



NHA MAY MAN / NGO MAISON CHANCE

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OPERATION REPORT 2009

During 2009, Maison Chance had success with different projects. Here is some general information about our activities.

I) HUMAN RESSOURCES:

1) Staff: Maison Chance employs 44 people (24 women and 20 men). 7 former beneficiaries and also volunteers are added to the official employees.

Department	Number of employees	Number of beneficiaries	Number of volunteers	Total
Management Committee	6			6
Administration, Finances	3*			3
Human Ressources	1			1
Social Department	2		2**	4
Education	6*			6
Training and Production	6	2		8
Sales and Marketing	2	1		3
Health Department	7	2**	1	10
Catering Department	2	1	1	4
Goods and Services	13			13

Note:

* Three members of the Administration and Finances Department and one member of the Education Department are also members of the Management Committee

** These people are working part-time

2) Vietnamese Volunteers: 18 people

Maison Chance works with doctors, teachers (music, drawing, English, Computer), a social worker and a chef (transport expenses are reimbursed to them).

Social Department: 2 volunteers

Education Department: 9 volunteers

Health Department: 6 voluntary doctors whom specialities are: urology, spinal column, orthodontia. These doctors have been working as volunteers with Maison Chance for several years.

Catering Department: 1 volunteer (working full-time and is accommodated at the premises)

3) Foreign Volunteers:

In 2009, Maison Chance worked with 24 foreign volunteers:

- Short time: 18 volunteers (less than 3 months)
- Long time: 6 volunteers (more than 3 months)

These volunteers worked as: teachers (French, English, IT), assisted help to the infirmary.

10 volunteers were accommodated by family living in Saigon, 9 stayed at hotels, 3 could obtain a special visa to stay at the Take Wings Centre and 2 had their own home at the city centre.

Not all the volunteers can stay at the Take Wings Centre because of the requirements of the Vietnamese authorities. A special NGO working visa has to be sort by Maison Chance from the competent Vietnamese authorities. When these different services give their permission, the office of Immigration issues the aforesaid visa. This visa only can be issued if the volunteer has a degree related to the mission that they would like to do at Maison Chance. In addition, because of the length of this administrative process, only long term volunteers can benefit from this visa.

4) Former and current beneficiaries of Maison Chance who have become Staff: 8 people

Sales and Marketing Department: 2 slightly disabled people, who have been rehabilitated, are assistants for the drawing and small carpentry workshops.

Health Department: 2 young adults working part-time (still learning and residing at the Maison Chance Shelter)

Catering Department: 3 people (1 disabled person in a wheelchair, but rehabilitated, 1 slightly disabled person and 1 able-bodied beneficiary working part-time).

Sales Department in Vietnam: 1 former beneficiary, slightly disabled, and an orphan

5) Direct beneficiaries:

Total of direct beneficiaires: 390 people

- Children provided with schooling for free: 173 under privileged children and young disabled people (poor children of the neighbourhood, residents of Maison Chance Shelter)
- Number of beneficiaries residing at the Maison Chance Shelter in 2009: 51 people, whom 29 are disabled, 22 orphans (6 rehabilitated back to society).
- 32 former apprentices found work in the workshops of the Take Wings Centre.

- In 2009, in addition to the direct beneficiaries (who are helped on a daily basis), Maison Chance occasionally or continuously helped 136 sick persons / poor disabled people or former beneficiaries. This help consisted of medical cares, medicines, school tuition, rice and some financial help to set up a professional activity.

II) OPERATION REPORT:

1) Education:

– Teaching from the 1st to the 5th grades for the residents of Maison Chance Shelter and also for poor children of the area whom families do not have the financial means to send them to school. The goal is to help our beneficiaries to achieve the primary program in order to allow them to acquire a basic education. The students, who obtain the primary degree and have the capacities, are encouraged to continue their studies in other schools outside our premises. Thanks to the status of Maison Chance, the students who want to continue their studies can go to evening schools free of charge or to private schools with a discount offer.

– At the present time, there are 5 classrooms of primary teaching at the Take Wings Centre. All the students are provided with free school supplies and can have lunch at the centre. The school curriculum is validated by the Department of Education of Binh Tan District.

– 173 children were enrolled at the beginning of the Academic year 2008-2009 but only 153 children took the exams at the end of the year. During the year, 4 pupils changed school and 16 pupils stopped learning. All the children who took the exams succeeded, of these 67 children obtained very good results, 40 obtained good results and 46 an average result. The students who obtain good results and worked well during all the year, received an award delivered by the local authorities. 53 pupils received clothes. Of the 17 students of the 5th grade who passed the exam to enter the 6th grade, 14 students continued their studies and 3 began an apprenticeship.

At the beginning of the new school year in September 2009, the 5th grade had 29 new students enrolled.

– In addition of the general teaching, the students are following computer, foreign language, music, art lessons and participate in different activities like: tourist trips, activities organized by others schools, other centres or charities:

+ On March 10, 2009, a group of Danish, Dutch, Spanish and Australian magicians performed a show for the children.

+ On the occasion of the International Children's Day (1st June), all the students of the Take Wings Centre visited Dai Nam park in the Binh Duong province.

+ Within the framework of the "Green summer" 2009 program (a volunteer movement of young Vietnamese during the summer time), some students of the Universtiy of Pharmacy came to play with the children from July 21 to August 8, 2009.

+ The evening of July 10, 2009, some students performed a dance show during the annual party of Roche Company. Nguyen Thi Thu Thao and Lam Hoang Hieu (4th grade) did drawings which had been presented to Roche.

+ July 22, 2009, a group of 5 people from a French circus performed a show for the children.

+ August 15, 2009, 15 children had been invited by Johnson Controls Cie to visit the ceramic Minh Long Centre in the Binh Duong province. They made objects in ceramic which were later sold in an auction to the employees of Johnson Controls who were present.

- + On the occasion of the Mid-Autumn Festival (September 26), students of the University of Pharmacy, the 4th section of the Vietcombank and the Roche Company organized several activities and offered Moon cakes to the children (This cake, eaten at this occasion, contains salted egg yolks that's shape resembles the moon. There are several varieties of moon cakes and some are typical for a region).
- + The evening of December 24, Maison Chance organized the Christmas Party at the Shelter and offered a present to all the beneficiaries, direct and indirect! The majority of former beneficiaries socially rehabilitated, came back to the shelter for the family parties.

2) Vocational Training:

The beneficiaries who are following vocational training at the Take Wings Centre are disabled people, orphans and teenagers in a difficult situation. The disabled people have fragile health and don't have the possibilities to follow training in vocational schools outside. In addition of absences for medical reasons, these people have difficulties of movement without the help of a third party and difficulties to reach the classes which are held on the first floor in other institutions.

Maison Chance has 4 vocational training workshops: sewing, drawing, IT and Small Carpentry that welcomed about 50 apprentices.

Sewing Workshop:

At the present time, 13 apprentices are trained in making feminine clothes, also creation of decoration products in fabric. Some are still in training, some others have acquired professional skills and come back to the Take Wings Centre to work. Nevertheless, they are continuing to improve their skills and are participating in additional lessons the sewing workshop at the Take Wings Centre, three times a week.

Drawing Workshop:

18 apprentices are studying perspective drawing, still-life, oil painting, and other art forms. They create both original artwork and replications of famous Vietnamese and international artists, handmade cards are also produced here.

Small Carpentry Workshop:

There are 6 students who are taught to use various bamboo and wood work equipment and machines so that they can produce a variety of items such as shelves, tool boxes, night-lamps, tables and chairs. All of those items are made of bamboo. The workshop also takes custom orders for items such as wooden frames.

IT Workshop:

9 quadriplegic apprentices (severely disabled in the upper body and limbs) are trained in the design and management of websites, to use programs that allow them to compete with the market demand.

In addition, 49 students of the 4th and 5th grades are following IT lessons in order to improve their knowledge and to have more facilities available if they continue their studies after their primary teaching has been completed.

In 2009, 4 disabled IT students found employment with a company at the city centre.

Production:

When the apprentices have learnt enough skills, they are transferred to the production department. They produce products according to the demand of the market and complete orders from Vietnamese and foreign clients.

The apprentices who participate with production are paid for their work. The apprentices who are living at Maison Chance Shelter only receive 20% of their salary, whilst the remaining 80% is deposited in a bank account (each apprentice has his/her own account) managed by the Association. They will become the holder of their account when they complete the training and will be able to begin an independent life with a small capital.

In parallel of the production, the apprentices spend several mornings during the weeks to improve their professional skills.

3) Health:

- Staff of the health department:

Employees: 1 person in charge of health, 1 pharmacist, 2 physiotherapists and 5 patients' caretakers.

Volunteers:

- A group of retired doctors (all the specialities are represented) come once a year to do consultations.

- Doctors from Binh Dan, Cho Tay Hospitals and from the Chan Thuong Chinh Hinh Centre are working with Maison Chance when needed.

- In addition to other volunteering dentists, a dentist comes every Monday to do consultations at the Take Wings Centre. He also offers free consultations to the beneficiaries of Maison Chance when needed.

Each week, the medical team organizes meetings about different medical subjects. All the beneficiaries are informed in order that they understand better about the various illnesses and to become more mindful of their health.

All the beneficiaries, the students and the staff have been provided with complete medical investigations, screening for tuberculosis (in January), for HIV and hepatitis B and C (in November). The setting up of complementary and adapted vaccinations for all these people is in progress.

III) VILLAGE CHANCE :

In parallel to the activities described above, Maison Chance is realizing the "Village Chance" project (duration of the work: 15 months). The ground breaking ceremony occurred on October 27, 2009. At the end of the year, the soil filling, the surrounding wall and the foundations of the first two blocks of houses were finished. This new construction is to accommodate the needs of the disabled beneficiaries who have been rehabilitated but have difficulties to find a place to live because the houses are not adapted for people using a wheelchair.

The Village Chance, a place adapted for people using a wheelchair, is now under construction. On a plot of land of 3,513 m² will be constructed: 40 apartments (accommodation capacity is for about 125 disabled people), a school (180 students), a sports ground and also a rehabilitation swimming pool, a canteen/restaurant (which will also be a training place), rooms for the

volunteers, guests rooms (for the friends of the Association, for disabled foreigner who want to meet the disabled beneficiaries of Maison Chance), an office, a infirmary, etc...

IV) FINANCIAL REPORT:

In 2009, the operational expenses of the Maison Chance Shelter and the Take Wings Centre was **249,582 USD**. The amount of the income was **694,118 USD**.

The total of investment expenses for the Village Chance (from 2007 until the end of 2009) was **772,678 USD**. (Financing received by donations from friends of Maison Chance overseas).

So, the total amount of expenses for 2009 was about 1,000,000 USD, and distributed as follows:

Expenditure of programs	VND	USD
Maison Chance Shelter	1,383,095,000	76,838.60
Take Wings Centre	1,998,163,000	111,009.05
Shared services	1,095,174,000	60843.00
Investments	16,040,000	891.11
Total expenditure of programs	4,492,472,000	249,581.76
Expenditure for the Village Chance	13,078,258,000	772,678.00
Total	17,570,730,000	1,022,259.76

1 USD = 18,000 VND

INCOME 2009 ACCOUNT			
	Categories	VND	USD
1	Income from production	(1USD = 18,000VND)	
	Income from production (cash)	1,480,791,000	82,266
	Income from production (bank)	1,461,346,200	81,186
	Total	2,942,137,200	163,452
2	Donations		
2.1	Bank:		
	Cie Sika - Romuald Burkard Funds	1,776,000,000	98,667
	Maison Chance Switzerland	1,389,128,940	77,174
	Fundraising in Australia	1,315,253,882	73,070
	Terre des Hommes Alsace	1,124,363,500	62,465
	Fundraising in England	503,248,320	27,958
	Timex Group B.V	323,317,980	17,962
	Target International Sourcing/AMC	221,655,960	12,314
	Roche Vietnam Cie	107,983,000	5,999
	Llyod George Asia Foundation	89,446,680	4,969
	Other donations	75,147,820	4,175
	Maison Chance Belgium	71,076,000	3,949
	Interests and reimbursement of fees	65,506,565	3,639
	Maison Chance USA	53,960,400	2,998
2.2	Cash	2,320,827,000	128,935
2.3	Other incomes in cash	115,078,500	6,393
	Total	9,551,994,547	530,666
	Final balance total	12,494,131,747	694,118
	<i>Distribution of the donations according to the program</i>		
	Shelter Maison Chance	1,801,310,690	100,073
	Take Wings Center	1,023,284,390	56,849
	Village Chance	3,917,820,182	217,657
	For all the programs	2,809,579,285	156,088

MAISON CHANCE : EXPENDITURE 2009 ACCOUNT

MAISON CHANCE SHELTER						TAKE WINGS CENTER					
No	Categories	USD	No	Categories	USD	No	Categories	USD	No	Categories	USD
1	Medical expenses	28,934.19	4	Direct beneficiaries	8,574.46	1	Education expenses	16,427.08	3	Medical expenses	2,857.11
1.1	Miscellaneous	0.00	4.1	Miscellaneous	25.00	1.1	School, education expenses	4,904.47	3.1	Material, medicines	1,946.00
1.2	Hospital expense	10,198.00	4.2	Clothing, bedding, linen	1,506.47	1.2	Recreation, trips	1,315.33	3.2	Miscellaneous	911.11
1.3	Material, medicines	9,276.97	4.3	Personal hygiene	2,714.35	1.3	Teachers' salaries	10,207.28	4	Food expenses	18,748.92
1.4	Salaries	9,459.22	4.4	Entertainment, trips	3,510.25	2	Vocational expenses	9,596.19	4.1	Food, gas	15,512.58
2	Food expenses	21,977.07	4.5	Orthopaedic support	818.39	2.1	Computer department	1,858.33	4.2	Salaries	3,201.89
2.1	Food, gas	19,369.57	5	Building expenses	16,551.56	2.1.1	Furniture, miscellaneous	84.44	4.3	Equipment, miscellaneous	34.44
2.2	Salaries	2,281.28	5.1	Electricity, gas	4,252.44	2.1.2	Reparations	861.06	5	Building expenses	17,219.31
2.3	Equipment, miscellaneous	326.22	5.2	Maintenance, reparations	3,774.94	2.1.3	Teacher's salary	912.83	5.1	Electricity, gas	5,114.67
3	Internet service	801.33	5.3	Furniture, equipment	1,985.56	2.2	Sewing workshop	1,351.17	5.2	Maintenance, reparations	3,244.61
3.1	Electricity	0.00	5.4	Guardians' salaries	2,679.61	2.2.1	Furniture, miscellaneous	86.56	5.3	Furniture, equipment	1,706.89
3.2	Internet connection	513.33	5.5	Cleaners' salaries	1,663.06	2.2.2	Teacher's salary	1,264.61	5.4	Cleaners' salaries	2,708.08
3.3	Furniture	288.00	5.6	Reparer's salary	1,346.00	2.3	Drawing workshop	3,975.08	5.5	Reparer's salary	2,412.47
3.4	Rewards	0.00	5.7	Warehouseman's salary	849.94	2.3.1	Furniture, miscellaneous	1,282.25	5.6	Warehouseman's salary	945.81
Exchange rate: 1 USD = 18'000 VND						2.3.2	Teacher's salary	2,692.83	5.7	Guardians' salaries	1,086.78
						2.4	Bamboo workshop	2,088.83	6	Production/sales expenses	46,160.44
						2.4.1	Furniture, miscellaneous	279.28	6.1	Drawing workshop	12,966.39
						2.4.2	Teachers' salaries	1,809.56	6.2	Sewing workshop	25,052.22
						2.5	Outside training expenses	322.78	6.3	Bamboo workshop	8,141.83
						Total Maison Chance Shelter					

Total Maison Chance Shelter	76'838.61	Total Take Wings Center	111'009.06
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SHARED SERVICES					
Administrative expenses		12,753.14	Transport expenses		5,375.67
Communication		3,415.89	Vehicle fuel (bus, motorbikes)		2,387.28
Office stationery		1,625.81	Vehicle reparations and maintenance		1,242.89
Reception expenses		601.39	Driver's salary		1,745.50
Salaries		7,110.06	Foreign volunteers management		2,683.36
Staff's training		572.00	Management of the programs		8,637.22
Loans		0.00	Reception expenses		1,541.28
Direct assistance to non-residents		10,007.28	Psychological and social support		3,453.83
Staff's medical expenses		31.22	Project's office		15,788.00

Total Shared services	60,843.00
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Investments	891.11
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TOTAL (USD)	249,581.78
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EXPENDITURE AS OF DECEMBER 31, 2009

1. Purchase of the land

Receiver	Explanation	Amount in VND	Amount in USD
	Purchase of the land	7,728,600,000	483,038

Exchange rate when we bought the land: 1USD = 16,000VND

2. Preparation of the work

Receiver	Explanation	Amount in VND	Amount in USD
Truc Tien Cie (architecture)	Advisory contract about the construction	28,875,500	1,563
Truc Tien Cie (architecture)	Advisory contract about the drawing of the plans	139,135,000	7,533
Tu Van Sai Gon Cie (architecture)	Technical plans	70,500,000	3,817
Do Doc Sai Tay Cie (architecture)	Update of the plans of the land	5,777,000	313
Geological services	Geological investigation	12,500,000	677
Town planning services	Check of the project	922,000	50
Maison Chance	Ground breaking ceremony	4,378,000	237
CPE Cie	Supervision of the construction	15,000,000	812
Lam Dien Phat Cie	Measurement and delimitation of the land	3,672,000	199
	Other expenses	8,452,000	458

3. Soil filling

Receiver	Explanation	Amount in VND	Amount in USD
Nam Thien Loc Cie (construction)	Soil filling	915,106,500	49,546

4. Surrounding wall

Receiver	Explanation	Amount in VND	Amount in USD
Nam Thien Loc Cie (construction)	Surrounding wall	696,500,000	37,710

5. Construction of the C & E Blocs

Receiver	Explanation	Amount in VND	Amount in USD
Nam Thien Loc Cie (construction)	C & E Blocs	3,448,840,000	186,727

Total Expenditure	13,078,258,000	772,678
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Exchange rate: 1USD = 18,470VND

Report made by Maison Chance Vietnam in February 2010

Tim Aline Rebeaud

