



ASL TWINS Purchasing Policy 2010

Rationale

After many years of working on the ground in Sri Lanka, ASL has revised our purchasing policy for the ASL TWINS Program to reflect the program's vision and aims.

ASL TWINS initially began in the immediate aftermath of the 2004 Tsunami, helping channel donations directly from schools abroad to schools in Sri Lanka. This enabled the Sri Lankan schools to replace lost resources and get children back to class quickly. Bonds of friendship were formed between schools across the seas and students learnt a little more about each other's culture, adding a global element to their learning.

TWINS has now shifted its focus away from disaster relief and we now encourage tangible and meaningful links between schools that are based on regular educational and cultural exchanges between schools. Our purchasing policy has been reviewed and updated in line with this.

Funding Priorities

ASL TWINS main focus is now on improving the standard of English language learning within Sri Lankan Schools via global schools partnerships, the training of English teachers, the development and resourcing of English Activity Rooms and by greater student participation.

Therefore any donation received from an overseas school for their TWINS school will be used to support the English department at the school and to support the ongoing development of the school partnership.

Your ASL field officer will always advise you of our intentions and get your agreement before purchasing items with your donation but for your information, below is a list of items that we are able to purchase for your TWINS school and also a list of items that we are unable to provide. All items included on the list are commonly asked for. Any items not included on the list can be assessed at the time of request. It is always our intention to supply items which will be of best benefit to the maximum number of students at the schools we work with.

With your donation, ASL TWINS is able to coordinate the purchasing of items for your Sri Lankan TWIN School that:

- supports the English Unit of your TWIN School aiming to increase confidence in students
- supports the development and sustainability of your school partnership

Below is a basic guide of the items ASL is able to purchase for Sri Lankan schools on your behalf as well as items we are unable to supply:

<u>Able to supply</u>	<u>Unable to supply</u>
Library Books	Cash direct to schools or individuals
English Books for English Activity Rooms	Construction work or major repairs
English word games	Telephone bills
Audio equipment for English Activity Rooms; CD player, FM microphone....	Utility bills including Electricity and Water
Educational posters	Photocopiers
Educational DVD's and CD's	Ronio machines
Stationary items for English Activity Room	Televisions
Furniture for English Activity Rooms	DVD players
Paints and brushes for mural painting	Personal gifts
Buses for Educational Tours	Costumes
Computers	Sports Equipment
Printers	Science Equipment
Scanners	Home Science Equipment
Computer tables	Musical Instruments
Computer chairs	Individual Certificates and prizes
Digital Cameras	Multi media projector
Webcams	Staff room items
Headphones	First aid equipment, lotions and medicines
Internet Connection	Ink Cartridges for Printers
Secure phone box	
Extension leads & accessories for IT	
Fans for computer rooms	
Material for dust protection curtains	
Notice boards	
White boards	
Iron security mesh for open sided classrooms and iron security doors	
Materials for Sramadanas to improve school facilities	
Some support for English days	
Postage of projects	
Resources relevant to project exchange	
Laminating and binding of projects	

If you would like to query an item on this list, or the suitability of providing an item which is not included in this list please email the General Manager of AdoptSriLanka: adoptsrilanka@gmail.com

Utility Bills

We are frequently asked to pay utility bills (commonly electricity and telephone) for schools. **Utility bills** are the responsibility of the local education offices who receive funding from central government. In recent years the funding received to small, under resourced rural schools has been minimal thereby increasing the number of requests from Principals for help. However it is ASL policy not to pay utility bills for schools as this

encourages a culture of dependency which has been more prevalent since the tsunami. ASL expects the Principals in our program to be able to manage the basic running of their schools and actively seeks to discourage a culture of dependency.

Internet Connections

To support ASL TWINS global school partnerships we have recently connected many schools to the internet funded by donations received. In some cases due to the locality of the school and type of connection we have also found it necessary to provide a telephone line to the schools. Before connection the Principal and TWINS Coordinator at the school are required to sign a document agreeing that the telephone line will not be used for out going calls as this can easily get out of control and your donation squandered on personal calls. ASL agrees to pay the line rental along with the internet bill only. Failure to comply with the signed agreement could result in the internet service being withdrawn from the school.

Construction Work

ASL TWINS has historically worked with contractors to build, renovate and repair school buildings. Many schools have received fantastic facilities thanks to generous donations. However, ASL now operates with a much smaller team and we continue to face ongoing issues with finding reliable builders and ensuring high quality work. We have therefore recently come to the decision to no longer coordinate construction works in schools or the local community. Minor works can be carried out in schools through Sramadhana Campaigns where the labour is provided free of charge by the local community.

Sramadhana Campaigns

Although ASL are unable to channel funds for large construction works, involving builders and contractors, ASL is able support schools to improve their facilities through 'Sramadhana' Campaigns. A Sramadhana Campaign is similar to a community working bee where volunteers such as parents, teachers and students come together to improve or maintain the facilities of the school. ASL is happy to use donated funds to purchase the materials needed by the school for repairs and improvements, as long as the Principal agrees to organise the work by holding a 'Sramadhana'.

Central Costs Contribution

Please note; we diligently manage all financial contributions to provide the maximum funding possible directly to the project of your choice in your TWIN school or to any other of ASL's projects. 10% from your donation is allocated to our central costs to help recoup some of the expenses incurred through supporting your global school partnership. These expenses can include travel expenses to your TWIN school, internet time to provide you with regular updates, the salary of your TWINS Field Officer and other related expenses. Your contribution to our central funds contributes towards the sustainability of the TWINS program so that we can continue to support your school partnership for many years to come.