

# The Red Pencil (International)

## Annual Report

*when we rescue the child, we save the adult*

2015



### THE RED PENCIL (INTERNATIONAL)

20 Upper Circular Road #02-01  
The Riverwalk, Singapore 058416

3 Avenue Krieg  
CH-1208 Geneva, Switzerland

Institutions of Public Character Status in Geneva and Singapore

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## MESSAGE FROM THE FOUNDER

*Dear friends of The Red Pencil,*

2015 was an exciting year for The Red Pencil as we undertook a significant number of projects both internationally and locally, reaching out to thousands of beneficiaries.

We received the charity and the Institute of Public Character (IPC) status for our office in Geneva.

Some of the highlights include on-the-ground support for children, adults and families affected by the earthquake in Nepal.

We also held our first project in the Middle East in September, where we attended to the emotional needs of children, families and teachers in a Syrian refugee camp in Lebanon.

As we enter 2016, we are now expanding our coverage beyond Asia and Middle East to initiate projects in Africa and Latin America.

Besides our usual commitments for children and families in Singapore where the Red Pencil is born, we also aim to implement more programmes that target the elderly and at-risk youths.

Academic research will be the top priority for The Red Pencil in 2016. All missions will consist of scientific research to measure the long-term benefits of Arts Therapy for individuals and groups. In a bid to make Arts Therapy a medically recognised form of treatment, The Red Pencil also began organising a series of educational talks that will continue into 2016 and beyond.

We look forward to updating you about our progress in 2016!

With kind regards,

**Laurence Vandenborre,**  
Founder of The Red Pencil

## THE RED PENCIL (INTERNATIONAL)

### The Red Pencil

The Red Pencil (International) is a non-profit organisation based in Geneva that advocates the use of Arts Therapy in its quest to help those who are vulnerable. Founded in 2011, The Red Pencil has provided extensive Arts Therapy programmes to many social welfare organisations including hospitals, refugee camps, schools, shelters and about 10000 beneficiaries in 21 countries around the world. The Red Pencil aims to bring the power of Arts Therapy to children, adults and families, especially those facing overwhelming life circumstances for which they have no words.

### Our vision

Every individual uses the creative process of Arts to take care of one's mental, physical and emotional wellbeing towards healing and self-empowerment. We aspire to facilitate opportunities for participants to express emotional relief through arts therapy to support their recovery process ultimately nurturing their integration back into normal life situations.

**Red Pencil**  
**R**elief  
**e**covery  
**e**integration

### The Red Pencil until now

Around **10000** beneficiaries  
Including family members  
and care givers

Humanitarian Missions in **21**  
countries

More than **150** partner  
organisations in Singapore  
and overseas

More than **800** Art Therapists  
world wide

### Our mission

We bring the power of arts therapies by mobilising registered arts therapists in a volunteering capacity to enhance the mental and emotional health and wellbeing of those affected by traumatic circumstances and life atrocities. Through our strong networks of volunteers, partners and donors we aspire to alleviate human sufferings.



## Arts Therapy, our expertise

The Arts Therapies are a form of psychotherapy utilizing creative modalities, including visual art-making, music, drama, and dance/movement, within a therapeutic relationship to improve and inform physical, mental and emotional well-being.

Within this context, the arts are used as a medium to address emotional issues which may be confusing and distressing. (Anzata.org)

Arts therapists work with children, young people, adults and the elderly. Clients may have a wide range of difficulties, disabilities or diagnoses. These include emotional, behavioural or mental health problems, learning or physical disabilities, life-limiting conditions, neurological conditions and physical illnesses. Arts Therapy is provided in groups or individually, depending on clients' needs. It is not a recreational activity or an art lesson, although the sessions can be enjoyable. Clients do not need to have any previous experience or expertise in the arts. The arts therapists have been inspired by theories such as attachment-based psychotherapy and have developed a broad range of client-centered approaches such as psycho-educational, mindfulness and metallization-based treatments, compassion-focused and cognitive analytic therapies, and socially engaged practice.

## Board of Governance

### Board of Directors

Laurence Vandendorre  
Sixtine Cruthfield  
Marcia Baumgartner  
Julie Wynne

Founder & President  
Company Secretary  
Financial Advisor  
Legal Advisor (Bonnard Lawson)

### Legal Advisor

Bonnard Lawson – Ms Julie Wynne

### The Team

As of 31 December 2015, there are 4 full-time staff in Singapore and a part-time staff employed by The Red Pencil (international) in the areas of international operations, office & Programs, sponsorship & Fundraising, marketing & communications

Compliance of the Red Pencil (International) with IPC policies and constitutions : see Appendix B

## INTERNATIONAL MISSIONS IN 2015

### Overview

In 2015, The Red Pencil (International) organised missions in 10 countries across Asia and made our first venture into the Middle East.



Country of Mission	Beneficiaries				Total Beneficiaries	No. of Days	No. of Art Therapists
	Children	Teens	Parents	Caregivers			
Sri Lanka	99	-	7	-	106	10	3
Myanmar	70	-	-	21	91	10	2
Thailand	-	18	-	4	22	10	2
Nepal	120	80	-	34	234	10	4
New Zealand	-	-	-	30	30	8	2
India	20	-	-	35	55	10	2
Lebanon	75	20	-	10	105	15	10
Philippines	65	-	14	23	102	10	4
Cambodia	-	37	2	10	49	7	2
	<b>Grand Total</b>				<b>794</b>	<b>90</b>	<b>31</b>



## 2015 Calendar of Events for Humanitarian Missions

**Jan**  
**Sri Lanka**  
CHARIS Singapore  
Minority group living in extreme poverty

**Apr**  
**Myanmar**  
Taunggyi Archdiocese  
Children living in orphanages and homes

**May**  
**Nepal**  
Fondation Audrey Jacobs  
Nuns, teachers and children in earthquake-affected areas

**May**  
**Thailand**  
RADION International  
Children and youth of high risk and/or substance abuse backgrounds

**May - Jun**  
**New Zealand\***  
Deborah Green Bettina Evans  
Carers of Christchurch earthquake victims

**Jun**  
**India**  
CanKids Hospital  
Child cancer patients

**Sep**  
**Lebanon**  
Kayany Foundation  
Syrian refugees

**Nov**  
**Cambodia**  
Hagar International  
Children who have been sexually abused; human trafficking victims

**Oct - Nov**  
**Philippines**  
Tiwala Kids and Communities  
Children from disaster zones; victims of domestic violence and abuse

**Nov - Dec**  
**New Zealand**  
Deborah Green and Bettina Evans  
Carers of Christchurch earthquake victims



## Extending beyond Borders, International Missions



Children from Deniyaya displaying their hand drawings

## Missions

### Sri Lanka – Minority group living in extreme poverty



*A Sri Lankan woman focused on her drawing using oil pastels on paper*



*Our 3 art therapists with the participants from Patna Village, ages between 3 to 71*

Three arts therapists conducted a mission in Deniyaya, a mountainous region in South Sri Lanka. They worked with tea plantation workers and their families, many of whom belong to a minority population living in extreme poverty.

Along with volunteers with CHARIS Singapore, the Archdiocese of Singapore's body for overseas humanitarian work, our Red Pencil therapists travelled to different villages and a primary school to introduce Arts Therapy, free expression and Visual Journaling to participants.

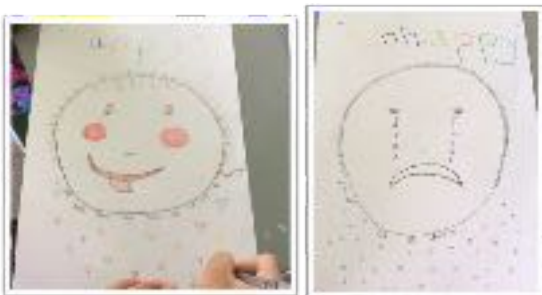
Several adult participants shared that this was their first time drawing on paper, or that the last time they did so was in elementary school. Therapeutic art processes also seemed to be a novel experience for many schoolchildren, who were not used to the freedom in drawing anything they liked in a school setting. Our therapists adjusted the pace of the programme with them to best suit their needs. They reached out to a total of 106 beneficiaries in total.

## Myanmar - build up the self-esteem of orphaned and neglected children



Art therapist Ms Chanudi conducting the first workshop, *Introducing Yourself* with 21 participants from 3 communities

Two arts therapists went on this mission to orphanages and care homes under the Taunggyi Archdiocese in Myanmar. They carried out Train the Trainer sessions with workers in charge of running the orphanages and care homes, and also worked directly with some of the children living there. These homes and orphanages support children who have been abandoned, neglected and/or orphaned, and this mission was designed to provide workers there with skills in the form of Arts Therapy processes to help children who have experienced neglect, abuse, abandonment, or witnessed violence and/or death. The workers were extremely enthusiastic, supporting each other through the language barrier some faced with the art therapists, and became progressively more skillful and comfortable with the activities by the end of the mission. Four participants were also guided in facilitating a session with the children, with very positive results. Many children participants expressed themselves through their art pieces, sometimes depicting very difficult experiences in their work. The therapists facilitated the children in this process and also ensured that the trainers are prepared to conduct such sessions on their own.



*A participant shows the 2 sides of her artwork that was aimed at exploring one's state of mind. The "Happy" side reads, "I hope that those who look at me will be happy" while the "Unhappy" side reads, "My life is full of darkness"*

## Thailand – Children and youth of high-risk and/or substance abuse backgrounds

Singapore art therapist Christine Tok and graduating French Arts Therapy student Sandra Bauser-Poirson led this STEP 2 trip in STREETKIDS! Home, Chiang Mai. This was held with the help of RADION International, the Singapore-based Christian relief and developmental agency that runs STREETKIDS! Home, a rehabilitation shelter for children aged 6-16 who come from high-risk and/or substance abuse backgrounds.



*Therapists, caregivers, and children sitting in a circle*

This mission comprised of a Train the Trainer program and focused group Arts Therapy sessions with children from the home. Free association was used to encourage the children to express themselves freely their unconscious thoughts and feelings.

The therapists noticed its effectiveness in the children's wonderful display of creativity during a mask-making activity on Day 8. Some cut the mask into different shapes and others drew their inside and outside selves on the 2 sides of the paper plate. This revealed how far along they had come in feeling comfortable being themselves.



*Children and therapists posing with their masks*

## Nepal - Schools in the region affected by 2015 earthquake

This mission was organised mainly to help provide coping tools to the staff, nuns, and caregivers who work at these schools that were affected by the April and May earthquakes that struck Nepal in 2015. Many experienced trauma from the quakes, and exhibited signs of denial, avoidance and fear. Hence, the art therapists aimed to provide psychosocial training to the people working in these schools, so that they can be more attuned and engaged with the children they work with, even after our art therapists leave.



*A nun engaged in her drawing*



*A Trainer shows us their artwork*

They organised a day care centre for the children in the community to gather since schools were still suspended after the earthquake, so that the children could come together to interact and play. The Train the Trainer sessions were extremely successful as many staff and nuns expressed their sense of empowerment after learning to use Arts Therapy to express their wishes and emotions.



*An example of a tent that people were living in to avoid living in their homes for fear of experiencing another earthquake indoors. Some of our activities were also held in these tents*



*Art therapist Suk Lin provides guidance to the children in the tents*

## New Zealand – Carers of Christchurch earthquake victims

Arts therapists Deborah Green and Bettina Evans initiated this mission in Christchurch, Canterbury, New Zealand for professional carers who personally experienced the Christchurch earthquakes of 2010-2011 and who have offered care to others since.

Participants helped to co-create Arts Therapy-based tools for self-care and relaxation, thereby helping them rediscover their strengths and resiliencies. This was also meant for the carers to use in their carer organisations and with their client groups.



*One participant created a multimodal piece featuring both visual art and creative writing*     *Participants posing with therapists with their final projects*

Ms Evans made use of several Arts Therapy techniques, including movement and dance therapy, drama therapy, visual art-making, as well as creative writing in this series of workshops. Her programme yielded extremely positive results in terms of managing participants' stress levels, with most participants self-reporting much lower stress levels and symptoms after the programme ended. Furthermore, participants grew more accustomed to the different styles of therapy, and even engaged in their own multimodal explorations on how to chart their current stress levels, playing with different art mediums of their choice and comfort.

## India- child cancer patients

Recognising the powerlessness of children in the face of a cancer diagnosis, especially when they have to spend extended periods of time hospitalised, we sent 2 art therapists for a 10-day mission. They provided Train the Trainer Arts Therapy sessions as well as group sessions to children in CanKids India, an NGO that provides assistance and healthcare services to children cancer patients and their families.



*The participants from the Train the Trainer session with our art therapists*



*Children participants and their family members taking part in Arts Therapy sessions*

The aim of Arts Therapy in this mission was to empower the children, helping them to regain some of the control they lost after their physical changes, and being institutionalised in this care facility due to illness. It also encouraged the children to rethink their identities and to be able to separate their illness from their own identity.

Our therapists observed that the children showed a boost in self-esteem and improved communication skills at the end of the mission. For instance, those who used only pencils and rulers at first, or had mirrored group members' images at the start began to make images directly with colours, using their own imagination or memory. They saw this as a progressive shift in the children's perspectives of art, art making and Arts Therapy.

*A child shows the drawing she made - our art therapists noticed the change in openness the children had toward art mediums over the course of the mission*



## Lebanon – supporting displaced Syrian children and families

The Red Pencil is also concerned with people whose lives are seriously impacted by larger geopolitical forces out of their control, such as the Syrian refugees living in tent settlements in places like Lebanon. These settlements have been increasingly overpopulated, and thus, we sent 7 art therapists, 1 dance and movement therapist and 3 volunteers to help address issues such as their signs of depression, anxiety, and aggressive behaviour. In order to reach out to the children and families living in these settlements, we teamed up with Kayany Foundation, a Lebanese NGO that provides education to Syrian refugee children in Lebanon.

A total of 114 beneficiaries were reached through this 10-day mission, and the programme there included daily dance and movement therapy activities, arts therapy sessions with both mothers and children separately, and then a family session including games, art, dance/movement activities, and a sports programme organised by our volunteers from DEME’s DIAP-SHAP JV.



*Children engaging in dance and movement therapy sessions with scarves*



*Children participants taking part in Arts Therapy sessions*



*Children taking part in sports activities with our lively volunteers*



*Children and their mothers with their arts and crafts from an Arts Therapy session*





## THE STORY OF KAREEM

Kareem is a 9-year old Syrian refugee boy who lost his family because of the war. Kareem then relocated to Lebanon with his extended family to live in the refugee camp. We had the chance to work with Kareem during our mission in Lebanon in September. Kareem seemed quiet during the group art therapy sessions, however he enjoyed making art during the art therapy group sessions with his friends. In art therapy Kareem was able to express his emotions of grief and loss that were associated to losing and missing his mother.

Over the course of the sessions, Tanya noticed that Kareem was able to express himself through drawing, and encouraged him to send love to his mother through his drawings. In one session, they helped to turn the children's drawings into a pocket-sized journal that was easy to carry around. This Visual Journal enabled Kareem to express his grief and love for his mother, and allowed him to contain and hold these emotions.



## Philippines - Inspire families from underprivileged backgrounds

Legapzi in the Philippines is a very poor city, with almost 50% of its households living with an income below the poverty threshold, leading to a high level of insecurity for these families and their children: malnourishment, low access to water and sanitation and children abused, neglected, not attending school, wandering or even sleeping in the streets are common encountered issues.

Our partnering NGO, Tiwala Kids & Communities is a Christian Charity in the Philippines. Founded in March 2007 it has successfully operated as a licensed non-profit NGO and Social Welfare Agency [SWA] for the past 5 years. Tiwala is under the umbrella of a registered British charity, Links International UK. Adopting a holistic approach, Tiwala runs community arts-based programs for street children, such as scholarship grants and basic literacy programs. Tiwala further seeks to reintegrate the children with their families.

We created a specific Arts therapy programme for 65 neglected children aged 7 to 12.

For those coming with their mothers (14), we aimed at the progressive reintegration of the child in his family. Helping the mothers and children to explain their feelings and issues freely, Arts therapy could help them to better understand themselves, for mothers to better take care of their children, and for both to find paths to long term improvement of their relationship and hopefully a better future.

For 23 Tiwala teachers, we also trained them in using arts as a tool for communication to help their clients.



*The children playing with the medium of clay. Many of them showed inventive use of the material, turning it into jewelry, others drew using the clay as letters, etc*



*Children expressing themselves using masks they created*

Art therapists Karen Peakin (from Ireland) and Franziska Lappin-Smith (from Switzerland) created an Arts Therapy programme for 65 neglected children aged between 7 to 12. They tried to help children become reintegrated with their parents, helping them to express their feelings and issues freely using art.

## Cambodia - Combating human trafficking and knowledge sharing with local counsellors

In Cambodia, men, women, and children are trafficked for sexual and labor exploitation. This has been an escalating problem rooted in the poverty of the exploited, and Hagar, an international humanitarian organisation, is dedicated to helping people recover from extreme human rights abuses in Cambodia by providing professional counselling. They asked us to lead an Arts Therapy programme for 37 young trafficked teenagers, mostly girls, and 12 caregivers, at their centre in Phnom Penh.

In collaboration with Hagar counsellors, we assisted the children in healing of their traumas as well as building qualities such as resilience, self-awareness and self-esteem. We trained these counsellors, who work daily with the children, in using art as a tool for therapy to help their patients.

Ryan, a counsellor with Hagar International who attended a Train the Trainer session told us why he believed in the power of the technique, "Arts therapy is a wonderful tool because it's non-verbal. Some clients don't feel comfortable with expressing their trauma verbally so art is a way for them to explain their feelings freely."



*Trainer and her students who participated in a mask-making workshop*

## Our Approach

### A framework ensuring the sustainability of our action

#### *Our 3 Steps programme*

Each humanitarian mission consists of a 3-step process in order to ensure sustainability and long-term positive impact on the beneficiaries.

We work with the children and families, including caregivers and staffs thanks to a specific Train the trainer program, to give a holistic approach to emotional recovery of the individuals or communities and to ensure that the benefits of Arts Therapy are understood by individuals or communities in their cultural contexts.

We use the Visual Journal as a daily Arts Therapy tool for our beneficiaries, promoting self-insight, as well as a better understanding of developing self-coping mechanisms. The Visual Journal allows them to self-care and process private issues they are dealing with, and to keep record for sharing with the Art Therapist at the next opportunity.

We hired arts therapists on our missions according to the following criteria :

- volunteering basis
- registered and certified arts therapists
- proficiency in language and culture of the mission area
- living as near as possible to the mission area.
- Engaged for the 3 steps

The 3-step process is as follows :

#### **Step 1 : First trip (15 days)**

- Getting to know each other, creating the therapeutic relationship, working on current life situations and emotions, giving a chance for the community to bond again and to find inner resources to cope.
- Teaching Visual Journal.
- Implementing a Train the Trainer programme for the caregivers; they have to be involved in the sessions from the start.

#### **Step 2 : Second trip (15 days – 3 to 6 months after Step 1)**

- Addressing deeper issues, either as a group or individual (if appropriate). This is up to the responsibility and professional decision of the arts therapists.
- Making sure the Visual Journal technique is being fully understood and applied.
- Enhancing the Train the Trainer programme so that the use of therapeutic art can continue after the arts therapists have left.

#### **Step 3 : Third trip (15 days – 3 to 6 months after Step 2)**

- Bringing proper closure to therapeutic work, either as a group or individual, as deemed necessary by the arts therapists in charge.
- Closing the Train the Trainer programme.
- Leaving art materials behind to encourage the ongoing use of Visual Journal.

## Promotions of Arts Therapy

Arts therapy still remains an innovative psychotherapeutic approach.

Today, The Red Pencil is the first global humanitarian organisation promoting it as a powerful way of healing and empowering vulnerable population, victims of overwhelming dramas linked to poverty, diseases, conflict or natural disasters.

In this context, we consider the promotion of Arts Therapy and of the arts therapist profession as being an important part of our mission.

### Research

To promote our work, we rely on proven evidences given by different scientific researches done on Arts Therapy, and we are starting a research focused on the measurement of the Red Pencil processes and outcomes. Led by Andy Hau Yan HO, PhD, EdD, Nanyang Technological University, Assistant Professor, Division of Psychology, School of Humanities & Social, this research will take place both in Singapore and overseas, in partnership with renowned psychologists & arts therapists worldwide, and with the support of university interns.

### The Red Pencil (international)'s Ambassadors and Awareness Events

#### Ambassadors :

- US : Mercedes Ballbe, PhD, LPC, ATR-BC, registered art therapist, former President of The American Art Therapy Association.
- Italy : oberto Senigaglia, Venice

#### Awareness international events

- TEFAF 2015 (Art fair in Maastricht) : booth inviting guests to paint and to discuss about arts therapy methodology and benefits.
- Artstage 2015, Singapore

### The Red Pencil's Scholarship

We only worked with registered and certified arts therapists, thanks to a network of almost 1000 arts therapists all around the world, belonging to national Arts therapists associations like The Professional Association for Arts Therapy in Australia, New Zealand and Singapore (ANZATA), the American Art Therapy Association (AATA), the Canadian Art Therapy Association (CATA/ACAT), or the Irish Association of Creative Arts Therapists (IACAT). To help deserving underprivileged students keen to pursue Arts Therapy studies, we provide scholarships for Masters in Arts Therapy at LASALLE College of the Arts Singapore. Graduated arts therapists then become part of a network of arts therapists, that can be called to help in local or overseas missions.

In 2015, apart from the 3 Singaporean students in Arts Therapy that we supported, The Red Pencil was proud to have the first international Arts Therapy graduate, Nicha Leehacharoenkul. Upon her return to Thailand, Nicha will be involved in upcoming collaborations with The Red Pencil within the local hospitals.

# FINANCIAL HIGHLIGHTS

## Funding Sources

All funds used for the operations and financing of The Red Pencil (International) derive from the following sources : corporate/individual in-kind/in-cash donations, fundraising projects by corporations and individuals, sales and e-auctions of artworks Laurence Vandenborre and Alain Vandenborre participate financially every year to the Red Pencil's balance, covering the administrative costs, so other fundings can contribute more directly to the beneficiaries.

2015	US\$
Donations	199,757.61
<b>TOTAL DONATIONS</b>	<b>199,757.61</b>

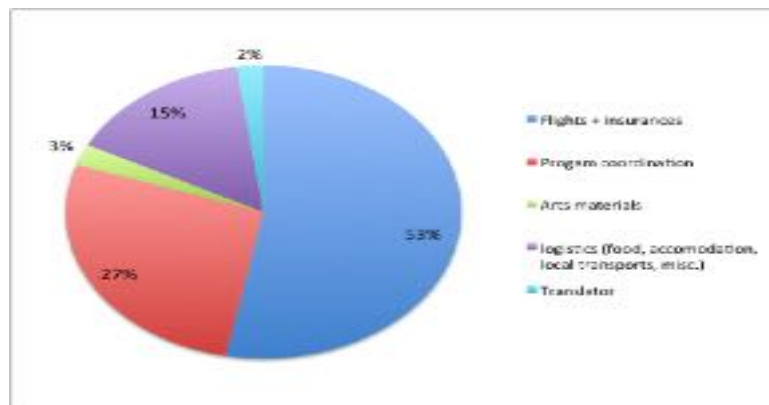
We've contacted the following NGOs and organisations to raise awareness and interest in collaborating with The Red Pencil (International) : Médecins Sans Frontières, CIRC, Womanity, MECCI, Geneva Call, UNICEF, SOS Village, Save-the-Children, Swiss Art Therapy Foundation, Casa Alianza, Giving Women, Della Foundation, Qatari Hospital, Art Basel, Miami Design Basel.

## Expenditures 2015

Expenditure	US\$
Missions	49,270.37
Promotional Events	28,931.20
Salaries	26,231.74
Accounting Fees (e.g. audit, payroll, corporate secretary)	0.00
Scholarships	11,810.28
<b>TOTAL EXPENDITURE</b>	<b>116,243.59</b>

The Red Pencil (International) aims to provide Arts Therapy at little to no cost to the patients. Costs like food and accomodation are borne equally with our partners.

Average mission cost/beneficiary = **62 USD**



# HIGHLIGHTS FOR 2016

## Planned Missions

- Disadvantaged rural children in Thailand
- Slum and street kids in the Philippines
- Trafficked teenagers in Cambodia
- HIV, orphan children in Indonesia
- Rohingya refugees in Malaysia
- Cancer patients in Kenya
- Yazidi refugees in Kurdistan
- Pediatric patients in Qatar
- Syrian female refugees in Lebanon
- Victims of bombing attacks in Paris and Brussels
- Middle East refugees in Switzerland

## Willing to reach out to more and more traumatized people, The Red Pencil (International) aims to expand its humanitarian missions outreach

Plans are underway to enter the African and American continents in 2016, reaching out to every other continent in the world. More projects are also coming up for Asian and Middle Eastern countries, tripling the total number of missions that have been done in 2015.

There will also be an alternative humanitarian mission program where apart from the 3-step, 10-day each missions, there will be greater collaborations with local Arts Therapists to run daily or weekly Arts Therapy sessions in order to better engage with the communities and beneficiaries.

Thank you,

Laurence Vandendorpe  
Founder & Managing Director

Sixtine Cruthfield  
Geneva Office Executive director



## Appendix A

### The Red Pencil (International) – legal details

The Red Pencil (International) was confirmed by the Constitutive Assembly in Switzerland on 15 March 2015. The Association was created and obtained from the Swiss Federal Fiscal Authorities a Tax Exemption and Charity status enabling donors to withdraw any donation from their personal tax declaration. The Red Pencil (International) gained Institute of Public Character (IPC) status on 6 October 2015, retroactive to the constitutive date and for a duration of 10 years.

#### UEN Registration No.

080.881.076

#### Registered Address

3 Avenue Krieg, 2, CH-1208 Geneva  
Switzerland

#### Singapore Office

20 Upper Circular Road #02-01  
The Riverwalk  
Singapore 058416

#### Review and Changes in the Polices and Constitution

No amendments were made to the constitution and policies as of 31 December 2015.



## Appendix B

### IPC policies and constitution

No.	Code Description	Compliance	Reason (if any)
<b>BOARD GOVERNANCE</b>			
1	Are there Board members holding staff appointments?	No	
2	There is a maximum term limit of four consecutive years for the Treasurer position (or equivalent, e.g. Finance Committee Chairman).	Complied	
3	There are Board committee (or designated Board members) with documented terms of reference.	Complied	
4	The Board meets regularly with a quorum of at least one-third or at least three members, whichever is greater (or as required by the governing instrument)	Complied	
<b>CONFLICT OF INTEREST</b>			
5	There are documented procedures for Board members and staff to declare actual or potential conflicts of interest to the Board.	Complied	
6	Board members do not vote or participate in decision-making on matters where they have a conflict of interest.	Complied	
<b>STRATEGIC PLANNING</b>			
7	The Board reviews and approves the vision and mission of the charity. They are documented and communicated to its members and the public.	Complied	
8	The Board approves and reviews a strategic plan for the charity to ensure that the activities are in line with its objectives.	Complied	
<b>HUMAN RESOURCE MANAGEMENT</b>			
9	The Board approves documented human resource policies for staff.	Complied	
10	There are systems for regular supervision, appraisal and professional development of staff.	Complied	
<b>FINANCIAL MANAGEMENT AND CONTROLS</b>			
11	The Board ensures internal control systems for financial matters are in place with documented procedures.	In process	RPI Geneva is only one-year old
12	The Board ensures reviews on the	In process	

	charity's controls, processes, key programmes and events.		
13	The Board approves an annual budget for the charity's plans and regularly monitors its expenditure.	In process	
14	The charity discloses its reserves policy in the annual report	Non-Complied	Will be done next year
15	Does the charity invest its reserves?	No	
<b>FUNDRAISING PRACTICES</b>			
16	Donations collected are properly recorded and promptly deposited by the charity.	Complied	
<b>DISCLOSURE AND TRANSPARENCY</b>			
17	The charity makes available to its stakeholders an annual report that includes information on its programmes, activities, audited financial statements, Board members and executive management.	Complied	
18	Are Board members remunerated for their Board services?	No	
19	Does the charity employ paid staff?	Yes	
20	No staff is involved in setting his or her own remuneration.	Should be complied	
21	The charity discloses in its annual report the annual remuneration of its three highest paid staff who each receives remuneration exceeding \$100,000, in bands of \$100,000. If none of its top three highest paid staff receives more than \$100,000 in annual remuneration each, the charity discloses this fact.	Complied	
<b>PUBLIC IMAGE</b>			
22	The charity accurately portrays its image to its members, donors and the public.	Complied	

## Appendix C

Letters of appreciation from the following who have been involved in our projects/programmes



Division of Psychology | School of Humanities and Social Sciences

Reg. No. 200604200R

Ms Laurence Vandenborre  
The Red Pencil (Singapore)  
#01-01 The Riverwalk  
Singapore 058416

29 February 2016

### Letter of Appreciation

Dear Laurence,

I write to express my great appreciation for the valuable work that The Red Pencil has embarked on over the past years, as well as to congratulate the wonderful efforts and contributions of your team in promoting the practice of art therapy in local and international communities.

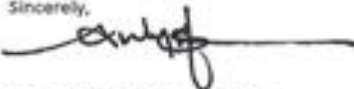
The use of the Arts has long been shown to be effective in promoting human well-being while alleviating emotional pain and psychological suffering, especially among vulnerable populations such as children, elderly, chronically-ill patients, individuals living with mental illness, as well as those affected by natural and man-made disasters. Since its establishment, the Red Pencil has passionately introduced art therapy to individuals and families limited by challenges and adversities, helping them to reflect and introspect upon their feelings and emotions, empowering them to elevate their voice when language becomes a barrier, and helping them to find meaning via facilitated creativity and artistic expressions.

These efforts are best exemplified through various meaningful projects on art and healing in Singapore, particular those that aim to cultivate strength and resilience among children and youth with KK Women's and Children's Hospital, Changi General Hospital and LaSalle College of the Arts. Through the many humanitarian missions in conflict zones and areas of poverty including the Philippines, Lebanon and Sri Lanka, the Red Pencil has also brought hope and healing to those in need, while at the same time, ensured the sustainability of such support by establishing strong working relationships with health and mental health authorities across these regions. The pioneer train-the-trainer programme which offers on-site art therapy instructions and off-site clinical supervision to frontline workers has and will continue to nurture local competency for preserving and upholding these international efforts.

Aspiring towards evidence-based practice and to further promote art therapy with greater empirical integrity, The Red Pencil has recently formed an alliance with the Division of Psychology of Nanyang Technological University. This partnership will focus on designing and developing a robust and comprehensive programme of applied research and efficacy studies for informing and advancing the theories and practices of art therapy, pushing forth this discipline towards greater peaks of excellence.

With all of the aforesaid, I would like to congratulate you and your team again for your wonderful achievements. I greatly look forward to the new and exciting endeavors of The Red Pencil.

Sincerely,



Andy Hau Yan HO, PhD, EdD, FT  
Assistant Professor of Psychology  
School of Humanities and Social Sciences  
Nanyang Technological University

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01 March 2016

Dear Sir/Madam

I write this to confirm that I fully support the Red Pencil in all their endeavours and that I confirm they strictly adhere to the required practices in accordance with IPC status.

We live in a world where traumatic events are surrounding us. We also regularly hear of adults having committed offences reveal that traumatic events in their childhood or youth have left lifelong scars.

Various forms of therapy seek to prevent such scars from forming; and art therapy is very applicable here.

Art therapists when trained help the mind to heal following various difficulties or traumatic events – it complements perfectly what doctors try to do; heal the physical body.

I am happy to vouch for the Red Pencil Staff – I am also very happy to support them and to work with them

Yours sincerely,



**A/Prof Anette S Jacobsen**  
Clinical Educator Lead (Medicine)  
Senior Consultant, Dept of Paediatric Surgery  
KK Women's and Children's Hospital

*Patients. At the Heart of All We Do.*

**Members of the SingHealth Group**  
Singapore General Hospital • KK Women's and Children's Hospital  
National Cancer Centre Singapore • National Dental Centre Singapore • National Heart Centre Singapore • National Neuroscience Institute • Singapore National Eye Centre  
SingHealth Polyclinics



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To the Red Pencil Singapore  
20 Upper Circular Road #02-01  
The Riverwalk  
Singapore 058416  
February 26, 2016

Feedback Letter and Testimonial

Working as an Expressive Arts Therapist in Singapore since 2004, I had the privilege to be a part of the evolving Art Therapist community, in which the Red Pencil has significant leadership role.

The Red Pencil facilitates the vital coordination of Art Therapy services for the benefit and support of various populations in Singapore, such as individuals and communities that suffer traumatic life events; children with special needs; elderly and persons with disabilities; patients under health care and mental health; to name a few.

The Red Pencil has a substantial role in raising awareness to the benefits of Art Therapy and in providing training, support and work opportunities for young therapists graduating from the Master of Art Therapy program at LaSalle College.

I hope this organization continues to develop the professional and ethical standards and support the network within the community of Art Therapists in Singapore.

Kind regards,

**Daphna Arbell Kehila**

Expressive Arts Therapist  
Director at West East Pte. Ltd.  
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