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LEGAL SERVICE

RECEIVED BY: mary jo tan

Subject : Implementing Procedures In the Conduct of Family Camp As
Part of Pilot Implementation of Modified Conditional Cash
Transfer Program

I. RATIONALE

The Modified Conditional Cash Transfer Program (MCCT) aims to provide well-rounded services to the Families in Need of Special Protection, including families of child laborers, families with differently abled children, IP migrant families, displaced families due to natural and man-made disasters and other families in crisis situation. The MCCT's primary program package is health and education cash grant, specifically for families with children ages 0 to 14 years old. The program conditionalities gear towards achieving improved/preventive health care among pregnant woman and children under 5 years. Further, children ages 6 to 14 years old shall be able to maintain 85% school attendance, while household grantees shall be able to attend family development sessions (FDS) every month.

The conduct of the Family Camp serves as kick-off activity of the Family Development Session under the MCCT for FNSP. It aims to provide a beginning activity where the family or household can have opportunity to know the inner qualities of these family members as the foundation in strengthening family relationships. It is also an opportunity for the household members learn new skills in dealing and discovering the value of communication among the family members. It is a venue where they can grow in relationship and learn from one another with fun to will help them form a stronger bond, especially when the family is struggling with problems. The family camp is a structured program, family based intervention, recreational and it includes therapeutic approach if necessary especially when children are abused.

The sessions and activities include deepening orientation about the Pantawid Pamilya program, psycho-education, parenting workshop, character building program, specifically for children and teenage members of the family and strengthening husband & wife relationship shall be provided in a wider perspective. The end goal of the family camp is to improve family relationship and to consistently undertake their co-responsibilities in the program implementation geared towards empowered families.

II. OBJECTIVES:

- a) To provide an overall orientation on the MCCT program implementation highlighting the beneficiaries co-responsibility in the program.
- b) To provide a venue for the MCCT beneficiaries and their families for assessing the family situation and to identify positive and negative qualities of the family members.

- c) To gain knowledge and skills in dealing with themselves and other family members by providing relevant topics needed by the group, including self-worth, character building, communication, and building gaps on family relationships.
- d) To offer variety of activities with different approaches across all ages and based on needs of the family and culture / ethnicity.
- e) To provide opportunity for sharing with others going through similar experiences, identify positive and their coping mechanisms.
- f) And assisting them to take positive direction in achieving responsible and productive family life.

III. DESCRIPTION:

The Family Camp is a three-day activity designed to help families gain positive life interaction patterns, increase communication, and identify family issues and family values geared towards healthy family life, including family resource management and community participation. It uses various methodologies which includes presentations, workshops, return-demonstration, growth group sessions, psycho-education and recreational activities.

The structured activities for the whole family are based on need of the group or category of the beneficiaries but it will aim to capture issues and interest of parents, teens and children. Their experience in the family camp will not only bring them productive workshops and sessions to strengthen family ties but build an opportunity to cherish family experiences and relationships.

IV. GENERAL GUIDELINES:

A. Pre-Family Camp Activities/Procedures

1. *Identification of MCCT beneficiaries as participants*

All MCCT registered beneficiaries which include the following:

- Families of child laborer
- Families with differently abled children
- IP migrant families
- Displaced families due to natural and man-made disasters
- Homeless street families
- and other families in Need of Special Protection

2. *Conduct of psychosocial assessment*

- To define the problem area among the family members as basis of topics/sessions and activities to be undertaken in the family camp.
- To have an analysis on the overall issues of the families. To plan/organize activities that would help them address their concerns and acquire a healthy family life. *(Attached though is the sample Session Guide for the conduct of Family Camp. You may modify name of the topics and methodologies depending on the issues and characteristics of the participants.)*

The output of this assessment shall be a summary of common issues and concerns by the households and this will serve as basis in the formulation of program of activities for the conduct of family camp.

3. Organization of Working Committees for Family Camp

1. Formulation of Family Camp working committees :

a. Team

- Convenor : CSOs Team Leader / MCCT Regional Focal Person
- Members : Case workers, psychologists , supply officers and CSO staff assigned in MCCT implementation

b. Family Guide and volunteers (From the beneficiaries)

- ⇒ One Family Guide is to 3 families (including their own family)

2. Working committee Roles and Responsibilities

a. Team Members

a.1 Review of the identified households who will attend the family camp to determine the following :

- ⇒ Numbers of adults and number of children
- ⇒ Physical limitations and food references (specifically the IPs and Muslim participants)

a.2 Identify possible site to consider the following :

- ⇒ Safety / hazard free
- ⇒ Transportation cost
 - Accessible
 - Affordable Cost
- ⇒ Conducive for both indoor and outdoor activities

a.3 Check and finalizes set menus to ensure provision of sufficient and nutritious food and snacks, including add-on foods for the kids (biscuits/ candies)

a. 4 Check and prepare supplies needed and kits for the participants

b. Family Volunteer guides (From the beneficiaries)

- b.1 Organize and assign buddy system among the target beneficiaries based on the ratio provided.
- b.2 Oversee and ensure on time attendance and active participation of participants
- b.3 Serve as spokesperson/coordinator of sub team family members
- b.4 Ensure that other needs and concern of the sub team family members be responded and attended by the Family Camp Secretariat/Facilitators

3. Plan of activities

3.a Session Content

- ☞ The mechanics, program design and session plan should be based on the pre-identified issues of the families attending the camp. (Please see attached generic session guide)
- ☞ All the program activity must be equally suitable to all ages to enjoy and to avoid possible accidents, particularly to the adult who are not accustomed to physical activities
- ☞ In the development of program activities, the Family Camp Secretariat Facilitating Team should consider all the members of the families, including the age bracket of each family member. The activities should be holistic in approach, where the families shall work together as a team and activities especially outdoor games should be appropriate across ages. Sessions dealing with teenagers and children should be conducted while the parents are attending sessions on parenting/ child rearing. (*Back-to-back activity*)
- ☞ Daily program of activities should be fun, energetic and skillful but it should be balanced by period of quite relaxation.
- ☞ The program of activities should be organized that will be suitable to all ages, from the oldest to the youngest but will also foster closer relationship among the members.

3.b Families notification

- ☞ In giving notification, the family should be provided a list of program of activities to be conducted for them to be prepared. Likewise, a list of items to bring in the Family Camp. (e.g. type of clothing and personal amenities such toothbrush, comb and towel)

4. Logistical requirements

The concerned CSOs shall ensure that the logistics requirements on the conduct of family camp are properly coordinated and assessed based on the need of the said activity:

- ☞ Venue/ accommodation (size of rooms, plenary hall, outdoor amenities, ground for the conduct of outdoor games)
- ☞ Meals and snacks - (Muslim and IP preferred food should be considered)
- ☞ First aid and safety - first aid kit should be accessible at all times - a vehicle or ambulance for emergency
- ☞ Needed supplies and equipment are prepared
- ☞ Family camp kit (preferably camp kit -towels, bath soap, toothpaste, tooth brush, cup)
- ☞ Location of the venue - should be proximate from the beneficiaries community to have a minimal transportation expenses
- ☞ The Family Camp Secretariat Facilitators/ Team shall ensure the smooth implementation of the family camp, including daily registration and daily evaluation of activities, etc.

5. Identification of the Resource Persons and facilitators

- Educational Attainment – Bachelors Degree and Allied Social Sciences or Relevant Experience
- Familiarity in handling and managing of group activities/session with FNSP
- Relevant experience in family development activities and on FNSP
- Relevant training in conducting family camps and counseling for the poor
- Personal Interests (social, spiritual, hobbies, personal achievements, promotive to positive value)
Note : spiritual aspect should be ecumenical/ general in extent, influence and application. It should never be based on the partners' spiritual orientation and belief.
- Flexible and sensitive and high facilitating skills. (e.g. flexibility to the type of beneficiaries- e.g. Indigenous People, PWDs, Displaced families due to disasters, etc.)
- Languages (e.g. ability to speak local dialect in the area)

B. During the Family Camp Activities

1. General orientation on the overall MCCT program
2. General orientation on the conduct of the family camp, including house rules (e.g. no drugs/alcohol; curfew; family need to finish the 3-day activity, except in case of emergency and other concerns)
3. Presentation of the 3-days structured activities and its objectives
4. Presentation on the consolidated situational condition/ issues and concerns and the corresponding topics to be covered in the family camp
5. Presentation and discussion on the module/topics to be discussed based on the presented need or problem area of the beneficiaries. The modules/ topics vary from one area to another area or depending on the beneficiaries' category. Topics may include:
 - Parenting and child rearing
 - Interpersonal communication
 - Marriage and the family
 - Character building program
 - Behavioral therapy
 - Life skills
 - Other topics relevant to the target group of beneficiaries
6. Recreational activities related to the topics being presented or group dynamics/ games
7. A family buddy system will be put in place. Each family will be responsible for their family buddy in all aspects of the training such as but not limited to:
 - Participation in all activities
 - Learning of important concepts
 - Sharing of learning
 - On time attendance in sessions
 - Safety of family members
 - Active participation in all activities
8. Evaluation and assessment on the day's activity will be conducted every night by the camp team leader and the facilitators to ensure that all concerns of the participants are being address.

9. Family thrust and promotion of positive family values shall be the main output of the family camp and translated into simple family commitment activities
10. Process documentation, output and impact of the activity, including recommendations shall be prepared and to be submitted to the NPMO
11. Secretariat or Camp Team is responsible that the area is safe and ensures that the activities are nonviolent and safe especially outdoor games.

C. Post Camp

1. Monitor the implementation of family commitment activities prepared by the beneficiaries and the corresponding intervention if needed.
2. Follow through learning session and family enrichment activity through FDS to strengthen the family


V. BUDGETARY GUIDELINES:

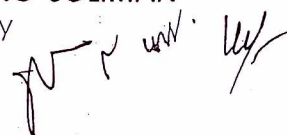
1. Minimum of 100 families or 500 individuals per organized family camp. Preferably 3 children and 2 adult per household @ Php 900 per day per participant to cover all the family camp expenses.
 - Transportation expenses shall be Php 100
 - Board & Lodging @ Php 600
 - Supplies and Materials, RP expenses - Php 200
 - Resource Persons Expenses
2. Unutilized fund shall be part of the follow-through activities by submitting project proposals for the follow up and shall be communicated to DSWD Regional Office for monitoring purposes.
3. Liquidation report shall be submitted 3 days after the conduct of the Family Camp subject to the usual accounting and auditing procedure.

VI. FUND SOURCE:

Budgetary requirements on the conduct of the Family Camp will be charge against the MCCT program fund.

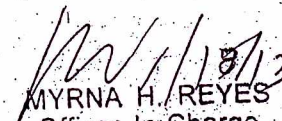
This Memorandum Circular issued this 17 of Jan. shall take effect immediately.


CORAZON JULIANO-SOLIMAN
Secretary



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Certified Copy:


MYRNA H. REYES
Officer In-Charge
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Family Camp Session Guide

Overall Objectives:

- To provide an overall orientation on the MCCT program implementation highlighting the co-responsibility in the program.
- To provide a venue for the MCCT beneficiaries and their families for assessing the family situation and to identify the positive and negative qualities of the family members
- To gain knowledge and skills in dealing with themselves and other family members by providing relevant topics needed by the group, including self-worth, character building, communication, and building gaps on family relationships.
- To offer variety of activities with different approaches across all ages and based on needs of the family, culture and ethnicity.
- To provide opportunity for sharing with others going through similar experiences, identify positive coping mechanisms.
- And assist them to take positive direction in achieving responsible and productive family life.

Date	Time	Objectives	Activity	Methodology	Venue	Materials	Output	Responsible Person
Day 1	AM Session		Registration		Plenary Hall	Registration Forms, ID's, Pen, Kit		Family Camp Secretariat
		<p>-To Know each member of the family</p> <p>-To Build trust among their co-participants</p> <p>-To gain knowledge on lecture on travel</p> <p>-To know the expectations of the Family camp</p>	<p>Opening Amenities:</p> <p>Opening Prayer</p> <p>Welcome Remarks</p> <p>Family Introduction</p> <p>Expectation settings thru "Travelogue"</p>	<p>-Introducing one's self</p> <p>-Discussion/ Film viewing</p>	Plenary Hall	LCD Projector, Microphones, Laptop & Q-Cards	<p>- know the expectations of the participants</p> <p>-The</p>	<p>Overall Coordinator</p> <p>Facilitator</p> <p>-MCCT</p>

		<p>participants</p> <p>-To give information about the programs of Pantawid Pamilya & MCCT</p> <p>-To integrate and implement rules and regulations on the Family camp</p> <p>-To get clarifications among the participants if they understand the rules of the camp</p>	<p>Orientation on Pantawid Pamilya</p> <p>Setting Rules</p> <p>Bus Sessions on Rules</p>	<p>-Discussion</p> <p>-Discussion</p> <p>-Discussion</p>	<p>Plenary Hall</p>	<p>LCD Projector, Microphones & Laptop</p>	<p>participant understand the programs and services about Pantawid Pamilya</p> <p>-The participants know the set rules and regulation while on family camp</p> <p>-The participants understand well the terms and rules while on camp</p>	<p>Focal Person</p> <p>-Overall coordinator</p>
			LUNCH		Plenary Hall			
	PM Session	-To hear their own personal views about their family	"My Family" (Art Activity)	-Growth group session thru art activities	Plenary Hall	Art Materials: Bond Paper, color pens, Crayola, pencil, & Manila paper	-The participants able to hear the personal views of their co-family	-Family Volunteer Guide

							members about their family	
		-To know the Importance of each member of the family and their contribution as family member -To know the strength and weaknesses of the Family	“Building my Family” (Collage Making/Art Activity)	-Family group dynamics/session & work project thru collage making	Plenary Hall	Art Materials: Bond Paper, color pens, Crayola, pencil, Manila paper, paste, scotch tape & Recycled materials e.g. Newspapers	-The Participants realize the importance of being a member of the family. -The participants know the strength and weaknesses of their family.	
		-To hear each family camp participants insights about the activities they done within the day.	Sharing of insights on the Activities	-group sessions/sharing	Plenary Hall	Q-cards, Papers, Ballpen	-The participants appreciate each one in the camp	-Family Volunteer Guide
		-To know what are their concerns and feedbacks about the day session	Feedback on Day Activity	- Discussion/sharing	Plenary Hall	Q-cards, Papers, Ballpen	-feedbacks and concerns cleared	-Facilitator
			Clean up		Respective rooms	Kit		
		-To show how family is important and their children - To take positive direction in achieving responsible and	Video Viewing “How important the Family is”	-Film Viewing/Discussion	Plenary Hall	LCD Projector, Microphones & Laptop	-learn from the lecture and apply it to their homes and how to be productive -take positive	-Overall Coordinator

		productive family life.					Direction in achieving responsible and productive family life.	
			DINNER		Plenary Hall			
			END OF DAY 1					
Day 2			BREAKFAST		Plenary Hall			
	AM Session	-To Energize the Participants	"Morning Exercise"	-Film Viewing or Instructional	Plenary Hall	LCD Projector, Microphones & Laptop	-the participants get energized	-CSO Focal
		-To use communication inside the family, how to raise concerns within the family	"Art Activities"	-Sharing	Plenary Hall	Art Materials: Bond Paper, color pens, Crayola, pencil, & Manila paper	-The participants know how the importance of communication inside the family	-Family Volunteer Guide
		-To build camaraderie and bond the family members and their co-participants	"Sports Activities"	-Outdoor Play	Outdoor	Volleyball, Basketball, Badminton, sack, etc.	-the families bonded and build camaraderie among co-participants	-CSO Focal
			LUNCH		Plenary Hall			
	PM Session	-To know what are their concerns and feedbacks about the day	Sharing and Feedback on day's activities	- Sharing/Discussion	Plenary Hall	LCD Projector, Microphones & Laptop	feedbacks and concerns cleared	- Family Volunteer Guide

		session						
			Clean up		Respective Rooms	Kit		
			Rest		Respective Rooms			
			Bonfire Night	-Bonfire Ceremony, Sharing of thoughts	Outdoor			-Overall Coordinator
			DINNER					
			END OF DAY 2					
Day 3			BREAKFAST		Plenary Hall			
	AM Session	-To Energize the Participants	Morning Energizer	-Film Viewing or Instructional	Plenary Hall	LCD Projector, Microphones & Laptop	-the participants energized	-Overall Coordinator
		-To build camaraderie and bond the family members and their co-participants	Fun Activities: "Palarong Pinoy"	-Outdoor Play	Outdoor	Microphones, chairs, Handkerchief, ball, etc.	-the families bonded and build camaraderie among co-participants	-Overall Coordinator
			LUNCH		Plenary Hall			
	PM Session		"Growing a Tree"	-Family Group Dynamics thru Art Project	Plenary Hall	Art Materials: Bond Paper, color pens, Crayola, pencil, & Manila paper		-Family Volunteer Guide
		-To hear each family camp	Sharing of insights on the Activity	-Family Group Sessions	Plenary Hall	Q-cards, Papers, Ballpen	-The participants	-Family Volunteer

		participants insights about the activities they done within the day.					appreciate each one in the camp	Guide
			Synthesis		Plenary Hall	LCD Projector, Microphones & Laptop		-CSO Team Leader
			Closing Remarks					Overall Coordinator
			"Dinner & Social Night"	-Interacting, Socializing	Plenary Hall	LCD Projector, Microphones & Laptop & Some Prizes		-Overall coordinator
			END OF DAY 3					
			HOME SWEET HOME					