

FRIEND of SINGA

Secondary

2022





About Friend of Singa

The Friend of Singa (FOS) programme began in 1990 with the purpose of cultivating desirable behaviours and values in students. Building on the notion “Choose ____, Choose Kindness.”, the 32nd edition of FOS seeks to empower students to be active Agents of Kindness, extending little acts of kindness beyond themselves, to their schools, families and communities.



How to be a Friend of Singa School

Register your school's interest to participate at fos.kindness.sg

Upon registration, a confirmation email will be sent to verify your school's participation.

By registering, your school indicates a commitment to deliver at least a Kindness Initiative/Campaign and will be recognised as a Friend of Singa School at the end of the year at our Kindness Awards Ceremony.





Overview for 2022



1

FOS Project Execution Period
Feb - Oct



FOS Registration
Jan - Mid Feb

2

3

FOS Workshop (Optional)
Feb - June



FOS Proposal Submission & Approval
May - Mid June

4

5 **FOS Report Submission**
Mid July - 15 Aug

**late submissions will not be considered



5

Kindness Awards Ceremony
2nd Week of November

6



Programme Timeline



1

FOS Registration January - Mid February



- Secondary Schools to register their interest at **fos.kindness.sg**
A confirmation email will be sent to registered schools, and will consist of a unique OneDrive folder link for each school (for uploading proposals and reports)
- Teacher(s) to gather **up to 3 groups** of students per school (no capacity limit per group) to run their FOS Kindness Campaign(s)



FOS Workshop (Optional) Workshop Period: Feb - June

2

Title: **How to Implement a Digital & Physical Campaign?**

Duration: **3 hours**

Max. no. of students per workshop: **40**

Register for the workshop at **fos.kindness.sg**. Registration is on a first come first served basis. Each school is entitled to a maximum of one workshop (subject to availability). For more information, please email **adeline@kindness.sg**

*Mode of workshop delivery is subject to changes based on social distancing measures.

3

FOS Proposal Submission

May - Mid June



- Proceed to ideate and draft your FOS Proposal(s)
- Participating schools are required to submit at least one proposal (**max. 3**) for SKM's approval before implementing their campaign(s)
- Each school is entitled up to \$200 funding per school (regardless of the number of approved proposals)
- A copy of the Proposal template can be downloaded under the resource tab at fos.kindness.sg
- Proposals **are to be submitted** via upload to your school's unique OneDrive link
- Kindly email adeline@kindness.sg to inform SKM of your submission

Pick one of the Kindness Themes below!

 **Personal & Social Responsibility**

 **Appreciation & Respect**

 **Understanding Diversity**

 **Cyber Kindness**

Your campaign should seek to make an impact on graciousness in your school at different levels:



Awareness

Build awareness of a certain issue in your audience



Understanding

Educate your audience on the importance of the issue



Action

Get your audience involved in the conversation



Advocacy

Turn your audience into advocates of the issue



FOS Proposal Approval

May - Mid June

- Proposals will be approved 2 to 3 weeks after submission
- Teachers will receive an update on their project's approval status via email
- Students may proceed to implement their projects upon approval



FOS Project Execution & Report Writing

4

Upon approval of proposals, students and teachers may embark on their kindness campaigns.

Campaign Execution Requirements:

Seek to address the chosen kindness theme

Be well-documented with photos/videos (quality not quantity)

Seek to make an impact on graciousness in school

Strive to be cost-efficient and sustainable

Tag @kindness99 on campaign posts via school/FOS Instagram page

Your report should contain:



Names of students, teacher and school (Names should be given in UPPERCASE and will be printed on certificates as provided)



Reasoning statement on the chosen theme



Other documented photos (to be submitted as files in a separate folder)



Approximate number of students/people your campaign has reached



Write-up on the different activities and phases of your campaign



Relevant photos of activities to accompany activity write-ups



Project evaluation (limitations/challenges, areas of improvement, focus for the future, level of success)



5

FOS Report Submission

Mid July - 15 Aug



- Reports are to be submitted (uploaded) via your OneDrive link, shared with teachers during the FOS registration phase
- Contact Adeline at adeline@kindness.sg to retrieve your OneDrive link if you have misplaced it
- Email adeline@kindness.sg after uploading to inform SKM of your submission
- Late submissions will not be considered



Have you submitted all these documents?



Project Report Document

(in Word format)



Signed and stamped FOS claim form + attached photocopy/photos of original receipts

(if applicable)



Photo/video files of projects/campaigns

(do NOT attach them within the Word document or pdf file)



Your school logo in high resolution

(preferably in .png or .ai format)



Kindness Awards Ceremony

Nov 2022

6

Invitations to the annual Kindness Awards Ceremony will be emailed to all participating schools.

Students and teachers involved in the implementation of their Kindness Campaigns will be invited to attend the Kindness Awards Ceremony in November, where they will be recognised as Agents of Kindness.

Participating schools will also be recognised as a Friend of Singa School and will be awarded based on the number of years of sustained participation in the programme.



Be a Friend of Singa!

For more information, contact:

(Ms) Adeline Poh
adeline@kindness.sg

Register as a
Friend of Singa School @ fos.kindness.sg

