

# BARK



## BARK HANDBOOK



## BACKGROUND AND HISTORY



**Billy Katiyo- BAK Director & Founder**

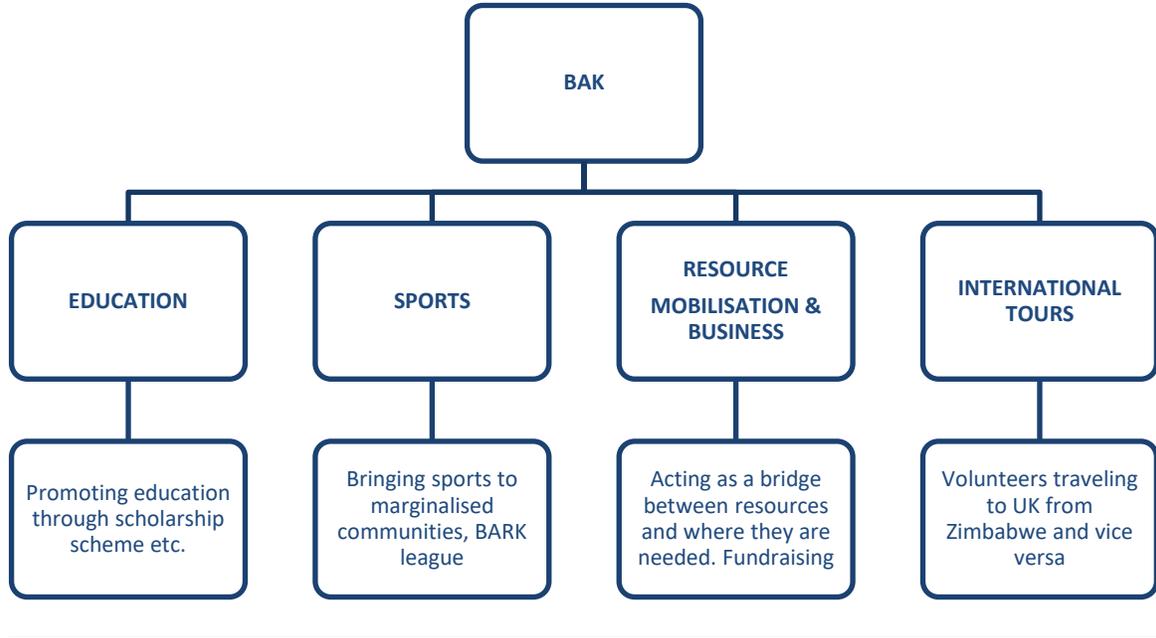
BAK is a registered Public Voluntary Organisation with operations in Zimbabwe. BAK works with other organizations in community development programs with its interests more inclined towards sports and early childhood and junior education. As an organisation we want to see a world that believes in offering their time, effort or finances to help those that are trying to better themselves and require a hand. We are a driving force on social engagements that promotes talent and projects identification.

Bak was founded and by Billy Katiyo, a beneficiary of a number of random acts which were extended to him during his youth days. Billy, together with family and friends so it as a requirement to plough back into the community that raised him and to do so they decided to formalise their operations through forming and registering an organisation. Bak has been operating in the country since 2016, however, it was formerly registered in December 2018.

The objective of the Bak team is to increase a touch of sports in the charity work and as such the organisation has been working with organisations and individuals in the sporting fraternity. programs with its interests more inclined towards promoting sports in marginalized communities and early childhood and junior education. It is made up of volunteers, sponsors and business partners.

In Zimbabwe, as a developing country, the state is not yet in the position to ensure that all sporting activities such as swimming, tennis and rugby are available in all communities and schools; hence it is the duty of the private sector to chip in and identify, promote and enhance the ignored talents in marginalized children. This is where BARK comes and to date we have worked with institutions and schools in Norton, Chegutu, Mrehwa and Harare. In terms of demographics, BARK is more focused on bettering lives with no clear cut on age. BARK is a big pocket in which anyone marginalized can benefit from its programs. Through its arms BARK is able to create employment, improve recreational activities, impact rural and peri-urban education, volunteering at homes, events and in activities such as clean up campaigns.

**BAK ARMS**



**Vision**

Our vision is to see ourselves as the integral part in sustainable development in marginalized communities through sports, education and life skills development.

**Mission**

Helping children and adults discover their career potential and supporting them in making changes to bring this potential into the world.

**Our Core Values**

<b>Integrity</b>	<i>Head-level business ethics</i>
<b>Transparency</b>	<i>Clear road map for our programs and resource utilisation</i>
<b>Community development</b>	<i>Empowerment programs and self-sustaining projects for the community</i>
<b>Efficiency</b>	<i>More results for less resources</i>
<b>Accountability</b>	<i>We are responsible for our actions</i>



## Society Impact Objectives

### Objective 1: Basic Human Needs

Help ensure clothing, food stuffs and other basic needs such as leisure and recreational opportunities

### Objective 2: Education

Help the marginalized with school fees and other basic school needs such as shoes, uniforms and books.

### Objective 3: Sports careers and talent development

Help marginalized children take part in a wide range of sporting disciplines and promote them to go further.

## Our Work

Our Work	Description	Status
Clothes, school shoes and sports donations	We outsource for used apparel in the UK and send containers to Zimbabwe	Continuous, next edition December 2019
Zimbabwe Volunteers tour,	Volunteers from UK visit Zimbabwe for charity and voluntary work.	Next edition August 2019, preps underway
Tag Rugby	Teachers and children training	We train teachers and students from local schools
Sports tournaments	We do sports festivals for fundraisings	This happens every 4months
BARK Fridays	Monthly Scheduled visits to homes, schools etc.	Every month-end.
BARK Scholarship	Well-wishers pay for kids' school fees under Bak Scholarship.	34 students are currently benefiting from the programme

## WORKING WITH US

### TRUSTEES

- Trustees are Directors of the organisation and need to be familiar with and understand the governance requirements.
- Trustees must attend Board meetings.



- Trustees are expected to attend a cross section of fundraising and charity events throughout the year.
- Trustees will be asked to be a member of BARK working committees and these are formed from time to time to advise on key areas of our activities.

## VOLUNTEERS

Our organisation strives on the commitment of voluntary workers who are willing to spare some time in helping us in running our projects. All though there are full time volunteers, we appeal to external helpers every now and then as we see it as way of engaging with community in making sure that there is sustainable development and the spirit of giving is kept alive. We expose our volunteers to greater opportunities through engaging with individuals in our network of cooperates, other organisations and influential persons in the community.

- Volunteers are expected to be of good moral and behavior with no criminal records and cleared to work with children and other vulnerable people.
- Should be willing to work with no monetary benefits although the organisation takes responsibility for operations costs.

## WELL-WISHERS AND DONORS

Although we fundraise for our operations, we also work with donors and well-wishers in the community in executing our objectives. Our operations are capital intensive hence they require a good source of funding and income and for this we call for the cooperate world and individuals to invest in us. Our organisation makes it a priority to present projects and financial reports to our donors and well-wisher on a weekly, monthly and yearly basis. There are areas you can sponsor us and these are;

- Scholarship fund
- Events sponsoring
- Administration costs funding
- Technical help such as legal advice, connecting us with other organisations.
- Projects funding

## BENEFICIARIES

Our main objective is to make sure that the marginalized are presented with an opportunity to excel in areas they are good at. We choose our beneficiaries in line with rules and laws of Zimbabwe and other international statutes that govern charity work and we are actively involved in upholding the principles equality for all. We source funds for our beneficiaries from donors and well-wishers. In doing so, in turn, we



present findings and reports to them for transparency and efficiency in resource utilization. In this case all our beneficiaries agree that their personal information and images may be used for promotional purposes. However, we take care in sharing this information and we do not disclose any information about an individual's health status.

### **WORKING WITH OTHER ORGANISATIONS**

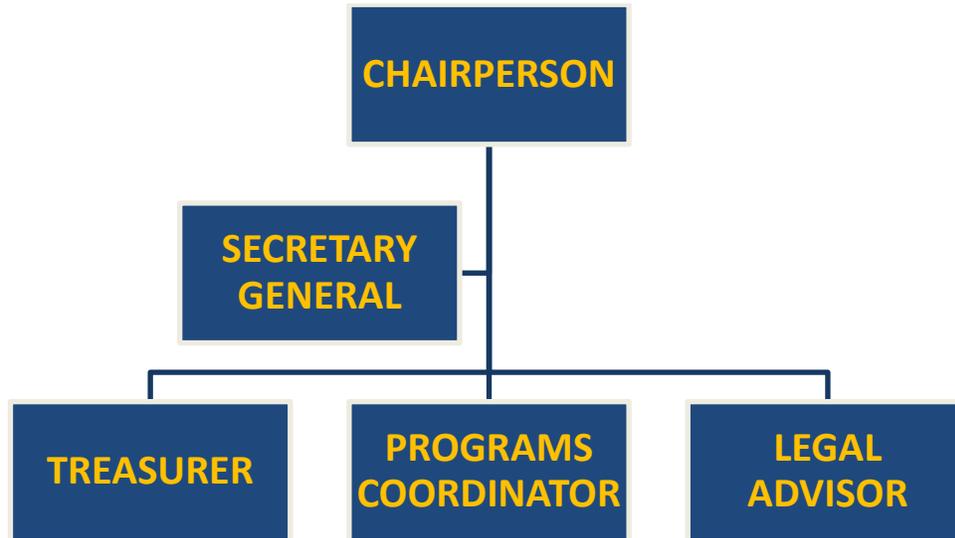
As BAK we believe in seamless charity work whereby we work with anyone whose agenda is to see a better tomorrow for our children and the vulnerable communities. However, we try by all means to avoid politics and our work is non-partisan and our work is apolitical. At BAK we speak the same language of hope and love for all. We follow simple guidelines when engaging with other organisations and these are-

- No conflict of interests. We only engage with organisation that are willing to further our objectives and in engaging with us we believe the other parties have no intention of changing our structures and purposes.
- We believe in transparency and as BAK we only work with organisations with good records and with their members not implicated in any criminal or fraud charges. For this we do background checks before engaging.
- When working with an organisation we believe in equal opportunity as much as visibility and recognition are involved.

### **TEACHERS AND SCHOOL MANAGEMENT WITH SCHOLARSHIP BENEFICIARIES**

Our scholarship scheme depends much on the efficiency of teachers of which the pupils are awarded the scholarship. Our benefactors need to be informed of the progress of their beneficiaries and as such we expect the following from teachers:

- Act on behalf of BAK in administering the scholarship, keep records, update parents on any news about the scholarship.
- Scout and recommend children on the scholarship
- Preparing monthly children reports on the performance of the children on the scholarship
- Run BAK Fridays and update the main BAK board with reports and footage.

**BAK Organogram, Roles and Responsibilities****BAK 2019 MANAGEMENT****JACQUELINE KATIYO****STRENGTHS: Leadership skills, creative thinking, multi-tasking**

Jacqueline Katiyo is a Financial advisor with strong combination of creative thinking and excellent skills with 13 years of banking experience who can easily adapt to the environment. She is also someone who strongly possess an ability to multi- task. A team player, result driven with good communication and interpersonal skills. Commitment is her strength.

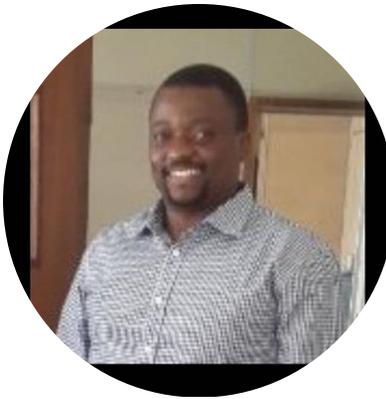


### **ADAM MARI**

**STRENGTHS: Organisational skills, entrepreneurial mindset, adaptive**

An economist by profession, Adam, has taken part in community development programs and strives to go against challenges. He is a self-motivated individual with a passion of learning more about anything.

Motto: We are our own creators!



### **BLESSING KUSANGAYA**

**STRENGTHS: IT administration, communication skills, leadership skills, project management**

Blessing Kusangaya is an experienced IT with good management and intra personal skills which are key to or cause. Blessing has a 14year period of success in the IT sector with significant technical and administrative skills. He has managed many IT projects of systems implementation and networking nature to completion.



### **CATHERINE MAGOGE**

Catherine Magoge an Attorney at Law registered by the law society of Zimbabwe, specializing in employment and commercial law. Catherine runs her own law practice based in Avondale and is also founder of an Employment consultancy called 1st for Employers which specializes in protecting the employers' interest in the ever-changing market place. She is a founding Trustee of Zimbabwe Cancer Carers Trust of Zimbabwe which focuses its main core objectives on the assistance and support of Cancer sufferers, survivors and support for their immediate family. She is also a founder of Life In Abundance.



**FIDELIS MAGAMA**

**Strengths: Project Management, Creative Direction, Leadership.**

**Motto: Be formidable or be forgotten. Audacity**

**PROFESSION: Architect, Master Builder (Newcastle (Australia), Wits (South Africa))**



**JOHN MURINGANI**

**President of Zimbabwe Table Tennis Union, Sports Director of Special Olympics Zimbabwe. Sports Administrator and a full time Volunteer. Great passion in sports and volunteering. My greatest wish is to see the disadvantaged, advantaged using sports to drive the objectives.**

**Contact us**

For more information contact us on the following details.

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