

# SOP for Celebration of Important Days Child Identity & Talent Platforms



**Developed By:**

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## Document & Operational Details of SOP



### Document Details:

**Document Title:** SOP – Celebration of Important Days (Child Expression & Identity)

**Outcome:** Outcome 3 – Children are resilient

**Sub-Theme:** 3C – Supporting resilience increment

**Activity:** Celebration of Important Days (6)

**Doc No.:** SOP/CHILD/O3/3C/IMPORTANT-DAYS/01

**Issue Date:** //2026 |

**Revision Date:** //\_\_\_\_



### Operational Details:

**Locations:** Domchanch and Rajauli

**Output:** Children get platforms to express talents & identity

**Expected Outcome:** Better self-expression and confidence

**Total Events:** 6

**Suggested Duration:** 3–4 hours (half-day)

**Responsible Unit:** BJUP – Child Resilience & Participation Team

## Purpose of the Activity



### Safe Platform

Providing a secure, inclusive space for children to express their identities, talents, and unique perspectives.



### Positive Community Engagement

Strengthening collaborative ties between child clubs, educational institutions, and the local community.



### Holistic Child Development

Building essential life skills, including confidence, sense of belonging, and leadership capacity.



### Promoting Positive Values

Advocating for critical social themes: gender equality, empathy, environmental stewardship, and health awareness.



# Scope



## Coverage

cluster/community/  
school-based  
celebrations

focus is **child-led +  
supportive adults**

No competitive  
pressure;

"**participation +  
appreciation**"  
focus

## Safeguarding Rules to Apply



**No bullying**



**No shaming**



**Safe photography**

## Suggested "Important Days" Calendar



**Mar  
08**

**International Women's Day**



**Jun  
05**

**World Environment Day**



**Oct  
10**

**Mental Health Day**



**Oct  
11**

**Day of the Girl**



**Nov  
14**

**Children's Day**



**Dec  
10**

**Human Rights Day**

**January**

**26**

**Republic Day**



**Aug  
29**

**National Sports Day  
15 Independence Day**

# Roles & Responsibilities



## BJUP Team

- **planning, facilitation, materials, documentation**
- **ensure inclusion + safeguarding**
- **coordinate with school/PRI/child club mentors**



## Child Club / Student Leaders

- **event hosting, performances, exhibition setup, welcome & rules**
- **peer support: ensure shy children get chances**



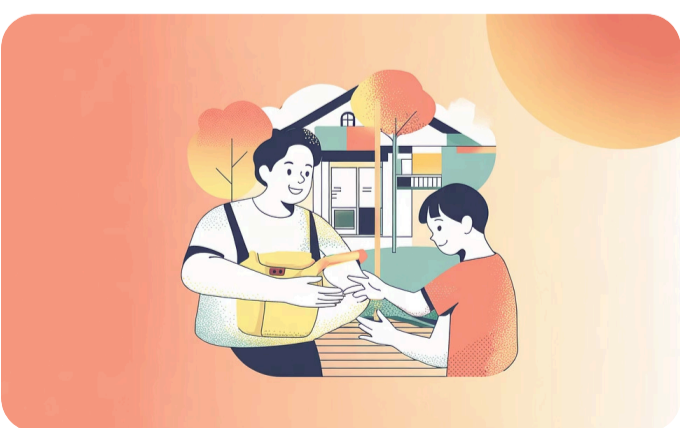
## School / Teachers (if school venue)

- **permissions, space, student coordination, safety oversight**



## PRI / Community

- **support mobilization, safe environment, encouragement**



# Step-by-step Procedure

## Step-1

D-15 TO D-10

### Event Planning

01

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#### Select Theme/Day

select theme/day for each event (6 total)

02

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#### Finalize Venue

finalize venue (school/community hall/cluster field)

03

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#### Estimate Participants

estimate participants ( $\approx 50$  each)

04

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#### Form Organizing Team

form organizing team + child leaders committee

05

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#### Invite Guests (optional)

invite guests (optional): PRI, teacher, local role model

 **Record:** Annexure A (Event Plan Sheet)



## Step-2

D-10 TO D-5

### Inclusion & Participant Mobilization

Ensure representation:

#### **Gender Balance**

girls/boys balanced

#### **Vulnerable Children**

vulnerable children (OOSC/irregular) included

#### **Accessibility**

children with disability included (accessible space)

 **Record:** Annexure B (Inclusion Checklist)



## Step-3

D-7 TO D-1

### Preparation of Activities & Materials

- **practice performances**
- **prepare "expression stations" (poster making, open mic, story corner)**
- **prepare appreciation tokens/certificates (optional)**
- **prepare consent process for photos/videos**

**Record: Annexure C (Materials Checklist) + Annexure D (Consent)**



# Step-4

EVENT DAY EXECUTION

Detailed Module in section 7

## Child-Led

Run event as child-led, adult-supported



## Document Outputs

document outputs (photos with consent, attendance, report)

# Step-5

WITHIN 7 DAYS

## Post-event Follow-up



### Share with Stakeholders

share photos/summary with stakeholders



### Identify Children in Need

identify children who showed distress/need support  
(private follow-up)



### Encourage Continued Participation

encourage continued participation in child club

Record: Annexure H (Event Report)



# Detailed Module

## (Event Flow – Child-led, 3–4 hours)

Module Objective (Per event)

Every child participates at least once: performance, display, speaking, or group activity.

Every child receives at least 1 appreciation (clap, badge, or "star sticker").

### Step-1: Registration & Warm Welcome



#### Attendance tracking



#### Distribution of name stickers and house tags



#### Child volunteers greeting attendees: "Welcome!"



Output: Attendance sheet (Annexure AA)

# Step-2, 3, 4: Opening, Icebreaker & Talent Showcase



## Step-2: Opening Circle + Rules (Safe Space)

Anchor child script (exact):

“आज हम सब मिलकर अपनी बात, कला और talent दिखाएंगे।  
यहाँ कोई किसी का मज़ाक नहीं उड़ाएगा।  
जो भी बोलेगा/बोलेगी, सब ध्यान से सुनेंगे।  
गलत words/teasing नहीं होगी।”



## Step-3: Icebreaker (10–15 min) – “मैं हूँ...”

Children form circle and say one line:

- “मैं \_\_\_ हूँ, मुझे \_\_\_ पसंद है।”  
(For shy children: they can show a card instead.)



## Step-4: Talent & Identity Showcase Blocks (Main)

Choose 3–4 blocks depending on theme.

# Event Activities (2–2.5 hours)



## Block A: Performance Stage (30–45 min)

कविता/गीत/नाटक/नृत्य/मिमिक्री/लोकगीत. Rule: short (2–3 min), supportive claps.



## Block B: Expression Stations (30–40 min)

Set up 3 stations (10–12 min each group):

- Poster Station: theme drawing + slogan
- Story/Poem Corner: 4–5 kids share
- Roleplay Station: “Respect/KINDNESS/No bullying” skit



## Block C: Community Message Segment (15–20 min)

Children present 3 key messages to adults (PRI/teachers):

- “हमारी जरूरत \_\_\_”
- “हम चाहते हैं \_\_\_”
- “हम promise करते हैं \_\_\_”



## Block D: Team Game (20–30 min)

Non-violent cooperative games: relay, group puzzle, circle clap rhythm (competition low; teamwork high).

## **Step-5: Recognition & Appreciation (15-20 min) • "सबको सराहना" approach:**

- Best teamwork
- Best courage (shy child who spoke)
- Best creativity
- Best kindness

give simple badges/stickers (no expensive prizes)

Anchor line: "आज कोई हार-जीत नहीं, आज हम सब winners हैं।"

## **Step -6: Reflection Circle (10-15 min)**

Ask 3 simple questions:

1. "आज सबसे अच्छा क्या लगा?"
2. "आज क्या सीख मिली?"
3. "अगली बार क्या करना चाहोगे?"

## **Step-7: Closing + Next Child Club Activity Announcement**

announce next meeting date • thank guests and parents

# Annexures (Print-ready)



## Annexure AA: Attendance Sheet (Children + Adults)

(Use separate sheets for Adults) S.No | Name | Age | Gender | Village/School | Role (Child/Parent/Teacher/PRI) | Phone (optional) | Sign/Thumb



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## Annexure A: Event Plan Sheet (6 events)

Event No. | Block | Venue | Theme/Important Day | Date | Expected Children | Lead Facilitator



## Annexure B: Inclusion Checklist

- Girls participation ensured
- vulnerable/OOSC invited
- disability inclusion (space support)
- shy children assigned supportive role
- No discrimination ensured



## Annexure C: Materials Checklist

- sound/mic (if available)
- chart papers, sketch pens, tape
- Name stickers
- Station cards (poster/story/roleplay)
- Badges/stickers for appreciation
- First aid + water



## Annexure D: Consent Format (Photo/Video – Verbal)

"कार्यक्रम के दौरान फोटो/वीडियो केवल रिपोर्टिंग/शिक्षण उद्देश्य हेतु उपयोग होगा। क्या आप सहमत हैं?" Yes/No  
Facilitator tick + witness sign



## Annexure E: Station Instruction Cards (Exact Text)

Poster Station: "Theme पर 1 poster बनाओ + 1 slogan लिखो।" Examples: "Respect is strength." / "No bullying, only friendship." / "My voice matters."

Story/Poem Corner: "2 मिनट में अपनी कहानी/कविता/अनुभव सुनाओ।"

Roleplay Station: "2-3 मिनट का छोटा नाटक: kindness/respect/rights."



## Annexure F: Appreciation List Template

Child Name | Category of appreciation | Given by | Remarks



## Annexure G: Reflection Capture Sheet (Facilitator fills)

• Top 3 highlights: \_\_\_\_\_ • Challenges: \_\_\_\_\_ • Suggestions for next event: \_\_\_\_\_



## Annexure H: Event Report Format

1. Background (day/theme)
2. Venue/date/participants (boys/girls)
3. Activities conducted
4. Key messages from children
5. Inclusion notes
6. Outcomes observed
7. Photos list (consent taken)
8. Next steps