

Moral Angels' Volunteering Group

Tour at Chinatown
Moral Home of the Aged Sick

(1) Objective:

- To bring the elderly out to a tour at **Chinatown** (Chinatown Heritage Tour & Buddha Tooth Relic Temple & Museum) where the roots of the Chinese begins on the **10th May 2008**, from **12.30pm to 5.15pm**
- To create a memorable experience as the elderly walk down the memory lane of Chinatown.

(2) Angels Strength:

Estimated number of people involved in the outing:

Organizing Committee: About 20 volunteers

Elderly: **20 to 22 elderly (10 wheelchairs and 10 mobiles)**

Volunteers: **50 volunteers**

(Inclusive of committee members; Ratio = 3 volunteers: 2 elderly)

*Take note that 12 committee members will not be involved in handling the elderly.

(Coordinator x 2, Food x 3, Logistic x 2, Group ICs x 4, Video x 2 and Photograph x 2)

Nurse: 2

Total Strength: Est. 80

Transport: **1 x bus, 1 x Handicap Welfare Association** Bus which can accommodate up to 7 wheelchairs and **1 x lorry** for the transporting of wheelchairs.

(3) Committee Members:

Event Coordinators: Ah Quan & Ah Kiat

- Ensure that the planning and coordination of the event is carried out in an organized and smooth manner.
- Inform the home administrator and matron about the outing.
- To inform the respective management (Chinatown Heritage Tour & Buddha Tooth Relic Temple & Museums) on the arrival of elderly from Moral Home.
- Come out with contingency plan in the case of wet weather.
- Ah Quan will be accountable for Group Pink and Group Green.
- Ah Kiat will be accountable for Group Yellow and Group Orange.

Volunteers' Coordinators: Ah Xian & Shu Hua & Rusty

- Choose the elderly that we are going to bring out for the tour.
- Coordinate of ad-hoc volunteers.
- Provide registration of Moral Home volunteers and ad-hoc volunteers and provide identification tags for different groups of volunteers.
- Assign volunteers to the respective elderly on a **3 volunteers to 2 elderly ratios**.
- Ensure the experienced volunteer accompanies ad-hoc volunteers.
- Advise volunteers to dress appropriately. Preferably in Moral Angels T-Shirts and Track Shoes.
- Advise volunteers to bring own umbrella.
- Coordinating the ticketing process at Chinatown Heritage Tour.
- Take note of the volunteers and elderly who are non-Buddhist.
- **Inform all volunteers to be at Moral Home latest by 1 pm on 10th May 2008.**

Food & Beverages Coordinators: Sin Ming and Rico

- To arrange for small snacks at Chinatown.
 - Suggestion: Coffeeshop opposite Chinatown Heritage Tour; can order beverages. "Han Chee Beng" at Maxwell Market.
- Prepare the menu for snacks and dinner to be sent to home administrator and matron for vetting.
 - Suggestion: Top up of good food instead of buffet for dinner at Moral Home; Save money and elderly have too much buffet this year.
 - Looking into prepare small snacks for volunteers once back at Moral Home.
- Preparation of Beverages such as mineral waters during the tour at Chinatown.
- To bring along necessary utensils, tissue papers and trash bags for garbage collection.
- Coordinating the expenses paid with the Treasurer.
- Need to plan for contingency in case the venue is changed to Changi Airport Terminal 3.

Entertainment Coordinators: Ah Yong and Ping Sing (Assistance)

- Provide entertainment and arrange singing of songs during the bus journey.
- Arrange for guitarists for 2 buses.
- Prepare 1 portable sound system and ensure sufficient supply of batteries.
- Update song books for distribution on 10th May 2008.

Videography & Photography: Stuart and Poh Yan (Photography), Uncle Loi and Ah Quan's cousin (Videography)

- Snap shots of beautiful moments at anywhere and anytime.
- Ensure there is sufficient supply of batteries & films.
- Take note that some vicinity at Buddha Tooth Relic Temple & Museum prohibit taking of photograph and video.

Logistics: Jinxiong & Uncle Song

- Arrange a lorry for the transport of the wheelchairs.
- Prepare 22 wheelchairs, 5 plastic stools and 2 rolls of nylon rope for tying of wheelchairs and 25 umbrellas.

Group ICs: Xiao Xuan (Pink), Hwee Ling (Green), Josephine Neo (Yellow) & Kee Teck (Orange)

- Ensure that your group members are always intact throughout the outing.
- Constantly remind volunteers to take extreme care when wheeling the elderly; remember to lock the wheelchair when stationary.
- Your volunteers should inform you immediately if they find any elderly to be feeling unwell during the trip.
- Ensure that strong volunteers are around to assist elderly on wheelchair to board the bus.
- Inform your volunteers on the important notes when doing the tour.
- Take note of non-Buddhist volunteers and elderly as they entered the Buddha Tooth Relic Temple and Museum.
- Take note when crossing of roads at Smith Street and Temple Street.

(4) Schedules:

| Time | Duration | Description |
|-------------------|----------|--|
| 1230hrs – 1300hrs | 30 min | Volunteers Registration, issuing of name tags. Group I/Cs to gather your volunteers and elderly. |
| 1300hrs – 1330hrs | 30 min | Briefing on safety matters & wheelchair handling before setting off. |
| 1330hrs – 1345hrs | 15 min | Boarding the bus. |
| 1345hrs – 1415hrs | 30 min | Proceed to Chinatown. Drop-off point at the carpark opposite Maxwell Food Center. |
| 1415hrs – 1515hrs | 60 min | Group Pink and Green – Chinatown Heritage Tour Group Yellow and Orange – Buddha Tooth Relic Temple & Museum. |
| 1515hrs – 1530hrs | 15 min | Snacks. |
| 1530hrs – 1630hrs | 60 min | Group Pink and Green - Buddha Tooth Relic Temple & Museum. Group Yellow and Orange – Chinatown Heritage Tour. |
| 1630hrs – 1645hrs | 15 min | Assembled at pick-up point at the carpark opposite Maxwell Food Center. Group photo-taking session. |
| 1645hrs – 1715hrs | 30 min | Reach Moral Home |
| 1715hrs ~ | | Debrief |

(5) Important Notes

1. Nurses from Moral Home are to bring along medical kit.
2. Caps and bibs for the elderly.

Important Notes during Chinatown Tour

1. Due to time constraints volunteers are advised to be punctual on 10th May 2008 (Saturday). Please be at Moral Home latest by 1.15 pm for registration.
2. All volunteers are to observe any discomfort of the elderly and to report to Group ICs to take immediate action to seek medical assistance.
3. Volunteers are advised to stay beside their assigned elderly at all times.
4. Group ICs to take charge of boarding of bus for elderly.
5. Wheelchairs are to be locked when in stationary and especially moving up and down the slope.
6. Volunteers are to be mindful of the elderly and take extra precaution when wheeling them around especially when it is crowded.
7. No contraband items such as cigarettes, alcoholic drinks, lottery tickets or sharp objects such as knives shall be bought during the tour at Chinatown.
8. **Watch out for vehicles when crossing roads at Smith Street and Temple Street.**

(6) Phone List of Key Personnel

| No | Name | Hp Number | Role |
|-----------|---------------|------------------|-------------------|
| 1 | Ah Kiat | 93224452 | Event Coordinator |
| 2 | Hui Quan | 91167530 | Event Coordinator |
| 3 | Xiao Xuan | | Group IC – Pink |
| 4 | Hwee Ling | | Group IC – Green |
| 5 | Josephine Neo | | Group IC - Yellow |
| 6 | Kee Teck | | Group IC – Orange |

(7) Contingency Plan

In the case of bad weather:

Venue: Changi Airport Terminal 3

Date: 10th May 2008

Time: 1.00pm to 5.00pm

| Time | Duration | Description |
|-------------------|----------|---|
| 1230hrs – 1300hrs | 30 min | Volunteers Registration, issuing of name tags. Group I/Cs to gather your volunteers and elderly. |
| 1300hrs – 1330hrs | 30 min | Briefing on safety matters & wheelchair handling before setting off. |
| 1330hrs – 1400hrs | 30 min | Boarding the bus. |
| 1400hrs – 1430hrs | 30 min | Proceed to Changi Airport Terminal 3. |
| 1430hrs – 1515hrs | 45 min | Tour around Changi Airport Terminal 3 and proceed to viewing Gallery. |
| 1515hrs – 1600hrs | 45 min | Snacks & Entertainment |
| 1600hrs – 1700hrs | 60 min | Train Ride to Tanah Merah & eventually to Moral Home. |
| 1700hrs ~ | | Debrief |

(8) Timeline of Preparation

| Date | Description |
|-----------------------------|---|
| 1 st April 2008 | <ul style="list-style-type: none">➤ Announcing the committee members for Outing to Chinatown.➤ Releasing of proposal. |
| 5 th April 2008 | <ul style="list-style-type: none">➤ Volunteers' Coordinators coming out with a list of elderly that they want to bring out for the outing and submit the list to the home administrator and matron.➤ Clarifying their roles with event coordinators. |
| 26 th April 2008 | <ul style="list-style-type: none">➤ Site Survey at Chinatown.➤ Confirming list of elderly and number of volunteers.➤ Preliminary brief back by respective committee inclusive of contingency plan. |
| 3 rd May 2008 | <ul style="list-style-type: none">➤ Site Survey at Changi Airport Terminal 3 and Tanah Merah MRT Station.➤ Final Brief Back and Final Coordination. |
| 10 th May 2008 | <ul style="list-style-type: none">➤ Actual Execution |