

Hum Mil Kar Bharat Banayenge

STANDARD OPERATING PROCEDURE (SOP) FOR
ROLLING OUT A YIN FOOTPATH SCHOOL

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1. Young Inspirators Network (YIN):

Sakal Media Group's "Delivering Change Foundation" has started an initiative by the name "Young Inspirators Network" (YIN) that aims to provide a platform for the youth to come together, brainstorm, and implement their ideas for change in developing our nation. Young Inspirators Network (YIN) is a voluntary alliance of youths who want positive change within their individual, professional and societal spheres. The unique promise of YIN is that it not only helps youngsters develop themselves, but also empowers them to contribute to nation building by providing a structured, procedure-oriented transformation model.

YIN works through the methodology of Forums. The Forum Mechanism allows the students to meet in a formal environment where ideas are encouraged, consensus is reached and stakeholders are identified for each project. The students have the freedom to choose projects/activities/advocacy drives which have a transformative impact on society at large. The concept of Forums has been adapted from the concept of YPO (Young Presidents' Organization), which has helped diverse groups of CEOs from across the world to achieve huge success.

Working through YIN forums, members get opportunities for personal, professional and societal growth.

2. Project Selection Process:

A lot of YIN members come up with ideas of projects that they want to implement in their localities or elsewhere. These members are called Initiators, because they have shown the readiness to initiate the project. The Initiators submit their ideas to the Core Team, where the plausibility and impact of the project is discussed and the kind of support or training required is decided. The Core Team then arranges for trainings (if required), or creates a support system for the project, and then gives a green signal to the Initiator.

Following this process, one of our members, Pallavi Chikare, came up with the noble idea of teaching the slum kids and making them realize that they have a shot at a bright future too. Pallavi made this project, the Footpath School, a huge success and proved that it can be

replicated in other locations as well. This SOP is designed to help the other teams implement this project in their localities as well.

3. Introduction:

A Standard Operating Procedure (SOP) is a set of written instructions for an activity being carried out in an organization. This document will help you roll out a YIN Footpath School in your locality.

4. Why this project is so important?

India has a chance to become World Number 1 economy, with the median age of our population as 29 in the next 5 years. This kind of opportunity comes once in a nation's lifetime. To make sure that we take advantage of this situation, we all need to make an effort.

Now, we know that Poverty is a social evil. This evil is fuelled by illiteracy to create a bleak future. In order to change the situation to make India No. 1, we need to eradicate illiteracy, which will automatically help us battle poverty. Government of India (GoI) realizes this and has come up with 'Right to Education' initiative. Still, a lot of Indians don't have access to schools and education. This is where Young Inspirators Network (YIN) has stepped in.

5. Purpose:

This SOP describes the 'setting up' and 'running the operations' of a Footpath School.

6. Target Audience:

This SOP is intended for YIN Coordinators, YIN Core Team Members, College Leaders and YIN Members.

7. Target Locality:

Slums of Towns and Cities. (This project can also be implemented for street kids, but such kids will be less in numbers, so your efforts would be more as compared to the outcome. Moreover, there won't be a fixed place for you to teach them at, and the daily struggle to find a teaching place would eventually derail the project.)

8. Target Benefactors:

The YIN Footpath School would cater to kids of only those families who are Below Poverty Line (BPL). YIN Footpath School is for kids who:

- Don't have access to schools
- Have access, but can't go due to various reasons
- Go to government schools, but are not satisfied with the quality of education there

9. Procedure & Responsibilities:

9.1 Identify the YIN Participants:

In College Leaders' Meeting, the Coordinators would invite volunteers to work on this project. The College Leaders would then spread the information of this project in their respective colleges. The interested participants can then give their names to the College Leaders or send an email to the Coordinator to register as a volunteer for the Footpath School Project. Once the names have been finalized, the Coordinator & Core Committee would identify 5 most active members and form a Footpath School committee. These 5 members would take help of the other volunteers to fulfil the responsibility of the following functions:

1. Operations Committee (OC):
 - a. Student Registrations
 - b. Location Finalization/ Issues
 - c. Teachers
 - d. Attendance (Students, Teachers, & YIN Volunteers)
2. Finance Committee (FC):
 - a. Donations
 - b. Sponsorships
 - c. Expenses
 - d. Others
3. Contents Committee (CC):
 - a. Curriculum Design
 - b. Exam Conduction

- c. Internal/ External Communication
4. Extracurricular Activity Committee (EAC):
 - a. Health Check-ups
 - b. Sports Education
 - c. Extracurricular Activities/ Education
 - d. Visits Coordination
 - e. Location/ Slum Development activities
5. Livelihood Development Committee (LDC):
 - a. Organize Vocational Training Sessions
 - b. Collect & Sort project ideas submitted by students
 - c. Find Market & Business Development Avenues
 - d. Inventory Management

9.2 Identify the Slum to Implement This Project:

There is a possibility that your city or town would have more than one slum. Depending upon the YIN members interested in working on this project, the team should choose a slum that would be close to the participants' home or college.

9.3 Project Initiation:

- All the committee members should go to the slum and talk to the elders about sending their kids to this school.
- CC should note the type of reactions/questions/objections that are presented by the slum dwellers, while OC should try to resolve any problems.
- If the questions/ concerns/ problems can't be solved by OC, then they should be escalated to the Core Committee, Coordinator, and the Central Team.
- CC should share this list of reactions/questions/objections with the YIN Coordinator, who, in turn, should share this list with the Central Team.
- OC should identify teachers – either YIN volunteers who can teach daily, or find retired teachers or other professionals who can dedicate time regularly to this school.
- OC should then decide upon a time (2 hours) for the school, which is convenient for both the teachers and the students.

- OC should ask the elders if they can spare some space for this school, or if there is a temple, a community place or any other place where the school can be conducted regularly, without any hurdles.
- CC to start building hype through newspapers and social media about the launch of this project. The 'Call To Action' (CTA) to the public in all your communication would be to volunteer as curriculum/ vocational teachers for the slum kids, and also to donate books/ notebooks/ money/ lamps/ computers/ slate-boards/ mats to sit on, etc.
- EAC to arrange for a guest for Opening Ceremony.
- EAC to tie up with a hospital (or govt. hospital) for the kids' medical check-ups.
- CC to write Invitation Letters, Thank You Letters, etc. to the Guest Speaker and other invitees to the Opening Ceremony. You may even be asked/ requested to write (or give inputs to) the Speech of the guest speaker.
- OC to visit each and every household in the slum to give them updates about the type of support the Footpath School is getting in terms of donations and volunteers and the celebrity guest for the grand opening ceremony, etc. The objective of these updates would be to achieve maximum student registrations.
- Whatever items are received in donations would be noted by FC and the inventory would be managed by LDC.

9.4 Operating the School:

On a daily basis, when the students come in, the OC should ensure that they wash their hands, the LDC would issue school dresses to the kids and make them wear it, and EAC should do a prayer session with them. Then, the actual studies should start. At the end of each school day, the LDC should collect the school dresses from the kids before they leave for home. Once in a few days, the school dresses should be washed for the kids. (Please do not let the kids take the school dresses home)

1. Operations Committee (OC):
 - a. Student Registrations
 - i. Retaining the existing students is very important. So, on a daily basis, observe the functioning of the school and ensure that the students are

learning and their parents are satisfied with their progress. For this, you may also need to take regular feedback from the students as well as their parents (by visiting their homes once a week/month). Note: The CC should come up with a format for the Feedback Form & get it approved from the Central Team.

- ii. Sometimes, some students may drop out due to various reasons, like they need to earn a living, bad influence of their friends, festival mood, lost interest in studies, became sick, some other emergency, etc. Find out the reason from their classmates, go to their homes to talk to the family and do whatever is needed. Then interact (or call a meeting) with other Committees to brainstorm on the problems and come up with solutions. For some problems, you may need cooperation from all other committees. For example: in the case where students are losing interest, the curriculum should be made interesting (cooperation from CC), the teachers should change their approach (OC's responsibility), the EAC should introduce interesting activities, the LDC should tell them how the school can help them earn a living, etc. Note: CC should note all such student issues/problems and the solutions that actually worked, then submit a report to the Central Team on a regular basis.
- iii. Come up with various schemes or ideas to increase student registrations. Note: The CC team should write newspaper articles highlighting such bright & fun-filled schemes being run in the school.

b. Location Finalization/ Issues

- i. Talk with the slum elders to find out if they can spare some space for this school. Otherwise, a community temple or other common space could be used for this purpose.
- ii. If you run into a problem relating to the space for the school, then all committee members should brainstorm on it and try to resolve it on their own level. CC should document it. If school operation is getting hampered,

then take help of Sakal newspaper, SAAM TV, Coordinator, Regional Head, the Central Team or even YIN Head.

c. Teachers

- i. Since the teachers aren't going to be paid, there may be a possibility that the teachers lose interest and wouldn't follow discipline or even stop coming. So, keep on the lookout for new teachers all the time. At the same time, find out if the YIN members, who are also college students, would volunteer to become teachers.
- ii. Make the teachers realize that the Footpath School is a very important activity that's required for our country's development. Make them feel as if they're doing something very special, as if they're doing a duty that each and every one of us Indians should do, but usually don't do. You can take help of the CC team in publishing things in the newspaper (if required).
- iii. Ensure that all teachers come on time and if it is not being followed, then find subtle ways to convey that coming on time is vital to school operations.
- iv. Make the teachers help the CC team in designing and creating the Curriculum. They should also help the CC team with conducting Exams.
- v. Vocational Teachers will need to help the LDC with curriculum design, selecting and sorting projects suggested by students and helping the students and the LDC make the projects a success.

d. Attendance (Students, Teachers, & YIN Volunteers)

- i. Taking attendance should happen on a daily basis for Students, Teachers, as well as YIN Volunteers. If someone has discipline issue, find subtle ways to convey the importance of being on time or being disciplined.

2. Finance Committee (FC):

a. Donations

- i. We don't accept monetary donations. Please refrain yourself and if someone wants to give a donation, please refer them to the Coordinator.

- ii. We only accept donated items like books, notebooks, pens, pencils, rubber, sharpeners, scales, lamps, torches, blackboards, chalks, whiteboards, marker pens, mats for kids to sit on, chairs, tables, projectors, AV System, school dresses, cupboards, water purifier, etc.
 - iii. The FC should accept the donations and make an entry into Donations Book. The LDC would then keep the inventory of items received and ensure their proper utilization.
 - b. Sponsorships
 - i. The Central Team would bring sponsorships for the whole project in all locations; the committees of individual locations need not do this.
 - c. Expenses
 - i. Budget allotted, money received and expenses incurred should all be maintained in accounts books and submitted as a report every month to the Core Team of that location. The core team would then submit a report to the Central Team at the end of each month.
 - d. Others
 - i. Financial management of Visits, celebrities' or mentors' involvement, etc.
 - ii. Financial management of activities taken up by OC or the students.
 - iii. Financial management of activities or projects taken up by LDC.
 - iv. Any other finance activities that haven't been covered above.
- 3. Contents Committee (CC):
 - a. Curriculum Design
 - i. Work with the Teachers to design a curriculum.
 - ii. Document the curriculum and submit to the Central Team for approval.
 - b. Internal/ External Communication
 - i. Create & design posters, banners, adverts, etc.
 - ii. Write newspaper articles
 - iii. Generate Invitation Letters, Thank You notes, Introduction Letters, Concept Note, etc.

- c. Exam Conduction
 - i. Take help of the teachers in creating question papers, conducting the exams, assessing the results and clearing the students to take up classes of the next level.
- 4. Extracurricular Activity Committee (EAC):
 - a. Health Check-ups:
 - i. Tie up with a hospital (or govt. hospital) for the slum kids' health check-ups.
 - ii. On the first day of school for any kid, do his/her medical check-up and maintain the record of their health for further use.
 - iii. Regular health check-ups should be conducted to check the progress of the kids' health. The comparison of the first health check-up report with the later reports would help us understand the health progress of each kid – their height, weight, stamina, eyes, malnutrition, any health problems, etc.
 - b. Sports Education
 - i. Start with giving the kids basic physical education and then request the OC to find a PT teacher.
 - ii. Take help of the CC to try and get sports equipment in donations for the school. LDC would do the inventory management of all sports equipment as well.
 - iii. Ask OC if they can arrange for a ground for you. You can also identify a ground and acquire it for the school. Remember: the school may need a permission to use the ground. Taking Permissions would be the responsibility of OC.
 - c. Extracurricular Activities/ Education
 - i. The kids could be taught music, dance, drawing, painting, and other arts.
 - ii. Such skills could be highlighted in various events conducted during celebrity/mentor visits or other events.

- d. Visits Coordination
 - i. Coordinate any events (big or small), including anyone visiting the school
 - ii. Take help of CC to create a hype about the event, publicize the event, document the event, create an Event Report, document & publish the effect/ impact of the event & send invitation & thank you letters.
- e. Location/ Slum Development activities
 - i. Get the kids interested in developing their slum. Try to get their parents involved as well.
 - ii. Once this interest is generated, gather the crowd and visit various ward offices for getting the basic facilities in the slum like electricity, water and sanitation. Take help of the Central Team to find out what kind of schemes the State & Central Governments run for the benefit of such underprivileged folk. If the slum is not a Registered Slum, try to get that status for it.
 - iii. Try and get toilets built for them.
 - iv. Encourage adult education as well.
- 5. Livelihood Development Committee (LDC):
 - a. Organize Vocational Training Sessions
 - i. Livelihood projects like paper-bag-making, candle-making, greeting card making, making sweets & confectionaries (like homemade chocolates), masala making and packaging, sewing, knitting, etc. could be taken up under LD trainings. (LD activities suggested here are for younger kids studying in the Footpath School. If the kids are 9th or 10th Std. and above, they can be taught subjects from ITI type of courses as well.)
 - ii. Take help of OC & FC in acquiring equipment and materials for LD activities
 - b. Collect & Sort project ideas submitted by students
 - i. The kids could be helped with opening petty shops or stalls or even be trained to create a supply chain and do marketing to earn a living.

- ii. Encourage the kids to come up with LD ideas that can then be taken up as projects. Again, the same methodology would be followed as is followed in YIN about selecting projects. Submit the project ideas to the Core Team, where the implementability (or, plausibility) of the project would be assessed and the required training/support would be provided to make the project a success.
- c. Find Market & Business Development Avenues
 - i. Help the kids find markets for their products and teach them the skills of doing research, finding markets, packaging, marketing, sales, accounting, and other skills which are required to support the kind of business the kid has chosen for himself.
- d. Inventory Management
 - i. All school inventory would be managed by the LDC.
 - ii. Keep the donated books & notebooks in a safe place and issue the required material to the students during school timing. At the end of school hours each day, the books should be collected again, while notebooks/ slate-boards may be given to the students for practicing. (The decision to give the students anything would be taken by LDC, depending upon the number of notebooks or slate-boards available in the inventory.)
 - iii. The mats, lamps, computers, sports equipment, etc. would be utilized during the school assigned time and then kept in the safe place back again.

10. Success Story – YIN Footpath School

Location – Raghujinagar Gond Vasti, Nagpur



"Irrespective of your status in the society, education grants you the ticket to a bright future."

--Pallavi Chikare

Brief Story – Poverty is a social evil that, if combined with illiteracy, breeds a bleak future. When parents are away all day doing manual labour and trying to earn a day's meal for the family, the kids are home, loafing around in the locality. They don't even realize that they are missing something; missing the prospect of a bright future; prospect of a dignified life like so many others. Young Inspirators Network (YIN) members in Nagpur decided to open the doors of knowledge for these kids and started a Footpath School for them. A team of 15 YIN members teach these kids regularly and within two months, the number of students have increased from 22 to around 80.

KRA – Gather kids from slum, get them to stop loafing around and start studying. Convincing their parents that this footpath school won't cost them anything.

Story – Around 250 families live in the Raghujinagar Gond slum area situated near the Labour Welfare Office of Chota Tajbaug locality. For the past many years, the residents of this footpath-adjacent slum area work as manual labourers to earn each day's meal for themselves and their families. While the parents are away, the 100 to 150 kids in the locality loaf around all day, without finding the need to study. With no one to guide them, they don't realize that they have a shot at

a bright future too. The parents too are burdened with the worry of earning a living one day at a time, and don't understand that literacy can be their ticket to a dignified life.

Young Inspirators Network, a community network started by the Delivering Change Foundation, gathered these kids and started a footpath school on 18th July, 2015. A team of fifteen YIN members used the techniques of coercion and incentives to woo a bunch of 22 students to come and study. They gave those kids books, notebooks, pens, and pencils and started teaching them 2 hours daily. Slowly, the number rose from 22 to 50. This slum didn't have basic facilities like electricity and water, so with the help of a few good Samaritans, the YIN members made a few lamps available to the students. Seeing the enthusiasm and determination of the YIN members to do something good for the locality, the number of students has gone up to 80 in the past two months. The kids have started studying sincerely and have even started taking interest in developing the slum.

On 15th August, the YIN team brought in quite a few respectable members of the society for a tree plantation activity in this slum. To mark the occasion, the kids not only pledged to study hard and aim for a dignified life, but also to ensure that the slum, their home, is developed. With the help of the YIN team, the kids are now trying to get electricity in their locality. The YIN team is also trying to get 2 computers for the kids so they could learn the new technology.

"I want to make this an ongoing activity for years to come," is what the project head, Pallavi Chikare, has to say about this Footpath School project.



11. [Annexure:](#)

[1] School Registration Format:

YIN FOOTPATH SCHOOL REGISTRATION FORM		
Child Name:		
Date of Birth:		
Gender:		
Current School:		
Parents/ Guardians Name:		
Parents/ Guardians Profession:		
Monthly Household Income:		
Address:		
Language Spoken:		
Health Check-up Results:		
	Height:	
	Weight:	
	Eyesight:	
	Stamina:	
	Illness:	
Health Check-up Done By: (Doctor & Hospital Name)	Sign & Date:	
Child Progress Videos:		
Before Video (to be taken on 1st day of school):	After Video:	