Hostel for Teenage Girls Age 15 to 17 (Current Batch from Canossian Convent existing List)

PROJECT OWNERS
Diocese MJD jointly with Caritas MJD/Canossian/Church Of St.Philip Segamat.

BOARD OF MANAGEMENT
Headed by PP of St.Philp Segamat
And members appointed by Caritas/,Cannosians and endorsed by Bishop MJD.

SCOPE/OBJECTIVE
To provide accommodation,accompaniment and Pastoral Care for the Students by setting up Hostel using the current vacant Convent building at Segamat.
Accommodation for School going Children Age between 15 to 17 years old.(Girls Only)

Reaching out to marginalised/B40 and those in need.

The Scrutiny and Identification process of borders will be undertaken by the Board of Management and Principal of the Secondary School.

Parents and Guardians will be briefed and will take responsibility jointly with the BOM.
Documents to be prepared by BOM and vetted by Diocese MJD/Caritas/Cannosian as stakeholders.

Parents and Guardians will endorse as acceptance to the Terms and Conditions governing the Hostel and Children as Stipulated by the BOM and other stakeholders.

DAILY OPERATIONS OF HOSTEL
The Management team will be responsible for the operations and day to day running of the Hostel.

Security of the Children and Premises will also be overseen by the BOM,with the assistance of Permanently employed and/or Voluntary staff if the need arises.

Two Canossian Sisters will be permanently staying to oversee and look after the Borders.A stipend to be paid ,amount to be agreed and considered by the stakeholders.

A Warden to be employed on a full time basis to ensure Discipline of Borders and that they adhere to the Rules and Regulations of the Hostel drawn out by the Board and Management Team.

A Security Guard will be at the Hostel Premises from 6pm to 7am daily.(Existing Convent Guard).

A Part time cook to prepare daily meals.

Breakfast,Lunch ,Tea,Dinner.

All Boarders will take ownership and responsibility for their well being,safety and cleanliness.
They will also undertake to ensure the Dormitories, Pantry ,Toilets and surrounding area is kept clean.

TUITION
Tuition class for will be arranged if needed.

HOME VISIT
Boarders are allowed home visits fortnightly.To spend the weekend with their respective families.

PREPARATION/REPAIR/RENOVATION/REFURBISHMENT OF THE CONVENT BUILDING
1.Toilets need to repaired and renovated.
2.Pantry and Laundry area need to repaired/renovated.
3.Dormitories/Rooms need to be renovated and furnished.
4.Sister's Rooms to be repaired and furnished.
5.Purchase of Beds,Cupboards,Mattress,Pillows.
6.Washing Machine,Refrigerator, Heater and Cutleries.
7.Wiring,Piping and Painting works to be done.
8.Study tables and Chairs to be purchased.
9.Other areas that need attention not mentioned above.

QUOTATIONS
Local contractors to be appointed to undertake and complete all the above and other works within the stipulated time frame decided by Diocese /Caritas MJD.

All Quotations to be vetted by Board accordingly and as per work specification and submitted to Caritas for Approval prior to commencement of work and installation of furniture and fittings.

FUNDING
To be undertaken and provided by Caritas for all the initial works,setting up ,renovations ,repair,refurbishment, installation of piping,wiring painting and all other electrical appliances and other needs not mentioned.

Canossian Sisters to assist in this funding where possible.

BOARD OF MANAGEMENT HEADED BY PARISH PRIEST OF ST PHILIP SEGAMAT.
Will be responsible for the day to day running and expenses.
It will be jointly undertaken by Diocese/Caritas/Canossians and St.Philip, Segamat POHD and SSVP.

Initial Operating Fund to be set up by Caritas.

OTHER MATTERS
All other decision to be made by Parish Priest of St Philip, Segamat, BOM in consultation with Canossian and Caritas.

And to be endorsed and approved by Bishop of MJD.

TENTATIVE DATES
Renovations.

April or any other date agreeable to all parties and stakeholders.

Proposed Opening and Operation of Center.

June or any other date agreeable to all parties and stakeholders.

Conclusion
Append below the expected monthly Operational Cost.

Salary

Part time cook	1000.00
Sisters Stipend @ 2	1500.00
Matron/Warden	1500.00
Sub total	4000.00

Utilities

Electricity	300.00
Water	30.00
WiFi	130.00
Sub total	460.00

Daily Meals

Breakfast	5@10	50.00
Lunch	10@10	100.00
Dinner	10@10	100.00
Other Misc	5@10	50.00
Sub total		300.00 @ 30
Monthly cost		9000.00

Expected Monthly Cost

RM13,460.00

To be further analysed and amended or changed by stakeholders.

Prepared
Deacon Louis Martin.