



# MACEDONIAN EMPOWERMENT FOUNDATION

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## Report on Preparatory Meeting and Notebook Distribution Exercise

### Preparatory Meeting

A preparatory meeting was held at the MEF Office in Lokoja, Kogi State, on 3rd November 2025. The meeting was attended by the SDGs/Child Education Support Team Lead, the Secretary, and administrative support staff.

Key issues discussed included the production of exercise books, establishing contact with the Principal of UBE Junior Secondary School, Ganaja Village (Ajaokuta LGA), and scheduling a date for the school visit and distribution exercise.

### School Visit Planning and Approval

During the preparatory meeting, UBE Junior Secondary School, Ganaja Village, was selected to benefit from the notebook distribution under the MEF School Child Education Support Programme. The school was chosen due to its central location and proximity to Lokoja, which helped reduce logistical costs.

Approval for the visit was sought and obtained from the school principal on 7th November 2025. The principal was requested to identify 50 students in JSS1 who lacked the required number of exercise books. It was also observed that some students in higher classes faced similar challenges; however, due to budget constraints, the intervention was limited to the identified JSS1 students. MEF intends to expand the programme in the future to cover more students within the school and other UBE schools in Kogi State.

### Notebook Distribution Ceremony

The notebook distribution exercise was conducted on 11th November 2025 at the school premises in Ganaja

Village, along Ajaokuta Road, Ajaokuta LGA. A three-member MEF team, led by the Team Lead, Riana Isaac, arrived at the school at 9:30 a.m.

A brief meeting was held with the principal and a staff member prior to the distribution to ensure a shared understanding of the objectives of the exercise and the criteria used by the school to select beneficiaries.

The benefiting students assembled in a classroom in the presence of the principal, staff members, the MEF team, and some invited parents. The ceremony began with the recitation of the national anthem, followed by an introductory address by the principal.

The Team Lead introduced MEF as a non-governmental organization committed to promoting positive values and supporting children's education. She explained the purpose of the visit, encouraged the students to make good use of the notebooks, and used the opportunity to create awareness about the Sustainable Development Goals (SDGs).

Students were called forward individually by a teacher, and each received a set of notebooks from the Team Lead. The students expressed appreciation and enthusiasm, and photographs were taken to document the event.

In his closing remarks, the school principal expressed gratitude to MEF and appealed for the continuation of the programme, noting that access to basic educational materials plays a significant role in reducing school dropout rates.

The exercise concluded with a group photograph of the students, school staff, and the MEF visiting team.

Prepared by:

Riana Isaac

Team Lead, SDGs/Child Education Support Programme

Attachments:

Photographs



Some Beneficiaries and the visiting Team



The Team Lead, MEF SDGs/Child Education Support Programme with a beneficiary