri ya uwezo wake. Unakaribishwa kuchangia kwa hali na mali kumwezesha mtoto akuwe katika maadili mema. Iwapo kwa bahati mbaya mtoto amepatwa na janga la kifo, lisilo weza kuzuilika, je unashauri kituo kimzike au wana ndugu kumzika?

Kituo cha Nuru Wanandugu Sahihi

Jina la Meneja wa kituo

Jina la mlezi wa mtoto

.....

.....

Sahihi

.....

Tarehe

.....

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SCHEDULE.

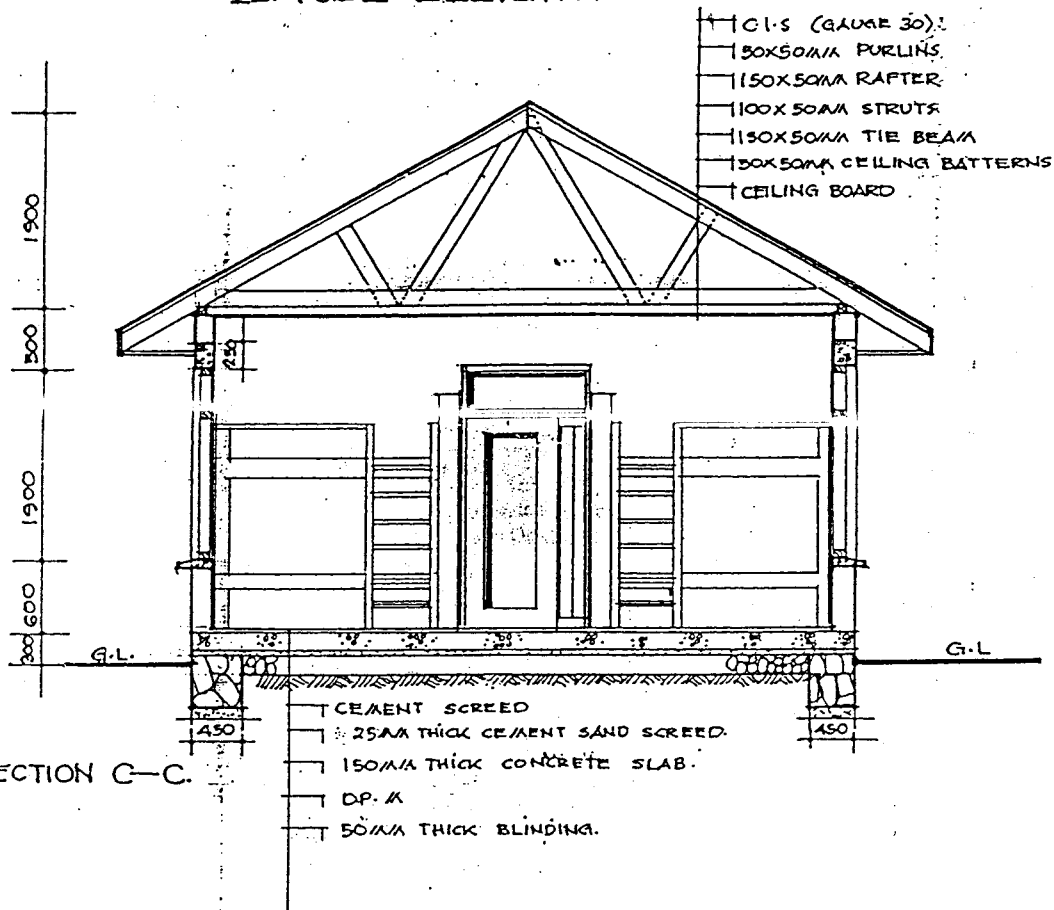
HEIGHT	AMOUNT	COMMENTS
100	10	400mm Top Vent
100	1	
100	1	400mm Top Vent
100	4	
100	1	400mm Top Vent
100	1	
100	2	
100	4	



REAR ELEVATION



LEFT SIDE ELEVATION.



PROJECT : PROPOSED TYPICAL DORMITORY FOR NURU ORPHANS CENTRE

CLIENT : NURU ORPHANS CENTRE /MBEYA, TANZANIA

ARCHITECT : E. MAGANGA

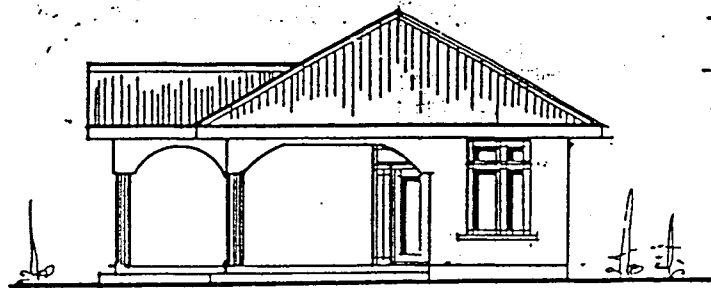
SCALE : 1:100 & 1:50

DRAWN BY : O. KASAMBALA

DATE : JULY 2003.

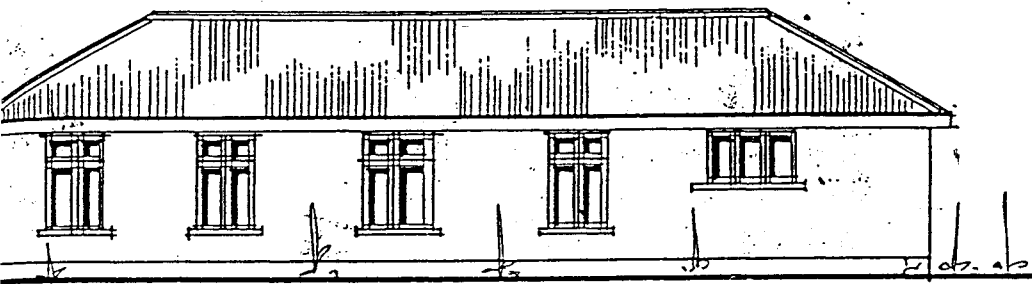
18/8/2004

18/08/04

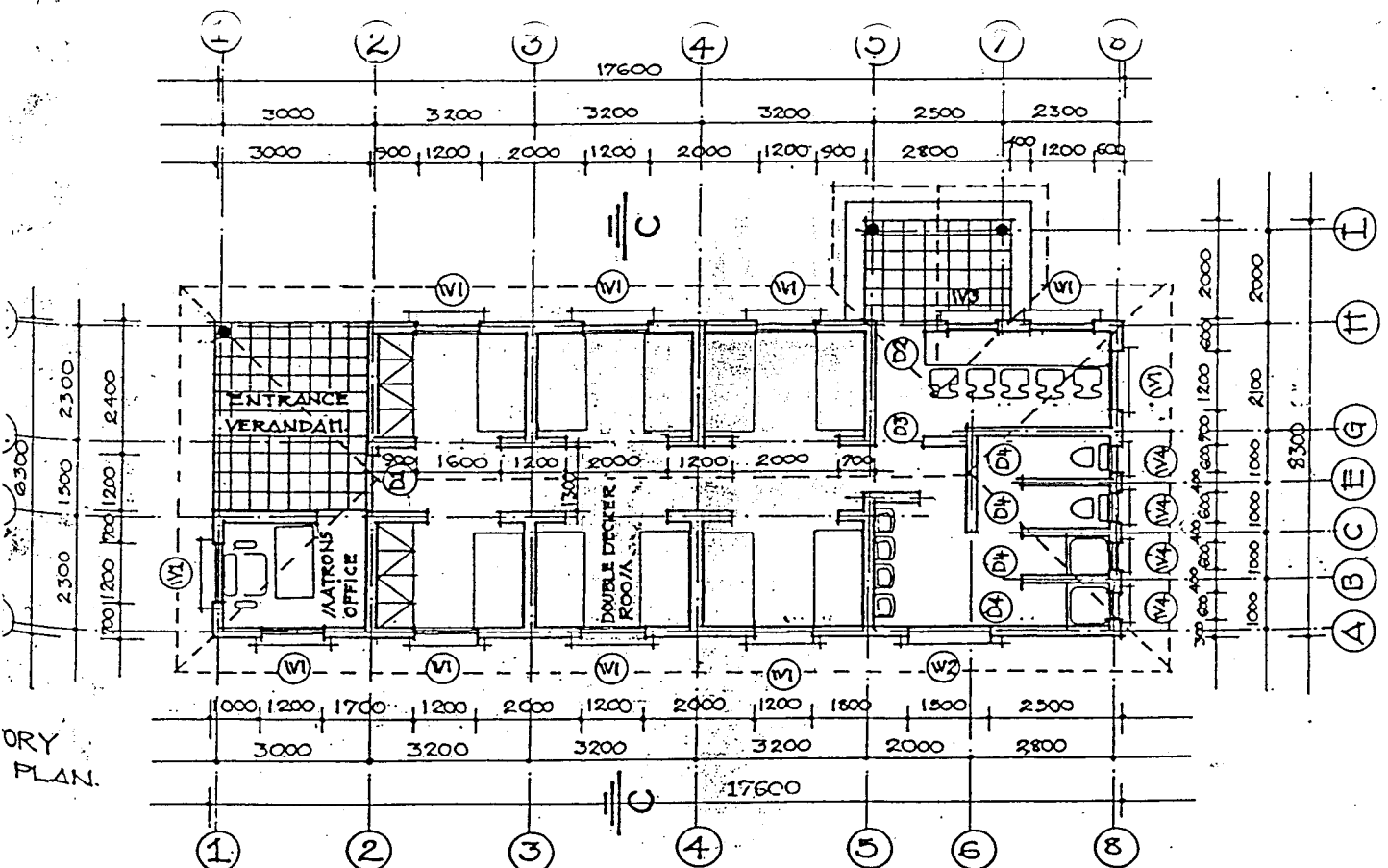


FRONT ELEVATION

DOOR & WINDOW SCHED				
ITEM	WIDTH	HEIGHT	AREA	
W1	1200	1900	10	
W2	1500	1000	1	
W3	1000	1900	1	
W4	600	1000	4	
D1	1200	2500	1	
D2	900	2500	1	
D3	900	2100	2	
D4	800	2100	4	



RIGHTSIDE ELEVATION



Wagui 15/8/2004 Mianawo 15/08/04

SOUTHERN NEW HAMSHIRE UNIVERSITY

&

OPEN UNIVERSITY OF TANZANIA

Research and evaluation methods

Topic: Capacity building in management of Nuru Orphans Centre

1. Do you have accounting regulations in your organization
2. To whom do you report;
 - a. Donors
 - b. Internal use
 - c. Government
 - d. Government/Donor
3. What types of reports do you provide, briefly mention them

4. Do you have any financial procedures in the day-to-day transactions? Yes or No
5. Does your organization have branches elsewhere? Yes ☐ No ☐
6. What qualification does your accountant have? Booking keeping ☐
 Diploma ☐ Certified accountant ☐ Non ☐
7. As management team, how often do you meet during the year?
 - a) Monthly ?
 - b) Quarterly?
 - c) Annually?
8. Have your accounts been audited externally? Yes ☐ No. ☐
9. Is your NGO registered? Yes ☐ No ☐
10. Would be accept training on simple accounting system?
 Yes ☐ No ☐

Thank you very much

	ngoname	branches	finanreg	reporto	accounta	meeting	audited	registered	training
1	Mission to irradiate Ignorance	Mbeya based	Yes	Donnors	Certified public acco	Quarterly	Yes	Yes	No
2	Nuru orphans Center	Mbeya based	No	Donnors	Book keeping knowl	Annually	No	Yes	Yes
3	Bakwata	Have branche	No	Board me	Certified public acco	Quarterly and a	No	Yes	Yes
4	Iringa Residential and transform	Have branche	Yes	Internal p	Diploma in accountin	Quarterly and a	Yes	Yes	Yes
5	Maisha Group	Mbeya based	Yes	Board me	Book keeping knowl	Once a month	No	No	Yes
6	Shidepha+ (Mbeya)	Have branche	Yes	Donors, In	Book keeping knowl	Quarterly and a	Yes	Yes	Yes
7	Upendo Women Group	Mbeya based	No	Internal p	Book keeping knowl	Quarterly and a	No	No	Yes
8	Youth with hope Foundation	Mbeya based	No	Internal p	Book keeping knowl	Quarterly	No	No	Yes
9	Inades Foundation	Mbeya based	No	Internal p	Book keeping knowl	Quarterly	No	No	Yes
10	Shalom Huduma ya Injili	Mbeya based	No	Internal p	Book keeping knowl	Quarterly	No	No	Yes
11	Mbeya Youth Development	Mbeya based	No	Internal p	Book keeping knowl	Quarterly	No	No	Yes
12	Save the women Mbeya	Mbeya based	No	Internal p	Book keeping knowl	Quarterly	No	No	Yes
13	CARITAS Mbeya	Have branche	Yes	Donors, In	Diploma in accountin	Quarterly and a	Yes	Yes	Yes
14	Iyunga Information Centre	Mbeya based	No	Internal p	Book keeping knowl	When need aris	No	No	Yes
15	Malezi ya huruma	Mbeya based	No	Internal p	Book keeping knowl	When need aris	No	Yes	Yes

NURU ORPHANS CENTER

USIMAMIZI WA FEDHA

2004

KUIDHINISHA MALIPO

Ili Hundi ya kituo cha Nuru Orphans Center kuwa halali kwa malipo, yafuatayo yatazingatiwa:

- Sahihi mbili kwa wakati moja
- Cheque ina mhuri wa kituo
- Idhini katika voucher imetolewa

Idhini ya malipo yoyote ya kituo, itazingatia madhumuni halali kwa manufaa ya kituo na si vinginevyo. Idhini halali inaweza kutolewa watu wafuatao:

- Mwenyekiti
- Mweka hazina
- Wajumbe wa bodi

Utaratibu wa idhini ya viwango vya fedha itakuwa kama ifuatavyo:

	Viwango vya malipo	
	Bila idhini ya bodi	Kwa idhini ya bodi
Mwenyekiti	Hadi, 500,000	Zaidi ya 500,000
Mweka hazina	Hadi 200,000	Zaidi ya 200,000
Wajumbe (katika vikao)	Kiwango chochote	

Kila mwaka, mweka hazina atafunga mahesabu Mwezi wa Januari wa mwaka unaofuata, ili kuwa tayari kwa ukaguzi na bodi au ukaguzi wa nje.

Kukaimisha shughuli

Iwapo moja kati ya wahusika watatu hapo juu, wanategemea kutokuwepo kituoni kwa zaidi ya wiki mbili, basi ili shughuli za uendeshaji wa kituo zisikwame, wanalazimika kukaimisha kwa maandishi shughulizi zao kwa mwingine hadi atakapo rudi.

Utaratibu wa malipo:

Ni taratibu nziri kuandaa hundi kama kweli fedha zipo benki. Ni kosa kubwa kufanya malipo ya hundi au kipewa huduma yeyote pasipo kuwa na uhakika wa fedha.

Matokeo ya kuanda hundi bila ya fedha benki ni:

- Faini kutoka benki
- Uaminifu wa kituo unapotea
- Uwezekano wa kupelekwa mahakani ni kubwa
- Uwezekano wa kupoteza mali za kituo kama rehani ni kubwa

Kuna fomu mbali mbali maalum kwa ajili ya malipo kama:

a) Voucha ya malipo/mapokezi

Fomu hii itatumika kwa fedha zote; taslimu au kwa hundi. Fedha zikipokelewa au kulipwa, lazima ijazwe. Ni muhimu kuwa na Na. ya voucher ya mwezi huo, kwa mfano: ya kwanza (1) mwezi wa nne (4), itaandikwa kuwa 1 / 4.

b) Recodi ya malipo ya benki (monthly bank control account)

Fomu hii itanajazwa baada ya fomu ya kwamza kwa malipo yote au kwa baada ya kupokea peza zote. Takwimu katika fomu ya kwanza zitaonekana hapo. Mazoea mazuri ni kurekodi malipo au mapokezi kila wakati inapofanyika malipo.

c) Recodi ya Malipo ya fedha taslimu (cash control account)

Mara moja moja kunahitajika fedha kwa ajili ya malipo madogo madogo. Kwa mfano kununua kiberiti moja au matunda kiasi kwa watoto, si lazima kuanda hundi. Kiasi cha fedha kama Tshs 50,000= kwa wakati moja zinaweza kutunzwa kwenye sanduku la uhakika wa fedha kwa ajili ya matumizi hayo. Hivyo basi lazima kujaza voucher (a), na kurekodi kwenye (b), kama malipo ya 'cash' ya Tshs 50,000/=. Kiasi hicho kitarekodiwa tena katika (c), kama fedha zilizopokelewa. Lakini Na. ya Voucher ya malipo na mapokezi itakuwa tofauti. Yaani, kutakuwa na voucher mbili.

VOUCHER YA MALIPO/MAPOKEZI
(Payment/Receipt voucher)

Na. ya voucha

Aina ya malipo

Tarehe

Maelezo kamili

.....
.....
.....
.....
.....

Jumla za fedha zinazo lipwa/pokelewa

Malipo kwa cheki/ taslimu

Anaelipwa ni

Aliyeanda malipo ni

Aliyeidhinisha malipo ni

Tarehe na muhuru wa kituo

Mwezi wa -----

[illegible]

tt

RECODI YA MATUMIZI YA FEDHA KUTOKA SANDUKU KWA MWEZI (Cash control account)

Mwezi wa

[illegible]

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Kwa mwisho wa tarehe (Banki reconciliation)

1. Fedha zilizo salia kwenye recordi ya benki	x	x
2. Fedha zilizo lipwa katika recordi ya benki lakini hazijaonekana kwenye statement ya benki	x	
3. Fedha zilizosalia kwenye recordi ya fedha taslimu	x	
4. Madai ya benki (bank charges)		x
5. Faida kutoka benki (interest)		x
Tofauti		x

Kama mahesabu kwa mwezi mzima ni sahihi, basi tofafuti itakuwa '0'. Kama kuna tofauti, lazima maelezo vatolewe juu ya tofauti hivo.

AINA YA MALIPO KWA NAMBA ZA GERESHO: (Management Information System – MIS)

Geresho	Aina ya malipo au mapokezi
Fedha na mali kuingia ndani ya kituo	
01	Fedha kwa wafadhili wa nje ya inchi
02	Fedha toka kwa wafadhili wa ndani
03	Misaada ya mali (thamani yake)
04	Riba ya benki
Malipo mbali mbali ya huduma	
05	Madai ya benki (interest or charges)
06	Chakula kwa kituo
07	Umeme
08	Simu
09	Usafiri
10	Posho
11	Mishahara
12	Malazi
13	Vifaa vya ujenzi
14	Mahitaji ya shule ya watoto
15	Mafuta ya gari
16	Afya
17	Ardhi na Majengo
18	Posta
19	Maji
20	Vifaa vya michezo ya watoto
21	
22	
23	
24	
28	

DETAILED PROJECT ESTIMATES

No.	DESCRIPTION	COST ESTIMATE	USER CONTRIBUTION	
			WORK DONE	TO BE PROVIDED
1.	SURVEY AND DESIGN			
	Surveys (topographical)	300,000	300,000	
	Draughting/Drg preparation	40,000	40,000	
	Design costs (incl. Water uality/quantity	180,000	180,000	
	Sub Total	520,000	520,000	
2.	CONSTRUCTION WORKS			
	Intake structure	1,200,000		
	1 No. 45m ³ Storage Tank	3,750,000		
	1 No. Break Pressure Tank	390,000		
	7 Nos Domestic Water Points	2,030,000		
	Pipeline Accessories (eg. Chambers)	360,000		
		7,730,000		
	VAT 20% (on materials)	1,159,500		
	Sub Total	8,889,500		
3.	PIPELAYING			
	50mm PEH, PN6 (33 coils) @ 145,000/=	4,785,000		
	63mm PEH, PN6 (5coils @ 240,000/=)	1,200,000		
	32mm PEH, PN6 (7 coils @ 60,000/=)	420,000		
	40mm GS, Medium (20 pcs) @ 25,000/=	500,000		
	25mm PEH, PN6 (5 coils) @35,000/=	175,000		
	10% for fittings Gravity/Distributions	708,000		
		7,788,000		
	VAT 20% (on materials only)	1,275,450		
4.	Sub Total	9,063,450		
	TRANSPORT			
	Transport pipes from DSM (3 trips)	1,050,000		
	Ferry construction materials 4500 Km. @ 400/=	1,800,000		
	Supervision of works 1800Km @ 350/=	630,000		
	Sub Total	3,480,000		

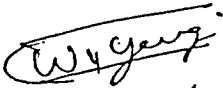
Nuru OPHANS

PHASE ONE

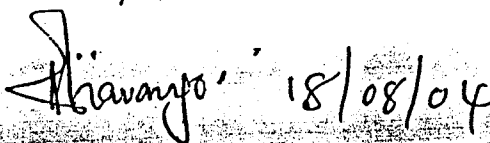
S/NO	DESCRIPTION OF WORKS	QTY	UNIT	RATE	AMOUNT
1	Preliminaries and general cost including mobilization of materials and supervision transport	Sum		80,000	80,000
2	Excavate oversite average depth 150mm to remove vegetable soil and deposit the debris 100m away from site	242	M2	700	169,400
3	Excavate foundation trench commencing at reduced level not exceeding 1.5m deep	57	M3	900	51,300
4	Earth backfilling, well rammed and consolidated around the foundation and make up levels	24	M3	700	16,800
5	75mm blinding of plain concrete grade 7 at nominal mix 1:4:8 cement, and aggregates	3	M3	45,000	135,000
6	Hard core foundation wall bedded and jointed with cement and sand mortar, nominal mix 1:4	37	M3	20,000	740,000
7	150mm thick hard core bed leveled and blinded to receive concrete slab	172	M2	3,500	602,000
8	Plain concrete slab grade 15 at nominal mix 1:3:6 100mm thick including form work	17	M3	55,000	935,000
TOTAL					2,729,500

Amans

Fibavango

18/8/2004



18/08/04

ID	Task Name	ber	November	December	January	February	March	April	May	June	July	August	Septemb
1	Official introduction to NURU orphans Center	I											
2	First visit to the Center	I											
3	Meet with management for tusks	I											
4	Study visit to Igogwe hospital- Orphans	I											
5	Produce report for CARITAS of visit	I											
6	Prepare Centers' 2004 workplan												
7	Produce final paper (report to the University)												
8	Write 3 short request for material support from donors												
9	Prepare simplified financial management tool for Nuru												
10	Test the simplified financial mgt manual												
11	Assist in write-up for financial request of water project												
12	Prepare reasurch questionnaire												
13	Conduct monthly meetings to review center's operations												
14	Participate in construction of water project (10kms pipe) canal di												
15	Report to donors on water project												
16	Conduct participatory project proposal of capacity building												
17	Formation of 8 man mgt committee												
18	Prepare draft report to my instructor												
19	Incorporate changes and additions to my report												
20	Submit final report												

Project: Project plan 1
Date: Wed 01/01/97

Task

Split

Progress

Milestone

Summary

Rolled Up Task

Rolled Up Split

Rolled Up Milestone

Rolled Up Progress

External Links

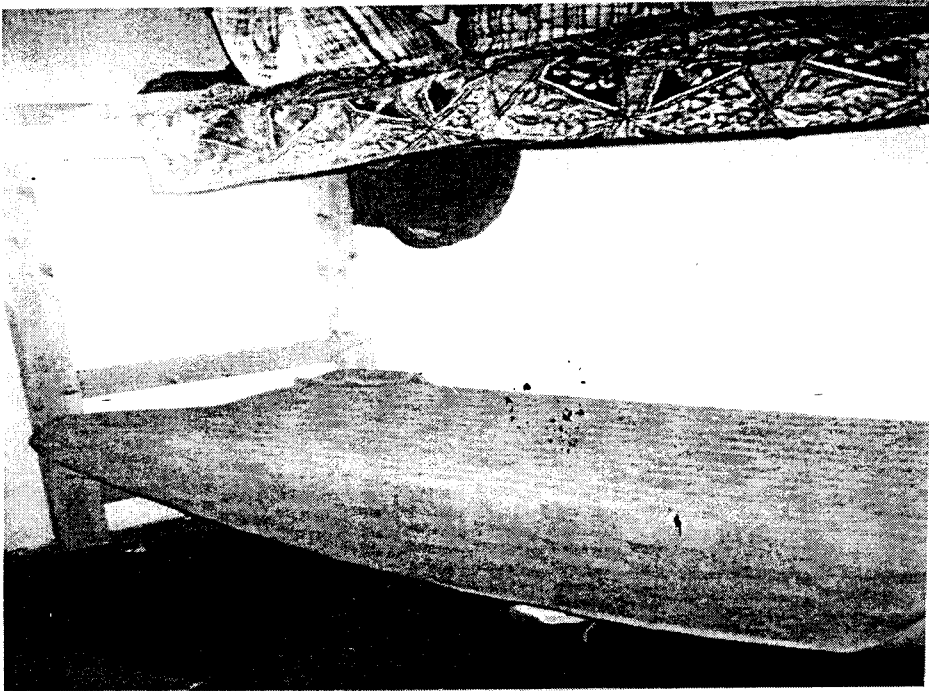
Project Summary

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Picture 1: Amanda Fihavango The founder



Picture 2: Old type of beds – double beds



Picture 3 Replacement beds



Picture 4: Bakery structure



Picture 5: bread from the bakery



Picture 6: Management team and partner



Picture 7: First dormitory, inspected by Chairman of Tanzania Aids Commission, Retired General, Herman Lupogo, Mr Poyo and William Yengi, CED consultant on 17th June 2005. Final completion in August 2005.



Picture 8: Lupogo and Yengi: internal inspection of first dormitory



THE CONSTITUTION OF NURU ORPHANCE CENTRE.

1. INTRODUCTION:

Recently there has been diseases which caused deaths to many parents, leaving many orphans children behind, these children have been deprived of basic needs such as food, clothing, shelter and School, the multiplication of such problems have left our country more poor.

Again mothers of hard characters have tried to abandon their children while others have even thrown their newly born children in pit latrines. Such characters has made children undergo unfounded hardships.

Nuru Orphans centre is a voluntary Non-Governmental organization whose main objective is to reduce the hardship of life to orphans caused by the above mentioned situations. We have therefore decided to open up this centre which will be run according to the constitution and rules of the centre.

11. MEANING OF THE CENTRE:

- Orphans Centre, means "NURU ORPHANS CENTRE".
- Orphans Children Means those whose bolth parents have died, abandoned children, children thrown in latrines, children who have been just left in plastic bags or just left anywhere and their parents are not known nor can they be traced, the centre will also receive children whose mothers have died when giving birth to the child.
- Children means children of 0 - 17 age.
- Administrative stage means the chairman, Treasurer and the Patron.
- Centre Committee means the Chairman, Treasurer the matron and the centre's assistants.
- The board of the centre will include the social welfare officer, Community Development Officer and the Patron.
- The over all incharge of the centre will be the director.
- Treasurer will mean the care taker of the centre's care taker of the orphans.
- Centre's assistants means those who cares for the children and teachers.
- Religeous groups mean any Religion.
- Trustees means any religious group, individual groups or any other people who are trustees of the centre.

111. ARTICLE 1.

Name of the area:

- We intend to establish and call "NURU ORPHANS CENTRE".
- It is an NGO for Orphans Children and those children with different problems as mentioned above.
- Nuru Orphans Centre will be established at Uyole Tukuyu Street and it's address will be P.O. Box 1128, MBEYA, TANZANIA.

IV. ARTICLE 2.Objectives:

The following are the main objectives of "NURU ORPHANS CENTRE"

- (I) To take care of Orphans of 0 - 10 years old until such a time when they can stand on their foot.
- (II) To care for Children whose mothers have thrown them in latrines but survived, unknown mothers, etc. the centre will keep them up to the period they can take care by themselves.
- (III) To feed the Children with balanced diet, clothing, Shelter and treatment.
- (IV) To educate the orphans from Nursery Schools to Primary and Secondary Schools, we shall also look for ways of educating them to higher education institutes/ University.
- (V) To educate the Orphans on self reliance education by following gifts of every child.
- (VI) The Orphans will be prepared to be self reliant in life when they grow up.
- (VII) It will be the duty of the centre to collect Orphans and bring them at the centre.
- (VIII) Children with dead mothers will be taken care of for two years at the centre and fathers will be requested to contribute some money for the up keep of the same.

ARTICLE 3.CENTRE'S ORGANIZATION:

The Orphans Centre will not open branches at this stage and will be situated at Uyole, Tukuyu Street. However, we shall open up other similar Centres in different places when money is available.

The Centres administration will be:

- (a) Administration.
- (b) Centre's working Committee.
- (c) Centre's Board.

(i) ADMINISTRATION:

- i) The Centre's administration will comprise of the director of the Centre, the treasurer and the matron, this administration committee will meet 4 times per year with exception of emergency meetings.
- ii) It will be charged with the duty of looking for sponsors who be discussed by the Centres working Committee and the Centre's Board.
- iii) The centres director will be the Chairperson of this Committee.
- iv) It will be responsible for the Centres recruitment of workers.

(ii) CENTRES WORKING COMMITTEE:

This committee will include administrators, matrons and their assistants, it will meet twice per year a part from emergency meetings.

COMMITTEES FUNCTIONS:

- (i) To approve regulations or rules formulated by the Centres administration.
- (ii) To list all Centres problems and try to solve them.
- (iii) To suggest Centre's changes in existing rules or regulations for the betterment of the same.
- (iv) To evaluate the implementation of the centres objectives.
- (v) To approve income and expenditure budgets.

(iii) CENTRES BOARD:

The centre board will consist of the director, Community Development Officer Social welfare Officer the Patron and those elected by the members. The board will meet once per year excluding emergency meeting.

The chairperson will be elected by the board and will hold office for three years after which new election will take place.

THE BOARD FUNCTIONS:

- (i) To discuss all problems from the Centre and ways of solving them.
- (ii) To receive and discuss about the Centre's activities
- (iii) To solve any problem arising from the Centre.

ARTICLE 4:CENTRES LEADERSHIP.(i) THE DIRECTOR OF THE CENTRE:

The director of the Centre will be the overall leader and will be employed by the Centre. She will be the Chairperson of all sittings with exception of the board.

DIRECTOR'S DUTIES:

- (i) To record and implement all Centres activities.
- (ii) To register Orphans including their personal problems and possibly solve them.
- (iii) To employ Centre's workers.
- (iv) To find out necessary needs of the Orphans.
- (v) To implement all plans for the betterment of the centre.
- (vi) He will be the Centre's spokesman but will relegate his powers to his appointee when necessary.
- (vii) He will represent the Centre's meetings and Seminars and will choose a representative in case he personally can not attend.
- (viii) He will be responsible for bills and debts payments.

(ii) MATRON AND HIS/HER QUALIFICATIONS:

- (i) She should be an Auxilliary Nurse by qualification.
- (ii) She should be kind and Children loving.

HER DUTIES:

- (i) Take care of the Children.
- (ii) Teach Orphans good behaviour.
- (iii) She should stay with Children and know their individual problems.
- (iv) Report to the director about Orphans problems and their health.
- (v) Advice Children in different matters.
- (vi) In co-ordination with the director of the Centre, arrange best ways of solving Orphans problems.
- (vii) Offer first aid treatment to Orphans.
- (viii) To receive progressive reports from assistants.

(iii) TREASURER/STORE-KEEPER AND HIS QUALIFICATIONS:

The treasurer of the Centre will also act as store-keeper.

- (i) She should have accountancy knowledge.
- (ii) She should be trustful.

HER DUTIES:

- (i) To safeguard all the Centres moneys.
- (ii) To keep properly all accountancy books/records.
- (iii) To prepare yearey income/expenditure reports.
- (iv) To prepare payment Voucher and send them to the director for his signature.
- (v) To pay salaries to the centres employees and other suppliers by collaborating with the director.

(iv) CENTRE'S ASSISTANTS:

To start with the Centre will employ 4 matron assistants, but the centre may add more if need arises.

QUALIFICATIONS:

- (i) At least they should be class vii graduates.
- (ii) They should be kind and children lovers.
- (iii) They should be clean and smart.

THEIR DUTIES:

- (i) To take care of small children.
- (ii) To prepare food for the Children.
- (iii) To keep the centre Clean.
- (iv) To teach children different simple lessons.
- (v) To write performance reports of the children to the matron.

ARTICLE 5.INCOME AND EXPENDITURE:A: Income:

Income for the Centre will come from the following sources:

- (i) Milk cattle keeping project.
- (ii) From national and International NGOs.
- (iii) Donations from internal and external organizations.
- (iv) The Children may generate income from self-reliance activities.

(B) EXPENDITURE:

All centre's expenses will be under approved budget by administration and the working committee.

ARTICLE 6.

The Children Centre will only receive children who will pass through social welfare Division and finally accepted by the administration of the centre.

- (i) The centre will seek advise of Social welfare Division on the number of children to be admitted at the centre.
- (ii) Nuru Orphans Centre will only admit well known Children with proper address from social welfare Division and historical background of each child accompanied by three names of the relatives of the child and that he/she qualifies to be taken care at the centre.
- (iii) The Centre will satisfy itself by the selection of the Children and admit the really needy children.

ARTICLE 7.SERVICES TO BE RENDERED AT THE CENTRE:

- (i) The Centre will provide food, accommondation uniforms/clothes to all children.
- (ii) First aid treatment will be provided pending the construction of it's own dispensary in future.
- (iii) The centre will pay any fees/contributions needed by the Schools.
- (iv) The Centre will establish all types of games suitable for girls/boys.
- (v) Self reliance education will be encouraged.

ARTICLE 8.TRUSTEES:

The orphans centre will have two trustees who will be elected by the Centre's board. The trustees will be people with good character and gentle.

ARTICLE 9:PROPERTY:

The Centre will own:

- (i) Buildings including domitries, Kitchen, halls, Classes, dispensary and other buildings to be constructed.

- (ii) Land including games grounds and farms.
- (iii) Also the following animals will be introduced and owned by the Centre:.
Cattle, pigs, hens and goats.
- (iv) The Centre will also buy and own vehicles, motor - bikes and bycles.
- (v) It will also purchase agricultural and other machines such as tractors, sewing machines which will be the property of the centre.

ARTICLE 10.

CONSTITUTIONAL AMMENDMENTS:

In case of constitutional ammendments, the following procedure will be followed:

First they will be discussed by the administration who will foward the desired changes to the working Committee which will discuss them and $\frac{2}{3}$ of the members have to vote for the changes before it is finally discussed and recommended by the Board of directors. Nuru NGO will do any other activities suitable for the progress of the Centre, provided the acts are not breaking the law of the LAND.