

**To Whom It May Concern**

**Dear Sir/Madam,**

**INTRODUCTORY LETTER: Request For Volunteers and Support at St. Germain School Complex**

Warm greetings from St. Germain School Complex, Agona Swedru.

On behalf of the Young and Lonely Foundation (YLF), I am honored to introduce St. Germain School Complex, a charity-based educational institution established to serve vulnerable and underprivileged children within Agona Swedru and its surrounding rural communities. It was founded as a social intervention initiative of YLF with a clear motive: to ensure that children from low-income households, single-parent families, young/ teenage mothers and socially marginalized backgrounds have access to quality, affordable, and holistic education. Just as many other institutions, we were hardly hit by the effect of Covid-19 and we haven't been the same. At this moment, we write to your outfit on the subject matter.

We continue to be guided by our mission to provide inclusive education that nurtures academic excellence, discipline, creativity, and strong moral values, while preparing our learners to become confident and responsible global citizens.

**School Location, Structure and Age Segregation**

St. Germain School Complex is located in Central Region, Agona Swedru, Yaabem, Pipe-Tank Rd (behind Melcom) and currently operates with clear class and age group segmentation to ensure appropriate academic and developmental progression:

- **Nursery 1 & 2:** Ages 3–4 years
- **Kindergarten (KG 1 & KG 2):** Ages 4–6 years
- **Lower Primary (Basic 1–3):** Ages 7–9 years

With a current population of 70 pupils (33 boys & 37 girls) each class is structured to meet age-appropriate cognitive, emotional, and social development needs. Our early childhood classes focus on play-based and foundational learning, while the primary section emphasizes literacy, numeracy, critical thinking, and character formation.

**Areas of Need and Volunteer Support**

Despite our commitment and progress, the school faces significant infrastructural and environmental challenges that require urgent attention and where volunteer engagement would be highly impactful.

**1. Electrical & Ventilation Challenges in Classrooms**

Several classrooms experience unstable electrical connections, insufficient lighting fixtures, poor ventilation and occasional wiring faults. Poor lighting affects effective teaching and learning, especially during cloudy weather and in interior classrooms with limited natural light. We seek volunteer support (where technically qualified) to assist with basic electrical improvements under professional supervision, installation of fans to improve the ventilation situation, and general electrical maintenance.

**2. Classroom Beautification (painting) and Creative Wall Art**

Many of our classroom walls are plain and visually unstimulating. We strongly believe that a child-friendly, colorful, and creative learning environment enhances concentration, imagination, and joy in learning. We therefore seek volunteers to support:

- Educational wall murals (alphabets, numbers, world maps, science illustrations, moral messages)
- Creative drawings that make classrooms lively and welcoming
- Early childhood visual learning aids painted directly onto walls

**3. Structural Reinforcement and Painting**

Parts of the school structure require reinforcement, minor repairs, plastering, and repainting to improve safety and durability. Fresh painting of school building, corridors, and classroom walls will significantly improve the school's learning environment and create a more dignified and motivating atmosphere for both pupils and teachers.

**4. Establishment of ICT Laboratory and Children Library**

To enhance digital literacy and promote a strong reading culture, we seek support to establish a modest ICT Laboratory and a Children's Library. The ICT laboratory will provide pupils with foundational computer skills and digital competencies necessary for the modern world, helping to bridge the digital divide in underserved communities. A well-equipped children's library stocked with age-appropriate storybooks, reference materials, and educational resources will foster literacy development, creativity, and independent learning.

**5. Playground and Play Items**

Recognizing that play is essential to children's physical, emotional, and social development, we seek assistance to develop a safe and well-equipped playground. The provision of play items such as swings, slides, see-saws, climbing frames, skipping ropes, footballs, and other recreational materials will enhance motor skills, teamwork, leadership, and overall well-being—especially for our early childhood learners.

**6. Classroom Desks for Nursery and Kindergarten**

Our Nursery and Kindergarten sections currently face a shortage of age-appropriate desks and chairs. Many children share limited seating space, affecting posture, comfort, and concentration. Support to procure child-friendly classroom furniture will significantly improve the learning environment and promote better academic engagement.

**7. Teaching and Learning Materials**

We also require adequate teaching and learning materials, including recommended textbooks aligned with the Ghana Education Service curriculum, exercise books, pencils, pens, crayons, charts, and instructional aids. Many of our pupils come from economically disadvantaged homes and cannot consistently provide these essential materials. Supporting this need will ensure inclusive education and improved learning outcomes.

**8. Teaching and Educational Support**

In addition to infrastructure support, we welcome volunteers in:

- English language and reading support
- Mathematics and Science tutoring
- ICT and digital literacy introduction
- Creative arts, music, and sports activities

**9. One Hot Meal/ Farm Project**

In maintaining pupils interest in education, we cultivate food crops on our rented one acre farmland and also run a fish farm that supports our vision. Support with fish feed and simple farm technologies that would enhance our production and yield for both fish farm and crop farm as well as from experienced volunteers would mean a lot to sustaining this.

**10. Water, Sanitation and Hygiene (WaSH)**

Water and sanitation issues in the school adds a lot to finances and would be happy to attract volunteers to support us with a mechanized borehole to help address our WaSH situation especially considering the health of the children.

We believe that partnering with **you** will create a transformative impact-not only for our pupils but also for volunteers seeking meaningful engagement in community-based education development.

Management of Young and Lonely Foundation and Saint Germain School Complex would be delighted to engage you for a needs assessment visit and further discussions.

Thank you for your continued contribution to community development in Ghana.

Yours faithfully,



**Gilbert Kofi Germain  
(C.E.O / Founder – YLF)**

**Gallery:**

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**Young and Lonely Foundation in Partnership with St. Germain School Complex. Agona Swedru.**

[www.youngandlonely.org](http://www.youngandlonely.org) / [www.saintgermanschool.org](http://www.saintgermanschool.org)

**The Child, Our Hope for the Future.**

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