REPORT OF THE LAGOS COVID-19 RELIEF PROGRAMME

PREFACE & OVERVIEW

₦50,000 was earmarked for the Lagos office for her regional COVID-19 relief provisions and modalities. The planning team agreed on a random selection of ten (10) extremely needy proposed beneficiaries.

Purchased Relief Items:

(a) Rice	**(b)** Beans	**(c)** Spaghetti
(d) Indomie	**(e)** Tomato paste	**(f)** Palm oil
(g) Maggi seasoning	**(h)** Salt	**(i)** Packaging bags

MODALITIES & TIMELINE

S/N	Period	Activities
1	3rd – 6th August, 2020	Search for potential beneficiaries
2	7th August, 2020	Handing out of special invite notes
3	8th August, 2020	Main day

AVAILABLE MATERIALS & LOGISTICS

Item Description
• The office drop-down banner
• A digital camera
• Wrapped items for distribution

Arrivals Summary: GIEVA team arrived the venue by **8:37 am** while the first beneficiary arrived by **9:45 am**.

EVENT PROGRAMME (ORDER OF EVENTS)

Start Time: 10:00 am | **Total Duration:** 30 minutes

S/N	Item / Activity	Coordinator	Time
1	Opening prayer	Volunteer	2 min
2	Speech • Who we are • What we do • Why we are doing this	GIEVA staff	5 min
3	Presentation of items / Photos	GIEVA staff	20 min
4	Appreciation Speech	Beneficiary	2 min
5	Closing / Prayer	Volunteer	1 min

PROGRAM ARTIFACTS & DOCUMENTATION



Invite Note Pass

Special Invite Note / Pass



Distributed Relief Items

Distributed Items & Packaging



Relief Package Stock

Relief Package Stock & Provisions



Packed Relief Bags

Packed Relief Bags Ready for Distribution



Detailed Item Breakdown

Detailed Item Display Prior to Handout

D-DAY: PRESENTATION OF ITEMS (BENEFICIARIES 1 - 4)

Beneficiary #1



Beneficiary #2



Beneficiary #3



Beneficiary #4



D-DAY: PRESENTATION OF ITEMS (BENEFICIARIES 5 - 8)

Beneficiary #5

Beneficiary 5 Handover

Beneficiary #6

Beneficiary 6 Handover

Beneficiary #7

Beneficiary 7 Handover

Beneficiary #8

Beneficiary 8 Handover

D-DAY: PRESENTATION OF ITEMS (BENEFICIARIES 9 - 10)

Beneficiary #9

Beneficiary 9 Handover

Beneficiary #10

Beneficiary 10 Handover

BENEFICIARY CONTACT DIRECTORY

S/N	Name	Phone Number
1	Mrs Blessing Alfred	07037698829
2	Mrs Mercy Uyiok	07039164143
3	Mr Felix	08085968642
4	Mrs Rita Abbah	07030688690
5	Mr Alaba	08069291812
6	Mrs Catherine Ogunrinde	07060496004
7	Mr Joshua Irmiya	08103779202
8	Mrs Ayomide Ayobami	09016546518
9	Mrs Happiness Udoh	08110450080
10	Mrs Benedicta Olinya	08163154994

APPRECIATION

"All the beneficiaries expressed their heartfelt gratitude and prayed for the GIEVA organization."