

GK FIELD MANUAL TWO

A GUIDE BOOK FOR GK1MB



This field manual is co-published by Gawad Kalinga and the GKBI in the Ateneo School of Government.



WHAT IS THE GK FIELD MANUAL?

The GK Field Manual is a GUIDEBOOK for GK Execom, GK1MB Teams, and GK Caretaker Teams. It contains the most basic information on how to implement their programs and achieve their mandates. It is an effort to help scale up, sustain, and mainstream the work of Gawad Kalinga. It is also an effort to capture the culture of GK in light of spreading the inspiration to more people.

NOTES ON HOW TO USE THE MANUAL

This field manual assumes that the user has been at least oriented or trained for the function he/she will perform in building-up Gawad Kalinga.

This manual comes in three books, tailor-fit for each working group of GK:

- **GK Field Manual 1: A Guide Book for GK Execom**
- **GK Field Manual 2: A Guide Book for GK1MB**
- **GK Field Manual 3: A Guide Book for GK Caretaker Teams**

Each book contains the following major components:

- *Core values, strategies, and roles.* These are the opening pages that talk about the GK-way: the reason behind our strategies and structures. These pages discuss the spirit of Gawad Kalinga.
- *Roadmaps.* This part contains the how-to's of Gawad Kalinga. It features step-by-step instructions, tips, diagrams that will hopefully make your mission work easier and enjoyable. It also discusses the milestones that include the indicators and outputs that will mark the completion of each stage.
- *Activity Guidelines.* These are detailed guidelines for prescribed activities.

This field manual is designed to be visual and inspiring. Expect a lot of pictures, side stories, and quotations to come your way.

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GK1MB RALLY
ARANETA COLISEUM
JUNE 2007

LETTER FROM THE ED

Stand in the Gap



My dear fellow GK workers,

Our nation is in desperate need of those who can stand in the gap. I read somewhere that if we are not preventing the deterioration of our country, the problem is not with our country. The problem is with us. We can't blame the darkness for acting like darkness. But in the presence of true light, darkness has trouble remaining like it is. "You are the salt of the earth...light of the world" (Matt 5:13-14).

We see so much poverty and suffering, we see hunger and despair, we see pain and violence, we see corruption and greed, and we see a drought of hope around us. This is the darkness that is threatening our present and our future as a people. We have compromised our integrity and honor. We all have to make a choice. Do you want to be the light? Or do you just want to continue blaming the darkness?

Gawad Kalinga is a choice! A choice made by thousands of Filipinos here and abroad to be that ray of hope! To raise the Filipino spirit beyond the slums and beyond the conflict! To demonstrate to the global community that there is goodness and greatness in the Filipino because we are starting to care for the least among us!

A simple decision from the heart to be my brother's keeper is to stand in the gap. For those who already made this choice, I honor you, keep the faith. For those who are still deciding, think no more, just do it!

Gawad Kalinga is a journey. 2007 has been a wonderful year for GK. While we encountered Goliaths that sent many among us down to our knees, we have a faithful God. He gave GK servants and partners hearts like that of David—a shepherd's heart (nobody gets left behind), a warrior's heart (we fight for the poor), a king's heart (our word is our deed). We have a heart after God's own heart. With love for God, we will overcome.

Let us move with passion and conviction in building 2,000 new GK communities for the coming year, towards GK777. We look back to learn from our choices, we look back to remind ourselves through the victories that this work of Gawad Kalinga is not possible by mere human hands and minds. We have many years ahead of us, full of opportunities to stand in the gap!

I commit myself and my family in building our Filipino dream: a country free of slums, free from hunger, and free from violence.

Mabuhay ang Pilipinas!

Luis Oquiñena
Gawad Kalinga

PART 1

WHAT IS GK1MB?

WHAT IS GK1MB: ISANG MILYONG BAYANI/ONE MILLION BUILDERS?

GK1MB is the volunteer program of Gawad Kalinga. It is a global campaign to raise volunteers for nation-building built on a culture of faith & patriotism and a lifestyle of heroism.

WHO CAN BE PART OF GK1MB?

Anyone who can commit at least 4 hours a month to do work for GK communities and programs can become part of GK1MB. The service can come in many forms: direct participation in GK programs and activities, advocacy work, professional support, etc.. GK 1MB includes everyone involved in GK: volunteers, caretaker teams, Kapitbahayan (KB), fulltime workers, partners.

HOW DOES ONE BECOME PART OF GK1MB?

Anyone who wants to become part of the movement must fulfill the following:

1. Attend the GK Empowerment Talks
2. Sign the Covenant of a GK Bayani (GK1MB Card)
3. Register in www.gk1world.net
4. Commit at least 4 hours of service to a GK Village and/or Program

COVENANT OF A GK BAYANI

1. I commit to serve and love the Philippines with all my heart.
2. I am proud of this country and I will raise children who value their heritage.
3. I will generously share my time, talent, and treasure in helping the Philippines rise from poverty.
4. I commit to live a life of integrity and help restore faith in the Filipino.
5. I will follow the path of peace in pursuing a meaningful and lasting change.
6. I will help build a culture of hard work and excellence for the collective good.
7. I commit to be a Gawad Kalinga Bayani and consecrate my life to God and country.

So help me God.

GK1MB STRATEGIES

GK1MB employs a threefold strategy in mobilizing different sectors for nation-building:

Strategy 1: Attract and Inspire

- Take the posture of inspiration, be a living witness to the hope that you see in GK communities. Speak from the heart.
- Attract everyone to the work, trust that everyone can be a hero if given the chance to show it. Do not deny anyone the opportunity to be part of GK. ***"Walang Pilipinong kaaway!"***
"Bawat Pilipino, Bayani!"

Strategy 2: Involve

- The best way to make people understand GK is to bring them to a GK village. Make people experience GK first-hand by involving them in on-site bayanihan activities: builds, tutorials, health programs, etc.
- Share the mission with partners. The work of GK is massive, it needs all the help it can get. Challenge partners to become part of the caretaker team.

Strategy 3: Commit

- Lead your partners and volunteers to commit to GK by joining GK1MB. This will ensure that they will continue to grow in the lifestyle of heroism and culture of faith and patriotism.
- Commitment deepens with greater involvement. Challenge people to do more work as they mature in GK.
- Whenever possible, move towards institutional partnerships. Lead the partner institution to own GK, to make GK part of their institution/structures/programs. This ensures sustainability and growth of the work.

“Bawat Pilipino, Bayani!”

Trust that every Filipino and every human being is a hero if given the chance to show it.

“Walang Iwanan”

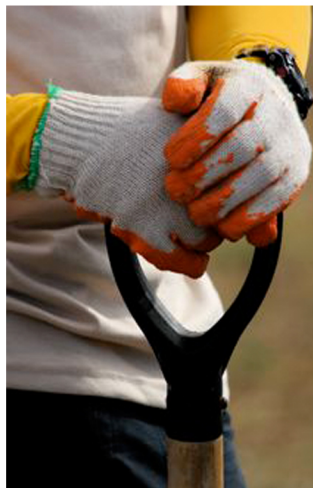
GK is always on an attract mode: no one is left behind. Nation-building is for everyone. Don't leave your fellow heroes behind, take care of each other. Most importantly, this means that the poor does not get left behind!

“Best for the Least”

The poor deserve all our love and excellence, they do not deserve simple pittance. This strategy signals that the poor deserve the best of what we have to offer: the best talent, time, treasure.

“Build and they will come”

GK is God's work, it cannot be controlled or limited by anyone. Thus, GK1MB believes that the right people will be sent at the right time with the right numbers! Our task as GK1MB is to announce the message and send out the invitation to as many people as possible. The people you need will come at the best time possible. This also means that we do not worry about the resources needed.

**GK1MB ROLES & RESPONSIBILITIES**

GK1MB is managed and run by the collaboration of the following teams:

GK 1MB National Secretariat

The GK1MB national secretariat is composed of full time workers who work directly with the GK Executive Director.

Functions:

- Sets the global vision and direction of the campaign
- Guides and supports GK1MB Coordinators in implementing their program and activities
- Organizes and coordinates national events
- Coordinates the training schedules for 1MB implementers
- Manages and maintains the database of www.gk1world.net

GK 1MB Coordinators (region, province, municipality/city)

The GK1MB Coordinator is assigned by the GK Regional Coordinator, in coordination with the GK Head of the province, depending on the needs of the region, province, municipality/city.

Functions:

- He/she is the catalyst of GK1MB in his/her area; he/she ensures that the movement is active and growing in his/her region, province, municipality/city
- He/she coordinates the events and programs of 1MB in his/her area
- He/she is responsible in assigning core groups/chapters to GK villages, ensuring that there is a match between the needs of the village and the resources of the core group/chapter
- In coordination with the GK1MB National Secretariat, he/she organizes training seminars/sessions for his/her area
- He/she serves as the facilitator/convener of the GK Chapter of the city/municipality (if and when the GK Chapter has already been established by the GK RC and Provincial Head).

GK1MB Core Groups

The GK1MB Core Groups is the basic unit of GK1MB. These are groups of GK volunteers who are identified with institutions and/or organized groups: schools, corporations, parishes, socio-civic groups, religious organizations, government agencies/units, etc. The different core groups of a municipality or city gathers regularly for a Bayani Assembly to share stories and nurture their inspiration. This gathering is called for by the GK Coordinator of the area.

Functions:

- Mobilizes members of the institution/group to join GK programs and activities;
- Serves as the communication channel/point-person between GK and the institution/group;
- In cooperation with the GK1MB Coordinator in their area, they organize GK orientations, empowerment sessions, and other activities for their institution/group.

GK Village Volunteer Coordinator

The GK Village Volunteer Coordinator is the on-site volunteer manager. Ideally he/she resides in the village or somewhere near the village.

Functions:

- He/she makes sure that every volunteer who goes to the village is meaningfully involved and that their participation is maximized;
- In coordination with the caretaker and program heads, he/she completes the needs assessment form to guide the deployment of volunteers;
- Conduct processing sessions with KB and volunteers;
- Maintains a logbook of GK1MB volunteers (specially to keep track of walk-in volunteers).

PART 2

GK1MB ROADMAPS



GK BAYANI SUMMIT 2007
MERALCO THEATER

GK1MB ROADMAPS

This part of the fieldbook contains the details of how to organize and implement GK1MB. It contains a section for GK1MB Coordinators, GK1MB Core Groups, and GK Village Volunteer Coordinators.

The contents are organized under the following headings:

- *Description*: a short introduction of the particular section
- *Objectives*: the purpose of the activity
- *Steps*: a step-by-step guide to implementing the activity or event
- *Milestones*: the indicators that you can move on to the next stage of development
- *Tips*: "words of wisdom" from the best (and worst) practices from GK workers





ROADMAP FOR GK1MB COORDINATORS

GK1MB ROADMAP OVERVIEW

STAGES

STEPS

MILESTONES

1 START UP

1. GET A BASIC TRAINING FOR GK1MB COORDINATOR
2. FORM A PILOT GK1MB CORE GROUP
3. PREPARE A GK1MB ADVOCACY PLAN

- Formation of GK1MB core group of your area
- Series of GK Orientations & GK Village Tours

2 BUILD UP

1. FORM GK1MB CORE GROUPS OF INSTITUTIONS/ TOWNS
2. INTEGRATE CORE GROUPS TO GK VILLAGE
3. BUILD GK1MB STRUCTURES

- Formation of more GK1MB Core Groups
- Training of GK Village Volunteer Coordinators
- Institutional partnerships for GK1MB

3 SHOW CASE

1. REGULARIZE GK1MB ACTIVITIES & EVENTS
2. MOUNT A LANDMARK EVENT FOR YOUR REGION
3. SUSTAIN THE GROWTH & DEVELOPMENT OF GK1MB IN YOUR REGION

- All GK Villages in your area w/ GK1MB Core Groups
- Regular GK Bayani Assemblies

ROADMAP FOR GK1MB COORDINATORS

The GK 1MB Coordinator is the catalyst of GK1MB in the his/her area. He/she is mainly responsible to rally different groups and institutions for the work of nation-building. He/she is designated by the GK Regional Coordinator, in consultation with the GK Head of the Province, depending on the needs of the region, province, municipality/city.



THE GK1MB COORDINATOR IS MAINLY RESPONSIBLE FOR THE FOLLOWING:

- He/she ensures that the movement is active and growing in his/her area by organizing GK Orientations, Village Tours, and GK Empowerment Talks;
- He/she coordinates the events and programs of GK1MB in his/her area;
- He/she is responsible in assigning GK1MB Core Groups to GK villages, ensuring that there is a match between the needs of the village and the resources of the core group;
- In coordination with the GK1MB National Secretariat, he/she organizes training seminars/sessions for his/her area.



TEAM MERALCO
BAYANI CHALLENGE 2006
SOUTHERN LEYTE

STAGE 1: START-UP

DESCRIPTION

This stage is considered as the opening of GK in your area. Building relationships and scouting for potential partners and core group leaders are essential at this stage. This will lay the groundwork for the next stages of GK1MB. Much of this is preparatory for the massive and rapid work that lies ahead of you.



OBJECTIVES

At the end of this stage of development, you should:

1. Be trained as a GK1MB Coordinator;
2. Set-up the GK1MB core group of your area;
3. Create an advocacy plan for your area.

STEPS

1. Get a basic orientation and training for GK1MB Coordinators;
2. Form a pilot GK1MB core group to be the example for your region. This core group will be your working team in putting up GK1MB in different sectors/provinces/towns of your area;
3. Prepare a GK1MB plan with your GK1MB core group to generate the resources (manpower, financial, technologies, etc.) needed to support GK villages in your area;
4. Present the plan to your GK Regional Coordinator and/or Management Board for comments and approval;
5. Implement your GK 1MB plan.

🔔 MILESTONES

You can move on to the next stage of development if you have accomplished the following

- ❑ Attended the GK1MB Coordinator's Training
- ❑ Formed an empowered GK1MB Core Group who will support you
- ❑ An approved GK1MB plan



STAGE 2: BUILD-UP

DESCRIPTION

In this stage, the GK1MB coordinator is backed up by an empowered GK1MB core group which is composed of representatives from strategic key institutions within your area. At this point, the time is ripe for the formation of other GK1MB Core Groups and to lay the groundwork for institutional partnerships.

OBJECTIVES

At the end of this stage of development, you should:

1. Form GK1MB Core Groups in different groups/institutions in your area;
2. Connect GK1MB Core Groups to specific GK villages and/or programs;
3. Institutionalize and mainstream GK1MB in your area.

STEPS

1. Guided by your GK1MB plan, form GK1MB Core Groups in each of your identified institutions/towns.
 - a. Identify potential core group leaders
 - b. Initiate the following activities:
 - i. GK Orientation (see Activity Guidelines for details)
 - ii. GK Village Tour (see Activity Guidelines for details)
 - iii. GK Bayani Empowerment (see Activity Guidelines for details)
 - iv. Initial core group meeting

2. Prepare the GK villages in your area to manage the entry of GK1MB volunteers.
 - a. With the caretaker team of the village, identify a KB who can be the GK Village Volunteer Coordinator;
 - b. Train this person to become the volunteer manager of the village. He/she will receive and deploy volunteers who come to their village;
 - c. Introduce him/her to the core group leader/s of the institutions/groups who will be assigned to their village.
3. Assign each core group to a specific GK village and/or program.
4. Deepen the involvement of your GK1MB core groups by striking a balance between implementation of activities, conducting empowerment/formation sessions, and doing advocacy work.
5. For more mature core groups move towards institutional partnerships through a MOA.
6. Repeat steps 1-5 until most cities/municipalities have at least one institutional partnership. Ensure that every GK village in your area has a GK1MB Core Group assigned to them.
7. Build GK1MB structures and systems for institutionalization and mainstreaming (regional/provincial GK1MB structures, regular meetings of core group leaders, train KB to become GK Village Volunteer Coordinators).





MILESTONES

You are ready to move on to the next stage of development if you have accomplished the following:

- ❑ Most of your GK villages have active GK1MB core groups assigned to them;
- ❑ Formed institutional partnerships with your partner institutions/groups;
- ❑ Established a schedule of regular GK1MB meetings and activities (monthly, weekly, quarterly).



TIPS:

- Always move with members of your regional/provincial core group. Assist and allow them to lead in the formation of their own core groups in their area.
- The GK Village Volunteer Coordinator is critical for the successful deployment of GK1MB volunteers in the village. Invest time to identify and train KB/caretaker team members to become GK Village Volunteer Coordinators.
- Make sure that all signatories have a copy of MOA: partner, management board, LGU.
- Get a database of volunteers from the GK partners at the end of each empowerment. Make sure that every GK1MB volunteer is registered at www.gk1world.net
- It is ideal to hold regular meetings and Bayani Assemblies in order to inspire each other and also be updated on new direction and/or upcoming activities.

STAGE 3: SHOWCASE

DESCRIPTION

At this stage of development, GK1MB has become a mainstream movement in your region/province/town. The lifestyle of heroism and the culture of faith and patriotism are already visible in your partner institutions and individual volunteers. At this point, GK news from the region is spreading and attracting GK workers and partners to study your area as a template for GK1MB.

OBJECTIVES

At the end of this stage of development, you should:

1. Have a GK1MB Coordinator in most of the provinces/towns in your region;
2. Ensure that ALL the GK villages in your region have regular GK1MB volunteers;
3. Have institutionalized and mainstreamed GK in the institutions/groups of your GK1MB Core Groups.



STEPS

1. Make sure GK1MB Activities are conducted regularly in the region as initiated by you or your core group leaders (GK Bayani Assemblies per institution, Bayanihan Builds in every town, etc.);
2. Mount a landmark event for your region (GK1MB Rally or Bayani Challenge);
3. Sustain the growth and development of GK1MB in your region by coming up with a multi-year strategic plan/calendar of events.





📌 MILESTONES

You know that your area is already a showcase of GK1MB when you have the following:

- ❑ ALL of your GK villages have active GK1MB Core Groups.
- ❑ MAJORITY of your partners are have institutional partnerships with GK.
- ❑ GK has mainstreamed in your regular activities in your area (fiestas, masses, events, tourism, by word, etc.).
- ❑ Regular GK1MB activities & events (weekly, monthly, annual activities).

🧠 TIPS:

- Be present in as many GK activities as you can within the area, especially the ones of where major partners are present (launchings, bayani assemblies, etc.);
- Make a showcase town for GK1MB and share the best practices to the region;
- Make a regional database of all GK1MB volunteers in the region.

Only a strong people can build a strong nation.

Tony Meloto

ROADMAP FOR GK1MB CORE GROUPS

ROADMAP FOR GK1MB CORE GROUPS

DESCRIPTION

The GK1MB Core Group is the basic unit of GK1MB. These are groups of GK volunteers who are identified with institutions and/or organized groups: schools, corporations, parishes, socio-civic groups, religious organizations, government agencies/units, etc. The global network of GK1MB Core Groups forms the massive army of GK volunteers.



THE GK1MB CORE GROUP IS MAINLY RESPONSIBLE FOR THE FOLLOWING:

- Mobilization of members of their institution/group to join GK programs and activities;
- Serves as the communication channel/point person between GK and the institution/group;
- In cooperation with the GK1MB Coordinator in their area, they organize GK orientations, empowerment sessions, and other activities for their institution/group.

People think that the greatest enemy of Ateneo was La Salle but they were wrong, the greatest enemy of Ateneo and La Salle is poverty.

Greg Mercado
GK1MB DLSU

BAYANIHAN BUILD
TRECE MARTIRES, CAVITE
2008



STAGE 1: START-UP

DESCRIPTION

This stage is all about inspiring and attracting your group to join GK. This stage is mostly about generating excitement, motivation, and appreciation to get people involved in the work of nation-building. Hopefully, the seeds planted at this stage will blossom into a full-blown partnership with Gawad Kalinga.

This stage culminates with the identification and formation of a GK1MB Core Group in your institution who will champion the cause of GK.

OBJECTIVES

At the end of this stage of development, you should have:

1. Implemented the initial activities of GK1MB;
2. Identified members of your GK1MB Core Group.



STEPS:

1. For the point-person/group leader: Get yourself oriented on the roles and responsibilities of a GK1MB Core Group leader from the GK1MB Coordinator of your area.
2. In cooperation with the GK1MB Coordinator, prepare and implement the following initial activities
 - a. General GK Orientation for your institution (1 hr activity);
 - b. GK Village Tour for the key leaders and potential GK1MB Core Group your institution (half to whole day);
 - c. GK Bayani Empowerment for the key leaders and potential GK1MB Core Group members (whole day activity);
 - d. First meeting of your institution's GK1MB Core Group.
3. Prepare the groundwork for the MOA between GK and your institution.

MILESTONES

You can move on to the next stage if you have accomplished the following:

- ☐ Introduced GK to key leaders of the institution
- ☐ Organized and formed a GK1MB Core Group
- ☐ Key leaders commit to serve in GK at least 4 hours a month
- ☐ Establish groundwork for institutional partnership (buy-in of key leaders, draft of MOA, launching dates, etc.)

Gawad Kalinga is the new people power.

Serafin Arviola
Director of Community Extension, PNU

STAGE 2: BUILD-UP

DESCRIPTION

This step is about involving your group in the work of GK. This is the phase where the inspiration of your core group is spread to the whole institution. The institution is being prepared towards becoming an institutional GK partner and is scaling up its efforts to make GK a mainstream movement in the institution.

OBJECTIVES

At the end of this stage of development, you should have:

1. Replicated the GK initial activities for the other units of your institution;
2. Chosen a partner/adopted GK village;
3. Created a schedule of GK activities for your institution.



STEPS

1. With your core group, plan and implement the following:
 - a. A training from GK Builders Institute for your GK1MB Core Group;
 - b. Initial activities to raise awareness and involvement of other members/units/groups of your institution/group (refer to output of your initial meeting/planning);
 - c. MOA signing and partnership launching.
2. Finalize with the GK1MB Coordinator of your area for your institution's partner GK village.
3. Schedule a visit to the GK village to assess the needs site. The output of this will tell you what support the village needs from your group.
4. Create a schedule of activities for your institution/group (good for at least 3 months).
5. Schedule a monthly GK Bayani Assembly for the institution. Take note of national GK events and activities (GK Expo, Bayani Challenge, Bayani Summit). Mobilize your institution for these regular events.



📌 MILESTONES

You can move on to the next stage if you have accomplished the ff:

- ❑ The GK1MB Core Group has been institutionalized & mainstreamed (either as an official assignment or a recognized ad hoc group);
- ❑ Memorandum of Agreement (MOA) has been signed;
- ❑ Launching of partnership (big event);
- ❑ Regular GK activities for your institution (builds, participation in GK events, GK assemblies, etc.).



TIPS:

- This stage is all about infecting other people with your core group's passion for nation-building. The key is to replicate your experience to more and more people in your institution;
- Keep on inviting speakers, service team and other GK1MB volunteers for your initial events and activities;
- Accomplish the GK Needs Assessment Form before organizing activities. This will help you deliver services and resources that are really needed by the community;
- Create and circulate your calendar of GK activities (scheduled builds, talks, empowerments, etc.) in your own institution/group. Keep everyone informed of your activities. Post pictures of events to excite them to join;
- Make sure all GK volunteers in your institution are GK1MB cardholders and are registered in www.gk1world.net.

STAGE 3: SHOWCASE

DESCRIPTION

This stage is about leading your institution towards a commitment to nation building. At this point, your institution is sold out to the GK vision and is mobilizing its members and its resource network to carry on the work. It has been an integrated as a major part of the institution's activities and culture. GK is mainstreamed as a lifestyle among the members of the institution and its volunteers are active in community building and program development.



STEPS

1. Make sure that MOST, if not all, sectors/ units of institution undergo the GK Bayani Empowerment;
2. The GK1MB Core Group, in cooperation with GK1MB Coordinators, assigns the volunteers of the institution to appropriate GK programs and activities;
3. Attend regular meetings, activities, & events of GK1MB in your area. Consult your GK1MB Coordinator for the schedule;
4. Choose a next step for your institution's growing partnership with GK (become a full time volunteer caretaker, program manager, etc.).





MILESTONES

You have reached showcase status if:

- There is a regular mobilization of volunteers from your institution (for builds, activities, Bayani Assemblies, etc.);
- Your institution is regularly invited to help establish GK1MB in other institutions;
- Your institution has been empowered to lead a village and/or program.



TIPS:

- Use your database to mobilize and manage volunteers;
- Encourage volunteers to document their service thru video or picture and post it at www.gk1world.net;
- Attend all city/municipality GK1MB meetings to learn and share best practices;
- Attend all national and city GK events to keep your members inspired and to also have the opportunity to share your best practices with other GK partners and GK1MB volunteers.

A GUIDE FOR GK VILLAGE VOLUNTEER COORDINATORS



GK EXPO 2007
SM MALL OF ASIA
PASAY

A GUIDE FOR GK VILLAGE VOLUNTEER COORDINATORS

DESCRIPTION

The GK Village Volunteer Coordinator is the volunteer manager at the village level. Ideally this person resides in the village or somewhere near the village but can also be from a GK partner.

THE GK VILLAGE VOLUNTEER COORDINATOR IS IN CHARGE OF THE FOLLOWING:

1. Welcoming and orienting volunteers who go to the village;
2. In coordination with the Project Director and GK Program Managers, he/she deploys and assigns GK1MB volunteers to particular tasks and activities. (Use Needs Assessment Form);
3. Conduct processing sessions with volunteers and GK village residents who join their activities;
4. Maintains a logbook of GK1MB volunteers (specially to keep track of walk-in volunteers);
5. Documents inspiring stories of the month;
6. Guided by the needs assessment form, he/she signals to the
 - GK1MB Core Group leader and/or GK1MB Coordinators the needs of the village. He/she may request for volunteers for GK village activities;
7. He makes sure that every volunteer who goes to the village
 - is kept busy and meaningfully involved.



THE GK1MB VILLAGE COORDINATOR MUST BE KNOWLEDGEABLE ON THE FOLLOWING:

1. Basics of GK: values, principles, strategies, history, targets, etc.;
2. Basic knowledge on GK Programs;
3. Basic story of their community's GK story;
4. Information and stories regarding the partners of their village;
5. GK information on other GK communities in their area.

HE/SHE MUST ALSO POSSESS THE FOLLOWING SKILLS:

1. Good communication skills (public speaking);
2. Mobilization skills (rallying the KB to help, asking the volunteers to work, etc.);
3. People skills (motivation, relationship building, conflict management, etc.);
4. Can accomplish and update the Quarterly Needs Assessment Form.

Neg Carlo first attended a GK build in 2005, at GK Licad in Quezon City. Convicted deep within, he felt inspired to build more and more because of seeing the miraculous transformations in people's lives. *"I love to go to GK builds because every time I go to a build I feel like I'm building my own house – because I don't own a house."*



TIPS:

- Make sure that all volunteers of the GK Village and GK1MB coordinate with you regarding their service;
- Always coordinate with your Project Director Coordinator regarding the volunteer's service in your GK Village;
- For new volunteers, make sure to tour them first and inspire them with stories about your GK Village;
- Update your GK Needs Assessment form monthly. You may ask some volunteers to help you with this;
- Build a personal relationship with GK1MB core group and leaders of the groups that visit your village;
- In coordination with your PD and GK1MB Coordinator, organize and conduct a GK Bayani Empowerment for the volunteers;
- Always document all inspiring stories of the GK Bayanis (GK partners, GK Kapitbahayan, and GK Caretaker Team);
- Create your own GK1MB Core Group in the GK Village out of those who are interested among the KB and GK partner.





PART 3

ACTIVITY GUIDELINES

GUIDELINES IN CONDUCTING THE GK ORIENTATION

DESCRIPTION

The GK orientation is the first formal contact of most people with Gawad Kalinga. It is an activity where the leaders of an institution hear a presentation about GK to have a basic understanding of its history, vision, programs and philosophy. It is an opportunity to inspire in them passion for God and country.

OBJECTIVES

The GK Orientation aims to:

1. Inspire people to get involved with Gawad Kalinga
2. Provide basic information on Gawad Kalinga
3. Secure a date for a follow-up activity (i.e. GK Village Tour & GK Bayani Empowerment)



STEPS

1. Set the date when key leaders (head, president, officials) and potential core group members are all available.
2. Prepare the logistics and materials of the orientation.
 - a. Room and seats
 - b. LCD projector
 - c. Computer with good audio (for 20-30 pax)
3. Invite speaker and sharer from the GK1MB Coordinator of your area. Request/choose a speaker who can connect with your audience, someone who is familiar with the audience's background. Choose someone who has a story to which your audience can relate with.
4. Conduct the GK Orientation. Suggested contents/talking points:
 - a. Latest GK Video
 - b. Condensed Bayan, Bayani, Bayanihan
 - c. Personal sharing/GK story
 - d. Overview of GK Programs
 - e. Latest GK updates
 - f. Open forum
 - g. Closing GK video
5. Schedule a date for the GK Village Tour and/or GK Bayani Empowerment.

I came to the Philippines as an American and I went back to the United States as a Filipino.

Tony Olaes
GK1MB USA

**TIPS:**

- Keep this activity short and brief, maximum 30mins-1.5 hrs. Remember: this is just the initial activity, there will be many more occasions where other information can expressed and shared;
- Always see to it that the room has good audio-visual equipment. GK marketing tools are most effective when the audio and visual are clear (videos, pictures, powerpoints, etc.);
- Invite your "Band of Believers." These may include: your closest colleagues & bosses, people naturally inclined for social involvement, or people already involved;
- Prepare a comfortable room for listeners where they will not be distracted by other concerns (office calls, foot traffic of co-workers, etc.);
- Show at least 2 videos, one at the beginning another at the end. Use one introductory video and one that specifically suits your audience;
- Conduct open forum at the end. Give GK fliers to participants;
- Sample schedule:
 - 8:00 Opening: Prayer/ National anthem/ Remarks
 - 8:05 Introduction of event and guest speakers
 - 8:10 GK Introductory Video
 - 8:20 GK Talk by speaker
 - 8:40 Sharer
 - 8:45 GK Closing Video
 - 8:50 Open forum & discussion for next activities
 - 9:00 Closing prayer/ Remarks



**GABI NG PARANGAL
GK EXPO 2007
PASAY CITY**

GUIDELINES FOR A GK VILLAGE TOUR

DESCRIPTION

The GK Village Tour is an activity where people can have a first hand experience of GK by visiting a GK Designer Village. This works best after they have been excited by a GK Orientation. This is an opportunity to build-up interest and excitement that will hopefully lead towards involvement and commitment.

OBJECTIVES

The activity aims to:

1. Follow-up the vision presented in the GK Orientation;
2. Continue to inspire the formation of GK1MB Core Groups by giving them first-hand experience of being in a GK Village;
3. Meet other Gawad Kalinga volunteers and hear their stories;
4. Secure a date & commitment for a GK Empowerment.



STEPS

1. Make arrangements for a GK Village Tour with the GK1MB Coordinator of your area.
 - a. Identify GK Designer Village closest to your area;
 - b. Set a schedule for a tour. Choose a date where your key leaders are available.
2. Coordinate with the Project Director and/or KB President for the scheduled GK Village tour at least 2 weeks before the tour. Ask him to prepare the Mabuhay team of the village.
3. Prepare the logistics for the event (transportation, food, things to bring, etc.).
4. Invite participants.
5. Visit the GK Village and interact with the GK homeowners and caretaker teams. Make sure that the guided tour will include the following elements:
 - i. Recap of GK Orientation
 - ii. History of the village
 - iii. GK stories of KB
6. End the tour with a sharing session with the participants and the KB.
7. Document your trip so you can present to other key people in your institution.
8. Set a date for the next GK activity: the GK Empowerment Talks

TIPS:

- Talk to as many of the GK homeowners and caretakers as possible. The "magic" of GK is in the stories of the people involved in it;
- Ideal timeframe: half-day event including travel time. Weekends are most ideal because most of the people in the village are there;
- Key leaders and potential GK1MB core members should compose the group attending. Ideal size is 10-20 persons;
- Take lots of pictures and videos. Make a presentation about the trip.

GUIDELINES IN CONDUCTING THE GK BAYANI EMPOWERMENT

DESCRIPTION

This is the official entry point to become part of GK1MB. It is a series of 3 inspirational talks (**Bayan, Bayani, Bayanihan**), that seeks to inspire love for God and country among the volunteers and to lead them to commit to a lifestyle of nation building. It is ideal that the participants have already undergone a GK Orientation and GK Village Tour. It is most ideal to deliver this during a one day GK activity. This is the official entry point to become part of GK1MB.

OBJECTIVES

The empowerment talk aims to:

1. Deepen the individual's/institution's understanding of GK;
2. Rally individuals and institutions to officially become part of GK1MB;
3. Invite the participants to become GK1MB cardholders at the end of the activity;
4. Invite the participants to commit to particular GK programs and activities.

STEPS

1. Choose a GK Village for a GK Bayani Empowerment that can inspire the participants. Coordinate with the PD or KB President for tasking and needed materials/equipment.

Choose a village with the following elements:

- a. Have volunteer activities enough for the target participants. Do not limit it to build activities. Explore CYD, Health and Productivity activities;
- b. Inspiring and empowered KB leaders;
- c. Have a place/space where the talks can be done comfortably.

2. Invite inspiring speakers and sharers for each talk.

3. Prepare the following materials and logistics:
 - a. Sound system
 - b. GK brochures
 - c. GK1MB ID
 - d. GK 1MB Volunteer Sign up Sheet
 - e. When available, a venue where we can use an LCD for showing of GK video or powerpoint presentation.
4. Conduct the GK Empowerment with small group sharing (20-30 mins sharing time). Request copy of the talk outlines from your GK1MB Coordinator.
5. At the end of 3 talks, invite them to commit to the needs and activities of the GK village nearest them. Invite those interested to fill out the GK1MB Volunteer Form
6. Entrust to the core group the task of registering them to www.gk1world.net.
7. Invite those who signed up to attend the GK1MB covenant in the next GK Bayani Assembly. Announce upcoming GK activities.



TIPS:

- It is ideal that the participants have already undergone a GK Orientation and/or a GK Village Tour. The GK Empowerment talks are most effective when they already have experiential knowledge of GK.
- Speakers and sharers invited should be someone who can “connect” to your participants (CEO's/corporate volunteers for business groups, alumni/student/teacher for schools, etc.)
- Allow enough time for group sharings.
- Prepare the needs assessment form for people who are ready to commit
- Create & maintain your database of GK1MB volunteers.

GUIDELINES IN CONDUCTING GK BAYANI ASSEMBLY

DESCRIPTION

GK Bayani Assembly is the regular (monthly, bi-monthly) gathering of all GK volunteers and workers in the a GK Chapter (municipality/city) where different core groups share inspiration and information(best-practices) in order to sustain their passion for GK. It a venue to generate more excitement for the work of nation-building.

OBJECTIVES

This gathering aims to:

1. Sustain and deepen the excitement and commitment of GK volunteers;
2. Open up opportunities for relationship-building and community-building among GK1MB volunteers and core groups;
3. Provide an opportunity to give updates on the most recent GK developments;
4. Provide an opportunity to plan together for upcoming GK activities.

STEPS

1. Select a time, date, and venue when/where most of your volunteers can conveniently attend the event. Keep it brief but loaded with inspiration (1-2 hours). Make provisions for the ff logistics:
 - a. LCD (for video and ppt)
 - b. Sound system
2. Decide what type of activity will be conducted for that month (meeting, presentation, concert, recollection, program training, rallies, etc.).
3. Invite speakers, sharers, resource persons from GK (via your GK1MB Coordinator)
4. Send out the promotion and invitation to as many people in your area. Make sure to invite all existing GK1MB Core Groups.



TIPS:

- The atmosphere of a GK Bayani Assembly should be exciting & inspiring. Keep a healthy balance between relationship/community-building and function-related activities;
- The GK Bayani Assembly can also be conducted for institutions/groups with large number of volunteers;
- Use the assembly as a venue to invite more people to GK. Invite friends, potential partners & volunteers, other NGO's to attend these assemblies;
- Suggested Schedule:

1:00	Opening Prayer, National Anthem Showing of the latest GK Video
1:30	Talk Proper with 3-5 sharers
3:00	Business Proper (updates, announcements, planning, sharing of best practices)
4:00	Covenant of new GK 1MB
4:30	Closing and Fellowship

Dito sa GK, walang iwanan, walang tampuhan, walang susuko!

Mari Oquiñena
Head of Operations, Gawad Kalinga

GUIDELINES IN FORMING CORE GROUPS

These are tips that will guide you in identifying and forming your own core group as you start GK1MB in your area/institution. This core group will be the team who will spearhead the movement of GK1MB in your area/institution.



TIPS:

- Forming a pilot core group is time-consuming and tasking but it is worth the investment of time, talent and treasure. It may slow down your start-up but having an empowered core group behind you will make the mission easier and doable. Remember, in GK it is: *"Bayanihan all the way, walang iwanan!"*;
- Forming a core group is all about building relationships. The best way to build personal relationships is to be present during critical activities;
- Don't force the formation of a core group, let it emerge in the process. "Build and they will come!";
- Involvement is the key to building commitment. Once identified, hold a strategic planning session with them to come up with the following:
 - a. Accomplished need assessment form;
 - b. Schedule of regular meetings of the core group;
 - c. Advocacy plan for your region;
 - d. Tasking and time table (for at least 3 months).

Ang kabataan ang magiging simbolo ng lakas ng pagbabago!

Jerome Espinosa
GK SIGA Blue Eagle Village

PART 4 MENU OF ACTIVITIES

MENU OF ACTIVITIES

This chapter provides a list of possible activities and interventions that can be carried out by GK1MB volunteers. While the list is extensive, it does not pretend to be comprehensive. There will always be room for innovations and creative interventions.

Each program also features best-practices that will hopefully set the standard for GK1MB volunteers.

GK VILLAGE PROGRAMS

GK PROGRAMS	POSSIBLE ACTIVITIES	BEST PRACTICES
GK COMMUNITY INFRA-STRUCTURES PROGRAM (CIP)	<ul style="list-style-type: none"> House builds by GK1MB with the Kapitbayahan 	<ul style="list-style-type: none"> 1,300 Globe employees volunteer to build in their adopted GK Village The AFP Engineering Brigade volunteer to build in the GK villages
CHILD AND YOUTH DEVELOPMENT (CYD) SIBOL	<ul style="list-style-type: none"> GK1MB to help build the SIBOL school Launch book/fund drive for SIBOL materials & equipment Creative workshops for the kids Sponsor a feeding program for the kids 	<ul style="list-style-type: none"> Poveda College provide free training for the Sibol teachers of the GK Villages in Pinagsama, Taguig

CHILD AND YOUTH DEVELOPMENT (CYD) SAGIP

- GK1MB will tutor the SAGIP
- GK1MB will organize and sponsor fieldtrips and lakbay-arals
- GK1MB will provide trainings for workshops for singing, dancing, training, etc.

- After being tutored by a GK1MB volunteer for a school quarter, one of the SAGIP kids of GK Bagong Silang improved his grade from 77 to 87
- The GK Tatalon Choir was trained by UST. They have performed for the President of Singapore and continue to perform all over the Philippines

CHILD AND YOUTH DEVELOPMENT (CYD) SIGA

- GK1MB will volunteer in tutoring the SIGA
- Sponsor and provide training or workshops for singing, dancing, acting, computer literacy, etc.
- Organize sports workshops for the youth

- Ateneo de Manila provides GK Tambayani youth centers for adopted GK Villages in Payatas & Nueva Ecija
- College of Immaculate Concepcion in Cabanatuan City provides singing-dancing-acting workshops & SIGA performance nights to Nueva Ecija GK Villages
- Informatics gives computer literacy workshops for the GK Tatalon SIGA

GK COMMUNITY HEALTH (GAWAD KALUSUGAN)	<ul style="list-style-type: none"> GK1MB will conduct medical missions Organize health-related trainings (first aid, TB DOTS, dengue awareness, cleanliness, etc.) 	<ul style="list-style-type: none"> University of North Eastern Philippines in Iriga City, Camarines Sur conduct medical missions & first aid training in Character GK Village
GK COMMUNITY EMPOWERMENT PROGRAM (KAPIT-BAHAYAN/KB)	<ul style="list-style-type: none"> GK1MB will provide training & workshops for team building, conflict management, etc. 	<ul style="list-style-type: none"> The Ateneo Alumni Association (AAA) conducts team building activities to empower the Kapitbahayan of AAA-GK Molave Village
GK CULTURE & TOURISM (MABUHAY)	<ul style="list-style-type: none"> GK1MB will provide trainings and workshops for promotion of culture & tourism in their adopted GK Village GK1MB will tour foreign visitors & volunteers to national landmarks, national fiestas & local cultural events 	<ul style="list-style-type: none"> The HRM Department of the University of North Eastern Philippines of Iriga City, Camarines Sur provides training for the GK Bed & Breakfast of the Character GK Village Kapitbahayan University of the Philippines toured the Australian Engineers without Borders to the UP Lantern Parade

GK ENVIRONMENT (GREEN KALINGA)	<ul style="list-style-type: none"> GK1MB will help in the GK Environment initiatives of their adopted GK Village 	<ul style="list-style-type: none"> The local government of Bayawan, Negros Occidental built a waste water treatment facility in their GK Village Students of NEUST of Gabaldon, Nueva Ecija have tree planting events in Kalayaan GK Village
GK PRODUCTIVITY (BAYAN-ANIHAN)	<ul style="list-style-type: none"> GK1MB will provide productivity workshops & skills training for their adopted GK Village GK1MB will help in the marketing of the products of the GK Villages 	<ul style="list-style-type: none"> GoNegosyo provides skills training for the Kapitbahayan of the GK Villages Entrepreneurial School of Asia (ESA) helped in marketing the products of the GK Villages University of the Philippines Los Baños conducts organic farming for their adopted GK Village

ANNUAL GK1MB ACTIVITIES

DATE	GK ACTIVITIES	DETAILS
February	GK BAYANI SUMMIT	<ul style="list-style-type: none"> • Opening event for the year • Gathering of partners & leaders
February	GK PEOPLE POWER BUILD	<ul style="list-style-type: none"> • Mass mobilization of GK1MB groups nationwide • Simultaneous builds & activities in major GK Villages
April	GK1MB BAYANI CHALLENGE	<ul style="list-style-type: none"> • Annual summer build event • Weeklong event • 15 persons = 1 team = build 1 house in 5 days • Revolving venue: Luzon, Visayas, Mindanao
October	GK GLOBAL EXPO	<ul style="list-style-type: none"> • The annual major event of GK • Gathering of all partners, GK teams, and residents in a 3-day affair

OTHER GK1MB ACTIVITIES (SAMPLE ACTIVITIES)

DATE	GK ACTIVITIES	DETAILS
Weekdays (overnight to 3 days)	GK1MB CAMP	<ul style="list-style-type: none"> • GK1MB volunteers camp-out or stay in the homes of GK Kapitbahayan for at least 2 days & undergo community activities (build, CYD), team building activities, empowerment talks, processing sessions, & a community party
Weeklong event	GK AWARENESS WEEK	<ul style="list-style-type: none"> • A campaign within an institution to attract its members to be part of GK
2-3 hours	GAWAD KAPIHAN	<ul style="list-style-type: none"> • Gathering of volunteers over a cup of coffee, with music & an inspirational talk
2-3 hours	GK CONCERT	<ul style="list-style-type: none"> • A concert organized to mainstream GK1MB as a lifestyle
Half day event	GK FUN RUN	<ul style="list-style-type: none"> • A marathon where volunteers can run together symbolizing our race to build a nation
Whole day event	GK MAKE-OVER VILLAGE	<ul style="list-style-type: none"> • A whole day activity in a GK Village where a group of volunteers try to give the site a "make-over" by beautifying it

2-3 hours	GK PUBLIC LECTURE	<ul style="list-style-type: none"> A public lecture by an inspiring GK advocate with an interesting topic
Half day to whole day event	GK ONE BIG BUILD/BAYANIHAN BUILDS	<ul style="list-style-type: none"> A massive GK build simultaneously conducted in different GK Villages
2-3 hours	GK PARTY IN A GK VILLAGE	<ul style="list-style-type: none"> A community party to showcase the talents of residents & volunteers
Half day to whole day event	GK AMAZING RACE	<ul style="list-style-type: none"> A teambuilding activity in a GK Village where volunteers are organized into teams & given assignments to be done in the site within the context of a competition where all become winners in being heroes
Half day to whole day event	FRAT WAR AGAINST POVERTY	<ul style="list-style-type: none"> A gathering of fraternities to wage war against poverty by doing activities within a GK community



TEAM DPWH
BAYANI CHALLENGE 2008
BUKIDNON

List of Acronyms Used in GK Field Manual 2: A Guide Book for GK1MB

CIP	Community Infrastructures Program
CYD	Child and Youth Development
DLSU	De La Salle University
GK1MB	Gawad Kalinga Isang Milyong Bayani/ Gawad Kalinga One Million Builders
HRM	Hotel & Restaurant Management
KB	Kapitbahayan
LGU	Local Government Unit
NEUST	Nueva Ecija University of Science & Technology
PD	Project Director
PNU	Philippine Normal University
SIGA	Serving in God's Army
UST	University of Santo Tomas

The road ahead

This field manual was designed to be user-friendly, thus its contents were kept to a bare minimum. Definitely there is so much more that can be said in this field manual to help you fulfill your mission. It is advised that you and your team undergo training with the GK Builders Institute in order to fully prepare you for your mission as members of the Execom, GK1MB, or the Caretaker Team.

What is the GK Builders Institute?

The GK Builders Institute (GKBI) is the training program of Gawad Kalinga. It is a support program mandated to develop and implement training programs of GK teams. The GKBI is a result of our collaboration with our school partners nationwide.

In particular, the GKBI is:

- a **MOVEMENT** among schools, colleges, and universities committed to promote love for God and country among their students, faculty, and staff by involving them in the work of nation-building
- a **THINK TANK** committed to developing templates and models of GK best practices through community and school-based research and development
- a **CENTER FOR LEARNING** where GK teams can undergo training and formation

For your training needs, please coordinate with your GK Regional Coordinator
or email the GKBI National Secretariat at gkbi.national@gmail.com

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