



ANNUAL REPORT AND ACHIEVEMENTS

YEAR 2012

“VALLEY OF THE ANGELS”

1. ADMINISTRATIVE AND ACCOUNTING AREA:

- Registration of the Legal Representative and the Accountant at the SAT (Superintendence of Tax Administration)
- Preparation of a master list of friends and benefactors with their respective contact data
- Preparation of a master list of permanent monthly donations
- A certified copy of the certificate of incorporation and legal statute of the Society of Franciscan Friars of Immaculate Conception Province(S.P.F.I.C.) from the Ministry of the Interior was obtained, these documents where necessary to begin the registration process in SAT (Superintendence of Tax Administration)
- Improvement of the administrative control system (more simple and automatic)
- Implementation of a new volunteers entrance control system
- Currently working on implementing a new accounting system (ERP) and automatic receiving donations through credit cards
- New key control system of the facilities (a case with all keys)



- Update of the Orphanage and School booklet, as well as the creation of a new donation booklet



- Design and printing of banners for different activities



- Acquisition of a new projector



2. HUMAN RESOURCES AREA:

- Issuing employee contracts and their registration at the Ministry of Labor
- Opening accounts at the Banco Internacional for the automated payment of employees payroll

3. KITCHEN AND DINING ROOM:

- Complete Redesigning of the kitchen to fulfill sanitarium requirements:
Smooth of walls, change of floor, drainages, internal and external sinks, etc.



- New equipment:
 - Purchase of two stainless steel working tables
 - Donation of 5 steel shelves to arrange the freezer, cold rooms and kitchen
 - Donation of exterior sink
 - Donation of 4 big plastic barrels for recycling
 - Purchase of warming table (to serve the children warm food!)
 - Donation of cereal bowls
 - Donation of forks (before the children only used spoons)
 - Purchase of a small industrial mixer
 - Donation of 2 insect killer lamps
- Implementation of EPS (Supervised Professional Practice) Nutrition Program with “Universidad del Valle de Guatemala”:
We received 2 senior students from the Nutrition career, one in the first trimester and the other one in the second trimester; they cooperated in personnel trainings, improvement of the menu, recipes, etc.
- Training:
Kitchen Personnel training program about Good Practices of Manufacture:
 - Correct form of washing their hands
 - Correct form of washing and disinfecting vegetables and fruits
 - Food Borne Illnesses
 - Cross Contamination
 - Cleaning and disinfection of surfaces and good practices of storage
 - Appropriate use of kitchen towels – each towel was embroidered with the name of its corresponding area

- Order in the kitchen -- The different areas of the kitchen were labeled
- Nursing personnel training about anthropometric evaluation of the children:
- Weight, Size, BMI, Graphics in control curves, nutritional stage evaluation
- Training given by SEPACA to the personnel about recycling
- Recycling Implementation
- e. Menu: Preparation and implementation of a 4-week menu cycle; continuous modification of the menu according to received donations (particular donators and Canadian Food for Children); beginning of standardization of all the recipes; beginning of the recipe book of Valley of the Angels; preparation of standardize electronic sheet for expenses control and reports; preparation of standardize electronic sheet for provisions request; estimate food cost for each kid.
- f. Implementation of different control Forms:
 - Bread reception
 - Internal Food Warehouse
 - Daily disinfection
 - Daily supervising
 - Incoming and outgoing warehouse products
- g. Suppliers: List of Suppliers and their respective data;
 - “La Canasta” vegetable home delivery;
 - “Coglosa” chicken home delivery and special authorized prize;
 - “Lácteos Normandía” dairy products home delivery and special authorized prize.

4. CHURCH:

- a. Surround system arrangement (donated by Fareisa)
- b. Mirrors and soap dispensers in bathrooms



- c. “Emergency exit” signs in doors



- d. New alarm system



5. DENTAL AND MEDICAL CLINIC:

- Medical clinic personnel Training through Cristo Rey Health Center and Supervised Professional Practice (EPS) from Universidad del Valle de Guatemala

- Two deparasitation days. The first one in February and the second in May (product donated by Laboratorios INTECFA)



6. SCHOOL AND TEACHERS:

- New class schedule for the fulfillment of the required minimum hours of class according to the Ministry of Education.
- Teachers and parents monthly training by Asociación de Ex alumnas del Colegio Monte María (Former Students Association of Monte María School)
- “Guatemática” training and donation of the program and books for the mathematics area in Elementary School level
- Language Arts teachers training
- Continuous computer program for every class and typing area for high school
- The research process was improved through means of internet and the library
- Participation in national choir
- A new format for grades
- Evaluation and speed Reading program
- Reading program for Junior High and Elementary School
- Donation of electronic bell for the change of classes at school
- New Reading books for High School in Language Arts and English, this was managed by Ana Zepeda (Donated by Editorial Santillana)
- Mathematics Books for High School, this was managed by Rotary Club Ladies (donated by Editorial Santillana)

7. DORMS:

- The beds were fixed and welded



- A separation wall was built in the girls dorm, to separate the High School girls from the Junior High and Elementary School girls



- Donation of 40 modules, each module has 3 plastic drawers for the children dorms (Donation by Vimarco and other volunteers)



8. MULTIPLE USE ROOM (MUR):

- Installation of window screen in General Management offices, food warehouse and music room



- Installation of a new surround system (console and speakers) and a large projector screen



9. SECURITY:

- Purchase of 8 additional radios for internal communication: 2 for the Franciscan sisters, 1 for the Nutritionist, 1 for the Inventory Assistant, 1 for Girls Dorms, 1 for Boys Dorms, 1 for Seminarian and 1 for Missionary
- Implementation of employees security system at their entrance and exit
- Curtains at the security guard house (made by Miriam Díaz de Minera, Volunteer)



- CONRED (National Coordinating Office for Disasters Reduction) made a fun activity named "Caravana de la Rana" (Frog's Caravan) where the personnel and the children were trained for emergency situations
- "Emergency Exit" signs were placed at the dorms, school and salon



10. CHILDREN'S ACTIVITIES, GAMES AND FIELD TRIPS:

- **IRTRA Field Trip on 15-mar-12:** The kids really waited for this field trip, and they really enjoyed it, they loved the activity.



- The High School girls attended the **“Seminario de Afectividad”** (Emotional Health Seminar) given by Junkabal on **March 20, 2012**.
- **Living Via Crucis, March 30, 2012:** Each class made a rug and a station, there was a creative team for the living Via Crucis, and different students had the opportunity to act according to the assigned station. The parents of the kids were invited to this event and it was the same date of the parents’ April visit. The activity started at 9:00 a.m., it ended at 11:30, at this time the children left for their Spring Break Vacation (Holly week).



- **Serenade for Virgin Mary, Our Blessed Mother, May 10, 2012:** The students made cheers and songs for our Blessed Mother, starting the activity with Mary’s coronation at the plaza.



- **Corpus Christi, June 7, 2012:** There were five stations, it started at 9:00 a.m. and ended at 10:30 a.m. with the exposition of the Blessed Sacrament. The students made different songs and prayers. The kids from first grade were dressed as angels and they joined the procession.



- Our sophomore students visited an **Elder Home, June 29, 2012:** This activity supported what they studied in Productivity and Development and Housekeeping Education, it was an activity to start the “Generous” month and they learned about the importance of tolerance and respect to the Third Age.



- **Field Trip to the Children Museum, July 3rd, 2012:** This recreational activity helped the kids increased their knowledge in different academic areas like Science, Social Studies, Citizen Formation, Productivity and Development, they learned while they played and had fun.



- **Odontologist Visit, July 6, 2012:** Visit of 150 Odontology students from Universidad de San Carlos, with the main purpose of mineralizing the children's teeth as well as their parents' teeth.



- **CEA Students shared their time with our kids, 16-20/Jul/12:** The junior and senior students from Colegio Aparicio elaborated their seminar in our institution. During one week they taught values from 8:00 to 8:45 a.m., they made activities with three basic values: Peace, Respect and Solidarity. They also supported our kids every afternoon helping them with their homework and playing with them. They fixed the ping pong tables and taught them how to play. They planted fifty lemon trees with the help of the children.



- **Visit to the Convent on Saint Clare Day, August 11, 2012:** On August 11, a Group of students and Valley personnel participated on Mass, celebrated at the Clare Sisters on Saint Clare day. That same date several sisters took their perpetual vows.
- **Choirs Festival, August 14, 2012:** The High School choir students participated at the National Choirs Festival, they were very enthusiastic; it was a great experience and a great opportunity to share with other choirs.



- **"Angel for a Day" – To dream awake, August 18, 2012:** Our children between 6 and 12 years old had the opportunity of going to Village School to an activity organized by the "Asociación Soñar Despierto" (Dreaming Awake Association). The activity consisted in a

festival where every kid was sponsored by a student or by young people from Reigum Christi and had fun with different games. One of our students said at the end of the activity: "this was the best day of my life".



- **Baptism and First Communion Celebration, September 5, 2012:** 4 students were baptized and 30 students received their First Communion.



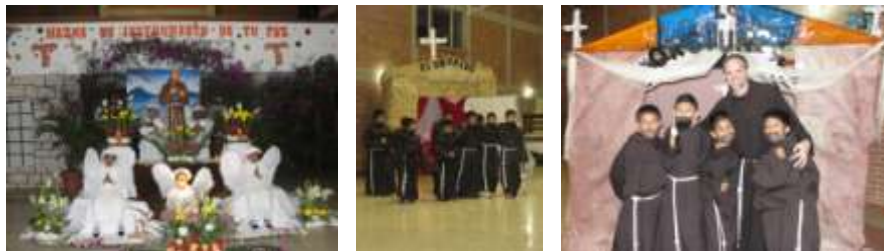
- **Cultural and Sports Week, September 10-14, 2012:** Several activities were planned in different subjects, this way the students had the experience of interdisciplinary and learning. The "Copa Intramuros" was carried out; it consisted of teams from all ages; they also did theatre activities, civic altars and mathematic rally. Every afternoon the students participated in different workshops: dance, art, traditional candies and scouts. The independence Festival ended with the participation of every class and a nice traditional lunch.



- **Colegio Montessori celebrated Children's Day, October 1, 2012:** The kids from Montessori School did a beautiful and enthusiastic celebration on the Children's Day.



- **Transitus of St. Francis, 3-Oct-12:** The students of the school prepared a dramatization of the day St. Francis died, where they organized and designed the sets and decor.



- **Celebration in honor of our founder Father Rocco Famiglietti, October 6, 2012:** This date Papa Rocco would have turned 93 years old. The activity started celebrating Mass.



In the celebration Jerry Euliser received the "**San Francisco de Asís**" award and Gladis Pivaral received the "**Santa Clara**" award for their exemplary behavior during the year and for practicing their Franciscan values.



Also, for the first time the "**In Memoriam Padre Rocco**" award was granted to our distinguished members of our Benefactors Association: Sofía de Bolaños, Rita Cohen de Castillo, Lucía Richard, Luisa María Mata Castillo de Arias, Ana María Juárez de Sánchez, for their effort of projecting the Franciscan vision of Father Rocco, who dedicated his life to give the best to the poorest. These ladies have excelled by helping others to have a better life, affirming the children's dignity, fulfilling the mission of educating our children in Guatemala. Not only they made this transition possible after Father Rocco died, but they made it successfully and fruitfully. Thanks to their efforts Valley was able to continue very efficiently and without significant problems. They have been fundamental in Father Rocco's legacy, they have been part of the project since it began, which has helped to be a thread of continuity.



That same day the “Calle Padre Rocco Famiglietti” (Fr. Rocco Famiglietti Street) was inaugurated by Santa Catarina Pinula’s Mayor, Antonio Coro.



A **Permanent Exhibit in Honor to Father Rocco** was inaugurated. The showcase was donated by FS Richard and El Pulté.



- **Volunteers Dinner, November 8, 2012:** A volunteer dinner was organized to thank our volunteers their time, dedication and love for our kids, which they showed through different activities that were carried out during the year.



- **Benefit Christmas Bazar and Raffle for Valley of the Angels, November 13 to 15, 2012:** The East Rotary Club Ladies organized a bazaar on November 13, 14 and 15 at the Club Americano (American Club) and a raffle that took place November 14, both activities for the benefit of the orphanage.



- **Christmas Bag for Employees, November 12, 2012:** A Christmas bag was given to each employee, this bag contained products like: Maseca (pastry for tortillas), beans, rice, coffee and cookies.
- **Recital Navideño a beneficio de Valle de los Ángeles, 18-Dic-12:** The Ladies of the Rotary Club of East enthusiastically organized a Christmas concert on December 18th, in the Restaurante Nokiato where the Soprano Daniela Yurrita surprised and delighted us with his extraordinary voice. This was a beautiful Christmas evening! in benefit of Valley of Angels.



11. TECHNOLOGY:

- The Company “Technokids” was hired to give computer class 3 time a week (last year the kids received computer class only once a week)

12. CLEANING:

- Fumigation of the facilities on April 2012

13. ELECTRIC ENERGY:

- The use of energy saving lamps in all the facilities and solar lights in some areas was completed.



- The Electric Energy National Commission made an energy saving systems research.
- With the Support of "Grupo CSD", who sent us energy specialists, the energy consume cost of the church was reduced approximately from Q.3,200 to Q.200. Also a capacitors bank was installed to avoid the non-compliance of the Distribution Technical Rule since the energy factor was under the statutory 0.9, to avoid a penalization. They will keep supporting us in saving energy at the Orphanage, since this is one of the highest expenses.

14. MAINTENANCE:

- Maintenance to Stationary Gas Tank (Tropigas)



- Maintenance to metal beds (Sanding and painting)



- Painting of the children dorms



- A power washer was purchased for the maintenance of the walls and other areas



15. OTHERS:

- **Franciscan Sisters of the Immaculate Conception (HFIC):** The Sisters Doris Guillen and Mirna Sosa, from the Franciscan Immaculate Conception Congregation, were assigned on January 5th to work at Valley of Angels. During the Chapter meeting held in November they agreed a new sister will also be assigned in January 2013.
- **Volunteer program:** where volunteers could teach crafts, sewing, tutoring, gardening and karate. Additionally, within the volunteer program, is featured countless visits of "Fábrica de Sonrisas" over the weekend, where they shared many smiles with our children.

- **Psychology Program:** During the year, the psychologist Suzette Del Valle received three times a week in her clinic, special cases of our students. Also, from the month of July was assisted by three psychologists who performed voluntary group interventions to support students.
- **Hygiene Program:** The kids' parents were taught about lice and nits and their effects on children's health. The children got an intense cleansing of their hair.
- **Change of the water filter system**
- **Internal signs for visitors**



- **Underware and t-shirts donation:** Donated by "Almacenes El Roble", who gave bags with the name of each student



- **We received 3 containers from Canadian Food for Children (CFFC):** the first on January, the second on July and the last one on November. The received product is mostly used for the orphanage and what we can't use internally, is shared with other friendly institutions. In collaboration with the Civil Affairs Unit and Humanitarian Assistance Unit of the Embassy of the United States of America, product of the container was sent to San Marcos, in response to the request for relief efforts for the earthquake of November.



- Donation of a flat screen **television** for the use of the children (by CFFC)



- **Gardening:** On October 2012 two lawn mowers were purchased



- **Corn Production:** The children planted corn for domestic consumption. Later the children were treated to "crazy corns" during the patriotic month, and used to supplement the lunch (Barbecue) during the celebration in honor of Father Rocco on 6-Oct-12.
- **Training of teachers and parents during monthly visits:** The training program has been coordinated with the Association of Ex – Alumnas of Monte Maria School and Technokids.

TEACHER AND PARENTS TRAINING PROGRAMS

DATE	PARENTS	TEACHERS
February 3rd	General Meeting and School-Parent Compact	Word and Excel Computing Diagnostic Evaluation
March 2nd	---	Word Text editor
April	N/A	N/A
May 4	I am important	Excel Basic Functions / Methodology and Didactics
June 1st	Life's Right	Excel Basic Functions / Discipline and Penalties
July 6	I know myself	Power Point / Discipline with love
August 3rd	Identity	Power Point / Identity
September 7	Work	Work
February 24	---	Guatemática y methodology use
March 15	---	Reading Comprehension and speeding
August 20	---	Playing with mathematics
October 22nd	---	Mathematics and other subjects
October 23rd	---	Slide Master and video insert
October 24	---	Grades Average Excel