



**BRANCH INFORMATION PACK  
SEPTEMBER 2017**

# HELLO AND WELCOME TO THE SSSK TEAM

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### **USEFUL CONTACT INFORMATION**

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Pack was last edited by Gordon Couch and  
others in August 2017.

### **RUNNING A BRANCH**

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(Also available on Google Drive)

# BACKGROUND

Our objective is to empower street children to reach their potential

## THIS SECTION

Introduction

Understanding Street Children

NGOs We Support

# INTRODUCTION

## Administration

Trustees are responsible for the legal administration of the trust, co-ordinating and liaising with the branches and ensuring SSSK's compliance with the requirements of the Charity Commission. They also liaise with the NGOs we support, maintain the website, allot funds, manage the accounts and promote understanding of the needs and potential of street-connected children. The Trustees currently hold meetings about eight times a year to discuss progress. The Trustees themselves pay all expenses involved in running the Trust, so 100% of the funds raised by branches go to our NGOs.

## Timeline of Events

### EARLY YEARS

The first two branches raised about £2000 each a year, supporting two NGOs and raising awareness

### 2004-6

As the number of branches increased, we were able to support an increasing number of NGOs, and our fundraising rose to a total of £9000-£11,000 each year.

### 2009

An "In Memoriam" fund for a much loved SSSK member, Ollie Shilling, an active member of the Edinburgh branch who died of leukaemia in 2009, was created, thus increasing our donations.

### 2014

We were able to increase our grants again based on a contribution of £20,000 from Oxford RAG.

### 1998

SSSK was set up by two students, Johnnie Glennie and Ben Phillips, following a summer volunteering in Kolkata in 1997. It was registered as a charitable trust on 22 July.

### 2007

Donations increased to approx £20-25,000 for a couple of years, as a result of a substantial donation from the Edinburgh Fashion Show.

### 2012

Grants were trimmed back to a total of £12,000; as the donations are dependent on the money raised by branches.

### 2016

SSSK welcomes back co-founder Johnnie Glennie to speak at the 2016 AGM.

## Our Branches

BRANCH	EMAIL	BRANCH LIAISON TRUSTEE
EDINBURGH UNIVERSITY	<a href="mailto:edinburgh@sssk.org.uk">edinburgh@sssk.org.uk</a>	Teddy Prosser, <a href="mailto:e.j.a.prosser@gmail.com">e.j.a.prosser@gmail.com</a>
WARWICK UNIVERSITY	<a href="mailto:warwick@sssk.org.uk">warwick@sssk.org.uk</a>	Gordon Couch, <a href="mailto:gordon_couch@yahoo.com">gordon_couch@yahoo.com</a>
CAMBRIDGE UNIVERSITY	<a href="mailto:cambridge@sssk.org.uk">cambridge@sssk.org.uk</a>	Pete Teverson, <a href="mailto:pete_teverson@hotmail.com">pete_teverson@hotmail.com</a>
OXFORD UNIVERSITY	<a href="mailto:oxford@sssk.org.uk">oxford@sssk.org.uk</a>	Pete Teverson, <a href="mailto:pete_teverson@hotmail.com">pete_teverson@hotmail.com</a>
UCL	<a href="mailto:london@sssk.org.uk">london@sssk.org.uk</a>	Gordon Couch, <a href="mailto:gordon_couch@yahoo.com">gordon_couch@yahoo.com</a>
ST. PAULS GIRLS SCHOOL	<a href="mailto:spgs@sssk.org.uk">spgs@sssk.org.uk</a>	Eloise Haylor, <a href="mailto:ehaylor@gmail.com">ehaylor@gmail.com</a>
ST. PAULS BOYS SCHOOL	<a href="mailto:sps@sssk.org.uk">sps@sssk.org.uk</a>	Pete Teverson, <a href="mailto:pete_teverson@hotmail.com">pete_teverson@hotmail.com</a>

# UNDERSTANDING STREET CHILDREN

‘Street-connected’ children are young people who spend most of their time working, playing and/or sleeping on the streets.

## LIFE ON THE STREETS

### ‘Push’ factors

- Poverty
- Family breakdown
- Violence and abuse
- War
- Natural disasters
- Forced marriage

### ‘Pull’ factors

- Financial independence
- Friendships
- Adventure
- Perceived city glamour

Whilst street-connected children often show themselves to be incredibly **resilient** and **resourceful**, they face huge challenges.

These include a heightened risk of **substance abuse** - which is a common way for children to numb the reality of their experience on the streets. In many countries this presents itself as glue or solvent sniffing, as this is the most economical option.

They also face **violence** at the hands of adults, the police or of other street children.

Girls especially are at risk of **sexual exploitation** and of being **trafficked** into a brothel or a household for domestic work. As a result, street girls are particularly vulnerable to contracting HIV and other sexually-transmitted diseases. There are many young mothers on the streets – giving rise to second and third generations of children born into these circumstances.

## SSSK’S IMPACT

SSSK **directly** helps a small number of street children through sustained **financial** support for our partner projects, thanks to the brilliant efforts of student fundraising.

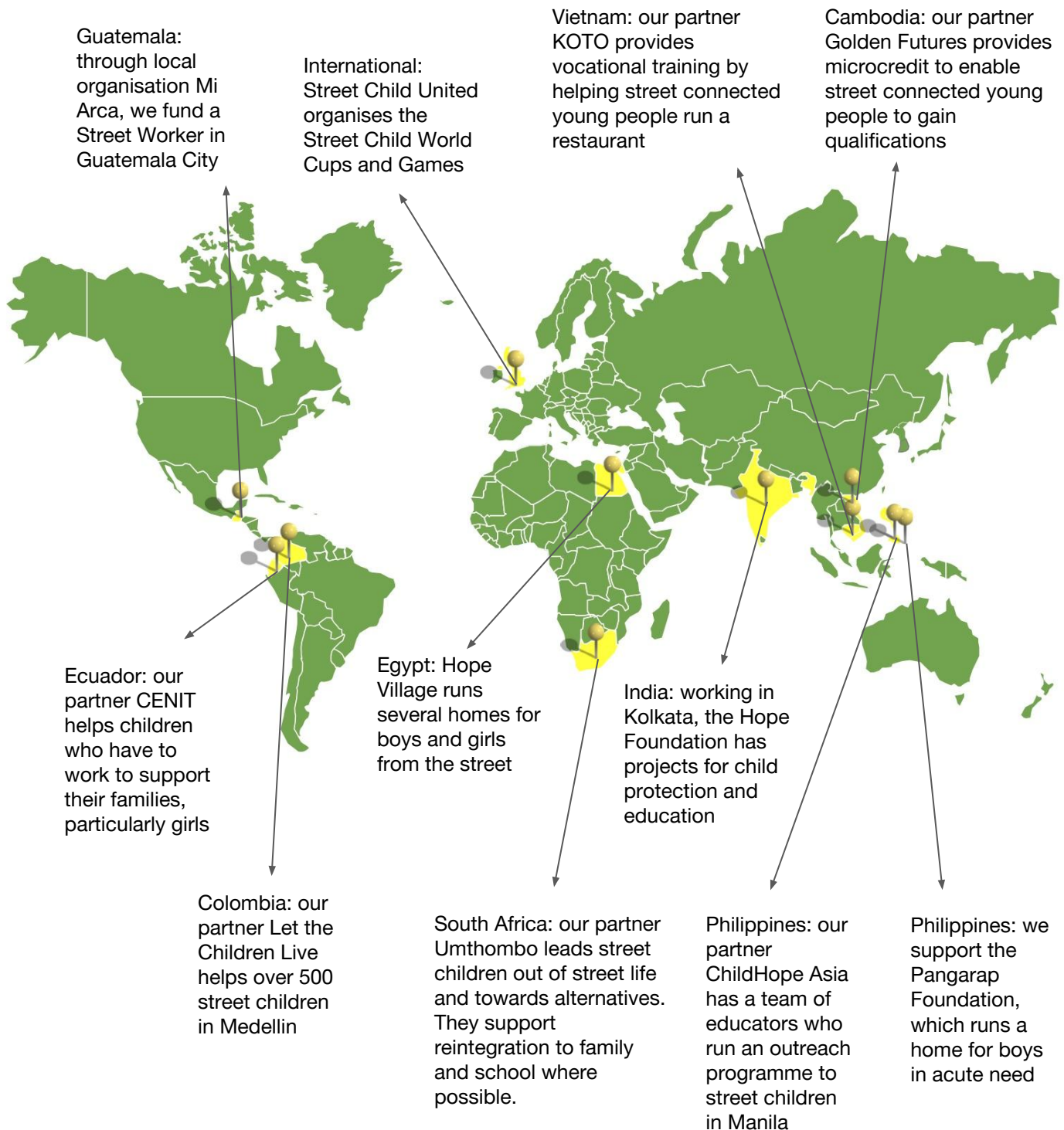
SSSK grants are unusual because they often support *core costs*, such as the salaries of care workers or routine building maintenance, vital to keeping the projects running sustainably but often unpopular amongst larger donors.

Through student **advocacy**, SSSK also supports a wider global movement that aims to raise the profile of street children and to empower them. This can be by giving a platform to their voices and tackling the challenges they face. With others, we try to change often hostile government and public attitudes towards street children. We support the *Consortium for Street Children* and its work on the rights-based UN General Comment on Street Children. This aims to build a caring and supportive system that ultimately addresses the underlying causes. We have also supported *Street Child United* since its inception, with its parallel efforts to do this using the language of sport.

# NGOs WE SUPPORT

The most effective ways to help street children are best devised locally, between project managers and the children themselves, which is why SSSK supports locally-managed projects.

We only make grants to NGOs with which we have personal links. A trustee or a branch member has spent time at each of the NGOs we support and has built up a relationship with its staff. The group of NGOs we support is always subject to change.



# RUNNING A BRANCH

Thank you for devoting some of your time to SSSK. This pack has been put together as a guide for branch committees; it isn't meant to be prescriptive, other than in relation to upholding SSSK's ethical standards and the need to keep proper financial records.

SSSK's branches are the life and breadth of SSSK's work. We believe that the key to SSSK's ongoing success is the establishment of a network of student groups working together to achieve a common purpose.

## THIS SECTION

Getting Started  
Fundraising  
Raising Awareness  
Resources

# GETTING STARTED

The most basic starting point is to get a few enthusiastic, like-minded people with a variety of skills together, who can provide the basis for a committee.

## FRESHER'S FAIR

If you're already established then Fresher's Fair is the best place to get a solid group of potential supporters together. The aim of the fair is to get as many contact details as possible (ensure these are accurate and email addresses are either typed in or written down in block capitals), and sign people up for your first meeting. Here are some tips to get you started:

- Make sure you've booked your stall well in advance (usually at the start of summer)
- Design a flyer telling people who you are and how to get involved/a term card outlining any planned SSSK events for the upcoming term
- Organise a rota of people to help out (at least 2/3 people at any one time)
- Prepare a colourful, eye-catching display (inc. SSSK logo)
- Offer SSSK leaflets and relevant newsletters out to those who seem interested. Please contact your BLT for resources
- Have a bowl of sweets if the organisers will let you!

## COMMITTEE STRUCTURE

Your committee could come from:

- Last year's committee
- Your own friends/contacts
- Fresher's Fair recruits
- Advertising through social media, large departmental email groups etc.

Once you have a committee in place you may wish to allocate specific roles. Apart from the president and treasurer this could include a secretary, fundraising manager, marketing manager, advocacy officer etc.





# FIRST MEETING

## TIPS FOR YOUR FIRST MEETING:

- Provide a leaflet with contact details and future meeting information
- Keep it concise and relevant; potential recruits should know what SSSK involves and how they can help
- Give a reason for people to come back, e.g. a chance to take on a role, a social event etc.
- Outline something you are definitely going to do and give rough dates
- Use a display board with info about SSSK and our partner NGOs
- Collect details for the mailing list if you don't have them

## Remember:

Involve as many of your members as possible in activities

Network with other groups and organisations - could you run a joint event with another society?

Keep in touch with your BLT

# GET SOCIAL

## OUR CURRENT NETWORK

Please use the SSSK main page and branch specific pages linked on the right to advertise your events.

## CREATING A NEW PAGE

Please contact your BLT if running a new branch/you need to create a new Facebook page.

For the benefit of users, we prefer that branches execute Twitter promotion through SSSK's existing account. Please contact your BLT to advertise using this network.

## **Facebook** (main page)

Branch pages:

[Oxford](#)

[Cambridge](#)

[Edinburgh](#)

### **Branches private facebook group**

Your BLT will add you to this, a space for branches to share updates, advice and ideas

## **Twitter**

## **Instagram**

# SSSK AGM

- Everyone involved with SSSK is invited to the AGM ('annual general meeting') each January
- 2/3 members from each branch should be present
- Report on activities over the past year, share ideas and discuss the end results of all our work
- Hear from expert speakers on the situation of street-children around the world and updates on the work of our partner projects
- Meet other members/trustees to discuss and collaborate, building the direction of SSSK over the coming year

# FUNDRAISING

SSSK enables street children to achieve their potential in two ways:

1. By supporting local organisations who know best how to meet local needs (either by way of providing grants or by sending volunteers)
2. By raising awareness in the UK about street children and the systems around the world that perpetuate their poverty and prolong their exclusion from society



SSSK holds  
fundraising and  
awareness-raising  
in equal regard

## BRANCH ACTIVITY

- Fundraising is the more short term and immediately tangible objective, which can provide much needed help and raise awareness at the same time
- Each SSSK branch is free to decide where the emphasis of its activities lies
- Please keep your BLT informed of your activities

Whatever your choice of fundraising campaign, branches need to ensure that all activities are run responsibly and that:

- Campaigns are conducted in accordance with the ethos of SSSK including respecting the dignity of street children at all times
- The net proceeds from any activities are to be passed back to SSSK with records of how and when the money was collected, and of any expenses incurred

**REMEMBER: Never take a penny from anyone without telling them something about street children and SSSK.**

# RAISING AWARENESS

In the long run, awareness-raising is the most important thing that any SSSK branch can do. Ideally every fundraising event should be accompanied by providing donors with information about street connected children, and about our NGOs.

Branches can also initiate or take part in advocacy and awareness raising campaigns. In so doing, please In any awareness-raising, please bear in mind the following:

1. "Advocacy is linked to empowerment. **Emphasis must be put on the strengths and capacities of the children rather than on their vulnerability**, in order to preserve the dignity of street children. Advocating children's rights cannot be managed exclusively by adults. Children know better than anyone else what they need and what is good for them. Adults are the facilitators who enable children to express themselves and get heard within society."

*Hélène Bonvalot "What is Advocacy?" Terre des Hommes, 2002*

2. If you want to use an image of a child on a poster or a leaflet, **consider what message this image is conveying** (i.e. does the child appear as an object of pity, or as an individual making the best of an impossible situation?). Try to ensure that images have a clear caption, crediting the organisation that took the picture and identifying who the subjects are. In an ideal world, no photographs of children taken without their permission would be used in any awareness-raising material. We appreciate that at times it may be difficult to acquire suitable pictures, but you should always include as much information as you can about the picture. Finally, **avoid using the language of pity and focus on empowering any children depicted**. If you have any doubts about awareness raising material you are producing, then please ask your BLT to look at it. The Trustees will always find time to advise you on whether the messages you are communicating are appropriate.
3. The **dignity of street children must be maintained**, they have the right not to be portrayed as victims. Children who work and live on the streets have an independence, resilience and a spirit that must be recognised.

# RESOURCES

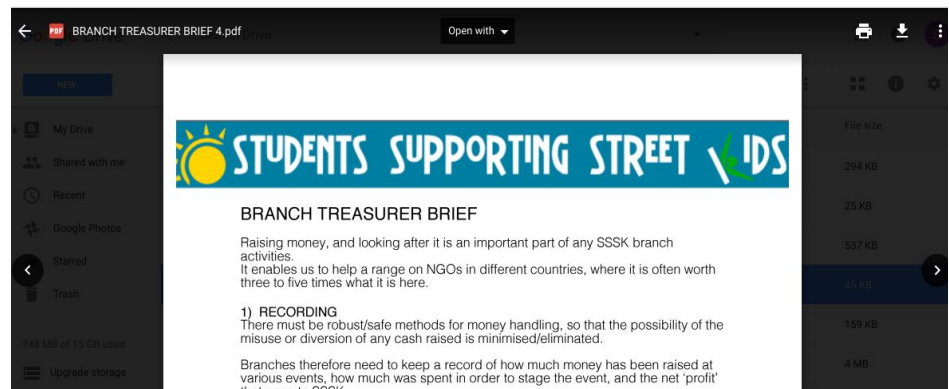
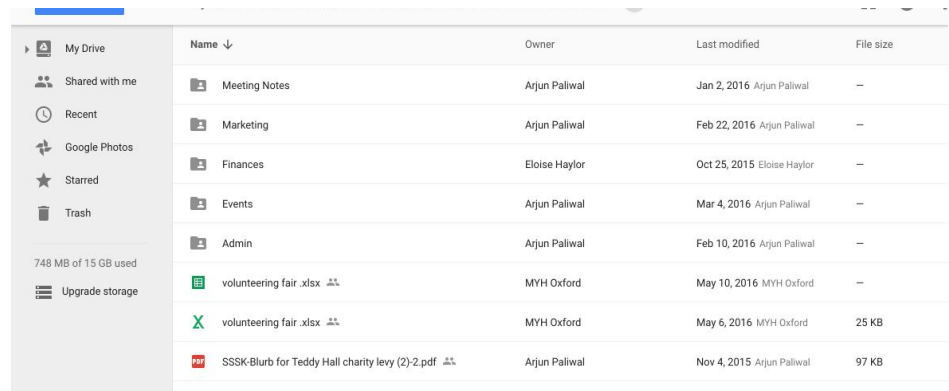
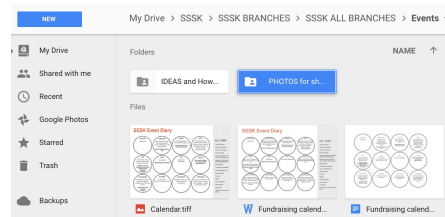
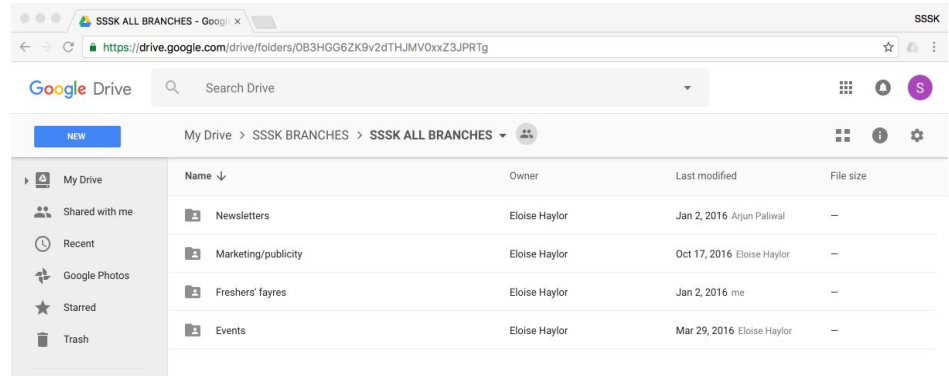
SSSK resources are now available for all branches on Google Drive. To get access to the new resource centre, please contact your BLT. Feedback on the system is welcome, just email [sssk@sssk.org.uk](mailto:sssk@sssk.org.uk).

Access All Branch content, including Newsletters, Marketing Collateral and Fresher's Fair documents. You can also find photos from past SSSK events in different branches to use in designing marketing material.

Please **save at least a couple of highlight photos from each of your events in the All branches>Events>Photos folder** so that we can celebrate them on social media and in newsletters

Save content for your branch in the designated folder. Search previous committee files for event ideas and tools to help you get started in planning and executing your fundraising and awareness-raising ideas.

Find important documents including the Finances Form and Welcome Guides saved inside your branch folder. Share documents with your committee direct from Google Drive so everyone can get access to up-to-date documents and resources.



# EVENT IDEAS

Time	Events	Notes
Autumn Term	Apply for college charity levy   Club nights   Movember   winter ball/Ceilidh   'Strictly Come Dancing' dance nights   Christmas card competition - design and distribute cards   candycanes	Remember to <b>attend fresher's fair and host the first committee meeting at the start of term.</b>
Spring Term	Sleep outs   Valentine's Day roses/love heart delivery   Rendezvous (blind dates)   My Secret Admirer   Easter egg delivery   Easter egg hunts  It's the <b>International Day for Street Children on 12/04!</b> Raise awareness with photo exhibitions and national campaign participation by encouraging individuals to sign CSC's petition. #tweetforthestreet	Remember that <b>Oxford RAG open for applications in February.</b>
Summer Term	Exam packs   Yoga sessions   bake sale   high tea on the go   sponsored sport events	Remember to <b>hand over to the new committee, ensuring details for old members are sent to BLT.</b>
Summer Vacation	Visit projects   sponsored challenges   intern charity fundraisers	Remember to <b>book next year's fresher's fair stall and plan a rota.</b>  Remember that <b>Cambridge RAG open for applications in August.</b>

## ALL YEAR

Open Mic Nights

Charity Formal Hall

Auction of Promises

Film Screenings

Speaker events (liaise with other charities/organisations)

Wine tasting

Champagne breakfast

Jazz and mulled wine

Comedy nights

Pub quiz

Raffles

Photo exhibitions

Salsa classes

Zumbathon

Collections at other society events

Rendezvous

Acappella concerts

Panel discussions



# MEDIA WEBSITES

## SSSK Website

The SSSK website is a vital resource, providing comprehensive and detailed information about SSSK and what we do. There are sections on awareness of the reasons why children become street-connected, on the NGOs we support, and on other NGOs concerned with development and poverty relief globally.

## CSC

The Consortium for Street Children is a membership organisation of over 100 NGOs working with street-connected children worldwide. Many useful publications are available in [CSC's resource centre](#).

## GVNet

The Street Children global information [website](#).

# PUBLICATIONS

- **Street and Working Children - A Guide to Planning** by Judith Ennew
- **Hidden Lives - Voices of Street and Working Children** by Duncan Green
- **Tunnel Kids** by Lawrence J Taylor & Maeve Hickey
- **Children & Violence in Colombia** by Human Rights Watch
- **A Cry from the Streets** by Jeannette Lukasse
- **Street Kid** by Judy Westwater
- **Lost Futures, Our Forgotten Children** by Stan Grossfield

[SSSK newsletters](#) are currently published every year through collaboration between our trustees and student members. You may wish to consult these to find out news from SSSK branches and our partner NGOs, and learn about recent advocacy-related insights. They are all available on the website.

# FILMS/TV

Media interest in the issues faced by street children is by no means consistent but there have been some interesting films and programmes made in recent years which are worth a look, for example:

- BBC documentary, 2007: Child Slavery with Rageh Omaar
- Film by Ross Kauffman & Zana Briski: Born into Brothels - Calcutta's Red Light Kids
- Streetkids United. About Durban street children involved in the Street Child World Cup
- Salaam Bombay
- Tsotsi
- City of God
- Britain's Street Kids. A Channel 4 documentary.

Your BLT can lend you a copy of most of them and a film showing provides a great basis for discussing the issues.

# SUSTAINABILITY

The most important thing you can do for your branch is ensure that it is sustainable.

This means putting a new committee, or at least the core of a new committee, in place for the following year, whether or not you are still going to be involved yourself. It is best to start thinking about this well before the academic year ends.

## THIS SECTION

Branch Handover

Your Impact

Staying Involved

# BRANCH HANDOVER

Remember to do the following by the end of the year to ensure a smooth handover process to the incoming branch committee:

1. Book the stall for next year's Fresher's Fair and organise a staff rota if possible
  - Stall booking for most universities opens in June/July for the following September
  - Try, where possible, to ensure individuals do not have a single shift of more than four hours
  - Liaise with your BLT to arrange resources for the stall in advance (so the trustees can ensure plenty material is available and send it to the relevant member in time)
2. Transfer any outstanding donations to the SSSK main account
  - Outstanding funds should be clearly signposted on the final term financial record form
3. Hand over any necessary paperwork, resources and advice to the new committee
  - It may be worth hosting inductions for relevant members on how to use the Google Drive and where to access financial forms (for the treasurer)
4. Introduce your BLT to next year's committee





# YOUR IMPACT

Once a year the trustees review how much money has been raised and what level of grants is appropriate.

To maintain consistency in our support - which is important for the recipient NGOs - we hold some funds at the year-end as a "buffer" in case we are less successful in our fundraising the next year.

With larger contributions like the £20,000 raised by Oxford RAG, our policy is to spread its use over a 3-4 year period; in 2014 it enabled us to provide a grant to a new NGO in Guatemala, visited by trustee Kate Bretherton.

If you'd like to know more about SSSK's grant making, contact trustee Louise Hopper at [SSSK@sssk.org.uk](mailto:SSSK@sssk.org.uk)

## STAYING INVOLVED

We are incredibly grateful for all the hard work branches put in, and would love to stay in touch with university/school leavers. Here are a few options for doing so:

### 1. SSSK Newsletter

Sign up to SSSK's e-newsletter distribution list and come along to the AGM in January

### 2. Donations

We are always extremely grateful when individuals set up regular contributions to SSSK. This generosity provides the foundation for our annual grants to our NGOs. You can donate online via our BT My Donate page: [BTmydonate](#)

### 3. Volunteering at/Visiting an NGO

One of the best ways to find out more about the work we do is to go and work for one of the organisations involved. This will probably involve you funding yourself, and it is always important to match the abilities and adaptability of the volunteer with the needs and resources of the host organisation.

NGOs that welcome volunteers and could provide an opportunity to experience working with street children include CENIT (Ecuador), Salaam Baalak (in Delhi), StreetInvest and the Hope Foundation (Kolkata). There are also opportunities in the UK with Railway Children.

If you are planning to visit any of these NGOs, do let us know as we would love to hear about your experiences. For more information on volunteering opportunities, please visit the website and contact [sssk@sssk.org.uk](mailto:sssk@sssk.org.uk).

# FINANCE

As SSSK is a registered charity, the trustees are responsible to the Charity Commission and have to submit both an annual report and an annual statement of accounts.

We are required to keep records of our activities for a period of six years, and in the context of university and school branches this is something of a challenge as people are probably not on a branch committee for more than one or two years.

## THIS SECTION

Record Keeping

Accounts

Branch Records Form (available separately in your branch folder on Google Drive)

# RECORD KEEPING

To meet the requirements set by the Charity Commission, we are asking branches to keep an ongoing record book which should contain:

1. A list of the full contact details for all committee members including a non-university email address, mobile phone number and home address. We will not use contact details to forward SSSK marketing material without consent.
2. Meeting records  
Including the date, location and list of attendees.
3. A brief account of the term's activities and financial records  
Including a summary of what events took place, expenses incurred and how/when monies raised were sent to the SSSK main account.

# ACCOUNTS

Every branch should have a named treasurer whose responsibility it is to maintain clear, simple and accurate records. Which can be shown by SSSK to the Charities Commission if and when requested.

For this reason, we are asking all branches to keep ongoing records on Google Drive which should contain a 'finances form' for recording each event, noting when and where it took place, and how many people came etc. The donations should be counted and totalled, while any costs/expenses noted and deducted. All money handling should be counted, checked and signed off by **two** branch committee members, this is to safeguard against embezzlement!.

At the end of the year this record should be printed, signed as accurate by two members, and a photo of the signed form sent to your BLT.

Branches will have different methods of temporarily keeping and then transferring funds:

## **PAYING-IN BOOK**

Both cash and cheques made out to SSSK can be paid in at any HSBC branch, or sent to the treasurer below. Please email [treasurer@sssk.org.uk](mailto:treasurer@sssk.org.uk) with the cheque number and amount after making the deposit so the treasurer is informed.

## **ONLINE PLATFORM**

Individuals looking to donate online can do so using [BTmydonate](https://BTmydonate.com). A link can be found on [www.sssk.org.uk](http://www.sssk.org.uk) under 'donations'. If you set up an event page on BTmydonate, please inform your BLT.

## SSSK Treasurer and Record Keeper Contact Info

### **FREDDIE LIGHT**

69 Castelnau, Barnes, London, SW13 9RT  
07957 334388

### **GORDON COUCH**

39 Bradley Gardens, London, W13 8HE  
020 8997 7055

# BRANCH RECORDS FORM

BRANCH					
EVENT	Date, time, place and numbers involved (summary)	Total Money In £	Expenses £	Net amount fundraised £	How money was sent to SSSK
TOTALS					
Details of any URLS in use through BTmydonate					

SIGNED (as accurate) by 2 members

NAME (printed)

DATE
