



**PAPERWORK
PROGRAMME OF IMARAH RAMADHAN SALAM**

WITH

**YAYASAN AMANAH AN-NUR MAISARAH &
ASRAMA ANAK-ANAK YATIM/MISKIN BUDI MULIA NURULHUDA,
CHEMOR, PERAK**

ORGANISE BY VOLUNTEERS OF YAYASAN SALAM MALAYSIA

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PAPERWORK FOR PROGRAMME OF IMARAH RAMADHAN SALAM

1. INTRODUCTION

- 1.1. This paperwork is prepared to explain and outline the details on a proposed charity programme named “Imarah Ramadhan SALAM” organised by volunteers from Yayasan Salam Malaysia. Yayasan Salam Malaysia or better known as SALAM is a non-governmental organisation (NGO) established with aim to promote volunteerism spirit as well as to provide an avenue and opportunity to Malaysian to involve in volunteerism works either locally or internationally.
- 1.2. This programme is targeted for group of orphanages and poor children from 2 shelter homes located in Chemor, Perak as follows:

1.2.1. Yayasan Amanah An-Nur Maisarah (An-Nur Maisarah)

An-Nur Maisarah is an NGO established on 24 January 2006. The objective of its establishment is to help as well as to educate Malaysian orphanages and poor children in both physically and spiritually, via offering of proper family kind of upbringing environment/system. As at to-date, An-Nur Maisarah housed approximately 40 children and teenage boys between 7 to 18 years old under management lead by Dr. Fazillah bt. Nordin (known as Ibu Fazillah).

1.2.2. Asrama Budi Mulia Nurulhuda (Budi Mulia Nurulhuda)

Budi Mulia Nurulhuda is an NGO established on 18 August 2005. The objective of its establishment is to help fulfilling the basic needs of Malaysian orphanages and poor children including education, financial, moral, health as well as family upbringing environment. As at to-date, Budi Mulia Nurulhuda housed approximately 50 children and teenage girls and boys between 7 to 18 years old under management lead by En. Shaharudin bin Razali (better known as Pak Din).

2. OBJECTIVE

- 2.1. Below are the objectives of this programme;
 - 2.1.1. To establish a relationship between SALAM and residents as well as management from An-Nur Maisarah and Budi Mulia Nurulhuda.
 - 2.1.2. To beneficially spend the month of Ramadhan with charity and community’s related activities.
 - 2.1.3. To provide an avenue and opportunity to individuals and corporate sectors to extend their contribution to less fortunate group such as orphanages and poor children for Aidilfitri’s preparation.
 - 2.1.4. To instil and cultivate the gratitude feeling and other good attributes amongst volunteers via helping out the less fortunate community.

3. DATE/TIME

3.1. This programme will be held for 2 days, i.e. from 5 to 6 September 2009.

4. VENUE

4.1. This programme will be held at shelter homes of An-Nur Maisarah and Budi Mulia Nurulhuda, Chemor Perak.

5. ACTIVITIES

5.1. Activities planned throughout the programme involved, amongst others, the following:

- 5.1.1. Preparing “Bubur Lambuk” as one of break fast meal at An-Nur Maisarah and group activities with An-Nur Maisarah’s residents.
- 5.1.2. Having a break fast meal and performing Terawikh prayer with An-Nur Maisarah’s residents.
- 5.1.3. Having a Sahur meal and perform Subuh prayer with Budi Mulia Nurulhuda’s residents.
- 5.1.4. Organising Aidilfitri’s contribution ceremony for An-Nur Maisarah and Budi Mulia Nurulhuda’s residents.

6. PARTICIPANTS

6.1. It is estimated that a total of 110 persons will be involved in this programme as set out below :

- 6.1.1. 40 children from An-Nur Maisarah;
- 6.1.2. 50 children from Budi Mulia Nurulhuda; and
- 6.1.3. 20 SALAM’s volunteers.

7. TRANSPORTATION

7.1. Volunteers will be carpooling from Kuala Lumpur (K.L.) to Chemor, Perak. It is expected that 6 cars will be use for such purposes. The transportation cost is as set out under paragraph 9 below.

8. ACCOMMODATION

8.1. Volunteers are expected to spend a night at Chemor/Ipoh, Perak for purpose of organising the Sahur meal programme with Budi Mulia Nurulhuda’s residents. As such, it is suggested that a guest house being rented for such purpose. The accommodation cost is as set out under paragraph 9 below.

9. EXPENSES AND INCOME ESTIMATION

9.1. List out below are the estimation of expenses as well as source of incomes for this programme.

9.1.1. Expenses:

NO.	SUBJECT	EXPENSE	TOTAL (RM)
1	Break Fast Meal	<ul style="list-style-type: none"> • 40 persons (An-Nurmaisarah’s residents) $RM\ 30.00 \times 40\ (pax)$ $= RM1,200$ • 5 persons (management of An-Nurmaisarah) $RM\ 30.00 \times 5\ (pax)$ $= RM150$ • 20 persons (volunteers) $RM\ 30.00 \times 20\ (pax)$ $= RM600$ 	1,950
2	Sahur Meal	<ul style="list-style-type: none"> • 50 persons (Budi Mulia Nurulhuda’s residents) $RM\ 20.00 \times 50\ (pax)$ $= RM1,000$ • 5 persons (management of Budi Mulia Nurulhuda) $RM\ 20.00 \times 5\ (pax)$ $= RM100$ • 20 persons (volunteers) $RM\ 20.00 \times 20\ (pax)$ $= RM400$ 	1,500
3	Aidilfitri’s contribution (monetary/in-kind)	<ul style="list-style-type: none"> • 90 person (An-Nurmaisarah & Budi Mulia Nurulhuda’s residents) $RM100.00 \times 90\ (pax)$ $= RM9,000$ 	9,000
4	Accommodation	<ul style="list-style-type: none"> • 1 guest house $RM400.00 \times 1\ (house)$ $= RM400$ 	400

NO.	SUBJECT	EXPENSE	TOTAL (RM)
5	Transportation (carpool) K.L. – Ipoh – K.L.	<ul style="list-style-type: none"> • 6 cars <i>RM200.00 x 6 (car)</i> <i>=RM1,200</i> 	1,200
6	Contingencies	<i>RM 1,000</i>	1,000
	GRAND TOTAL		15,050

9.1.2. Source of income:

NO.	SUBJECT	INCOME	TOTAL (RM)
1	Volunteers' contribution	<ul style="list-style-type: none"> • 20 persons (volunteers) <i>RM50.00 x 20 (pax)</i> <i>=RM1,000</i> • SALAM'S volunteers fund <i>=RM1,000</i> 	2,000
2	Sponsorship/contribution from individuals and corporate sectors		13,050
	GRAND TOTAL		15,050

10. AGENDA

10.1. Below are the tentative agenda throughout the programme:

DAY/DATE	TIME	ACTIVITY
Saturday (05/09/09)	11.00 a.m.	Briefing and depart from SALAM's office
	02.00 p.m.	Arrive at guest house in Chemor/Ipoh, Perak
	03.00 p.m.	Drive to An-Nur Maisarah
	03.30 p.m.	Introduction session with An-Nur Maisarah's residents and management
	04.30 p.m.	Perform Asar prayer
	05.00 p.m.	Preparation of break fast meal and group activities
	07.00 p.m.	Speech by SALAM's representative and management of An-Nur Maisarah
	07.30 p.m.	Break fast and perform Maghrib prayer
	08.30 p.m.	Perform Isha' & Terawikh prayer
	09.30 p.m.	Light meal & Aidilfitri's contribution ceremony
	10.30 p.m.	End of 1 st day agenda

DAY/DATE	TIME	ACTIVITY
Sunday (06/09/09)	03.30 a.m.	Drive to Budi Mulia Nurulhuda
	04.00 a.m.	Preparation of Sahur meal
	04.30 a.m.	Waking up residents of Budi Mulia Nurulhuda for Sahur
	05.00 a.m.	Sahur
	06.00 a.m.	Perform Subuh prayer
	06.30 a.m.	Speech by SALAM's representative and management of Budi Mulia Nurulhuda
	07.00 a.m.	Aidilfitri's contribution ceremony
	08.00 a.m.	Post-mortem & end of programme
	09.00 a.m.	Return to Kuala Lumpur

11. COMMITTEE

11.1. A committee has been formed to ensure the successfulness of the programme as well as to smoothen its implementation. Below are the list of appointed committee for the programme:

Advisor

Datuk Ahmad A. Talib
Trustee board of Yayasan Salam Malaysia

En Md Ghani Ibrahim
Chief Executive Officer, Yayasan Salam Malaysia

Staffs of Yayasan Salam Malaysia

Committee

Director	- Mohd Effuan Aswadi Abd Wahab
Secretary	- Nor Aniza Ramli
Treasury/Sponsorship	- Alisah Kassim Khadijah Che Mat
Gift/Souvenir	- Nor Karimah Mat Hussin Sarbanon Japar
Catering/Food & Beverages	- Norzamliza Zahari Shamsiah Hamid
Activity	- Fait Hanapi Zurina Saifuddin
Transportation	- Diana Syafiza Said Siti Sarah Ahmad
Accommodation	- Nor Afizah Omar Din Noridah Lohang

12. CONCLUSION

It is our hope that this programme will be implemented successfully and achieve its objectives as highlighted under paragraph 2 above. In addition, a good support from individuals and corporate sectors are expected to encourage a volunteerism as well as philanthropic spirits amongst our community.