

# GUIDANCE FOR AGC FORMATION & MANAGEMENT

## I. Pre-formation Stage

- Organizing community meetings in gardens/villages
- Data collection
- Identify girls during profiling exercise

## II. Formation Stage (1-2 months)

- Identify adolescent girls from within the garden/village
  - Try to include the most excluded and deserving girls as they are the actual target audience

<i>Table 1: Indicators (for AGC members)</i>	
# of working children	
# of school drop-out children	
# of children from minority (religious, ethnic)	
# of geographically excluded children	
# of children never been to school	
# of children married before attaining 18 yrs	

- For this purpose you may seek help from the interviewers who was involved in data collection or take reference from your community meetings. You may further seek support of ASHA/ANM/Creche workers and community mobilizers
- Ideal age group of AGC members should be 10-19 years though there are no rigid rules girls
  - Girls above 18 years may be used as club facilitator (will support leaders in managing clubs)
- Club size: each club may have around 30-40 nos. of girls
  - In case of more than 30 nos. of members it will be good to form another club for them
  - If a garden or a village has more than one club than it must be called as club 1, club 2
  - There should not be any distinction between main club or satellite club (s) except for first 3 months, where the oldest of the club and their members will facilitate formation of the new clubs and so on...
- Timing of meetings will vary from club to club (usually at least 2 hours should be encouraged)
  - Initially an AGC may meet as per their convenience (like on Saturdays or Sundays) and gradually may be encouraged to meet on regular basis. Meetings are good enough once in a week. They can informally meet as and when they like to conduct activities.
- Primary focus should be on getting all the excluded girls come together and build their capacities.

- AGC decides on activities they feel like doing...dancing, singing, playing
  - You may encourage ice-breakers, games and gradually discussions on child rights and cp issues
  - Introducing the activity tool kit sessions could be a good idea
- Help AGC in identifying a convenient place for their club meetings (e.g. labour/staff club or a school).
- Apart from fun and recreational activities, girls also need to discuss serious issues, every time they meet, may be for 15-30 minutes and get updates on education, protection concerns and so on...

<b>Annexure 1</b>	<b>Draft agenda for AGC meetings</b>
05-10 mins	Reporting & Attendance ..... ..... .....
10-15 mins	Recap & follow-up on previous meeting ..... ..... .....
15-30 mins	Discuss on issues concerning their lives ..... ..... .....
15-30 mins	Updating on education, cp issues, child rights ..... ..... .....
05-10 mins	Summarizing the meeting ..... ..... .....
10-15 mins	Writing the minutes of meeting ..... ..... .....
05-10 mins	Any other issue/conclusion ..... ..... .....

Annexure 2	Format for maintaining club registers
1. Date 2. List of members (12 sheets for each member) 3. Members present 4. Follow-up on previous meeting discussions, etc. 5. Activities 6. Issues discussed 7. Action points 8. Responsible person (s) 9. Prepared by (signature & date)	

Annexure 3	Format for list of members												
Name of member	Date of joining	1	2	3	4	5	6	7	8	9	10	11	12

→ There may be manpower shortage at this stage, so in order to monitor AGCs you may seek support from youth volunteers, ANM, ASHA workers or others.

### III. Norming Stage (2<sup>nd</sup> - 3<sup>rd</sup> months onwards)

→ At this stage, AGC will be forming its rules, regulations or set of standards for effectively performing various activities

→ Two members will be identified as club president and secretary or club leaders by respective AGCs

- President and secretary will be selected on rotation basis
- The term of a president would be 6 months
- The term of a secretary would be 3 months
- All members should get an opportunity to be the president/secretary
- Organize training programs for presidents/secretaries considering number of persons to be trained in a given area (see annexure 4 & 5)
- Training of president/secretary will primarily focus on club management skills
- Maintain a record of members joining the club (see annexure 3) – can be adjusted in club register
- Maintain a separate register book for recording members' profiles

Please note that training programs can happen at individual village/tea garden level or can be arranged for a group of clubs in a single location. Trainings will happen depending on need based.

→ Orientation programs on child rights and child protection should be organized for other AGC members (see annexure 4 & 5)

- Orientation of club members can be arranged zone wise

- Community mobilizer/ g.p. coordinator will identify local resources for training (venue, food, no. of members to be trained)
- Clubs must be supplied with all needed stationery materials as approved in their respective budget
- Club registers will include attendance (to be circulated among members who will write their names and put signatures), record the minutes of the meetings
  - Project staff needs to check the registers whenever they visit AGC
  - This will give them an idea of members who are attending club meetings and those not attending or have stopped coming to AGC
  - Follow-up must be initiated by concerned project team to identify the reasons of girls who are not coming to clubs
  - Form a separate club for them (if required)

#### IV. Encouraging stage (2<sup>nd</sup>, 3<sup>rd</sup> month)

- With AGC, one has to be patient, as regularity could be an issue. Members may not attend club meetings continuously for various reasons. So project staff **should be little patient** and encourage girls to participate in club activities

#### V. Performing Stage (3<sup>rd</sup> & 4<sup>th</sup> month onwards)

- Since AGCs have been through different stages of experimentation, now is the time to perform and carrying out activities like – dance, singing, discussing child rights, cp issues.
  - Implementation of activity calendar in phased manner (in all clubs)
  - Arrange workshops like dance, singing (need based activities which can be sustained)
  - Identify talented members who can be assisted in conducting workshops (such are sustainable initiatives)
  - Organize inter-club quiz/dance/singing competitions (at garden/village/g.p/ block level)
  - Organize mass rallies and campaigns at garden or village level
  - **Observance of national/international events in clubs (such as environment day, child labour day...)**
- Discussions on four sets of basic rights and protection issues can be facilitated at this stage.
- Project staff will be observing the group-dynamics, recording individual case stories and club initiatives (preferably the best practices).
- Maintaining club members' profile (date of joining/leaving, school drop-out (when/why), marital status, working (nature of working, hours), etc.
  - This need to be maintained by all AGCs
  - Field staff will assist AGCs
- Developing of newsletters and circulating among concerning authorities