

Volunteers' Guide Book

Vatsalya

There are voluntary work and internship opportunities in our head office and also in each of the following areas

- ✓ **Anoothi – empowering rural women through upskilling in self-help groups.**
- ✓ **Upaarjan - the vocational training program for street children and slum youth**
- ✓ **HIV & AIDS treatment and counselling**
- ✓ **Children's health and education camps**

See more detail about each project at www.vatsalya.org

November 2011



23-Arvind Park, Tonk Road, Jaipur
Vatsalya

C-146, Mangal Marg Bapu Nagar, Jaipur
Email: Jaimala@vatsalya.org, Hitesh@vatsalya.org
Website: www.vatsalya.org

Welcome to Vatsalya!

Dear Volunteer,

It is a great pleasure for Vatsalya to be your host for the duration of your stay in Jaipur. We highly appreciate your decision to travel such a great distance and come to help us in our endeavors to give a good life to underprivileged children, women, men and young people of India. Vatsalya has several programs involving these sections of populations. A visit to our websites www.vatsalya.org and www.anoothi.org will orient you to the various activities that we are involved in. If website access to the various pages is not possible, please read our annual report.

Please spend some time reading the pages that follow. We would advise you to read this document to understand the culture and ethos of the organization. Later, depending on your enhanced understanding of the different programs of the organization, you may like to choose which you could get involved with. You may choose more than one program, of course. The following options are there for you to choose from:

1. Upaarjan; our livelihood program for young people: Location-Jaipur, Ajmer
2. Anoothi; our economic empowerment program for women: Location-Jaipur, Ajmer, Achrol
3. Kavach; our HIV/Aids awareness and care program for truckers and CSWs: Location-Jaipur, Ajmer
4. Samvedna; our outreach program for Street Children: Location-Jaipur
5. Head Office: Location-Jaipur
6. Fund raising for Vatsalya's welfare programs: Location-Jaipur

When you opt for a program that requires you to work from Jaipur and Ajmer, you will be living in the guesthouses that are in the Vatsalya Head Office in Jaipur. Your work plan will be developed according to the skills you bring with assistance from Dr Hitesh Gupta and other staff members of Vatsalya.

Please make sure that you have read this Guide Book carefully and completely. If you might have any concerns or difficulties in following the norms laid down in the guide book, please discuss them with us immediately. Our online application process will help you to list the activities that you would like to be involved in during your stay. During weekly meetings, we encourage you to review your commitments. This will help us assist you better and make your stay meaningful.

Thank you and best wishes.

Jaimala Gupts

Founder

In the following pages, we give you a little glimpse of what it would be like to work in these different programs.

Vatsalya (meaning **unconditional motherly love**) joyfully welcomes you to our family! It is within this community of caring staff and volunteers like yourself, that we are continually creating an atmosphere that assists a wide range of people of Jaipur to “rise above” the past, relish the present, and gloriously prepare for the future. Keeping these goals in mind, we offer this handbook to you. We hope this will help your transition to be as smooth as possible, so that you can quickly take your place as the newest member of the Vatsalya family.

First, some basic steps in getting started:

UNDERSTAND CULTURE

India is an old civilization and we at Vatsalya follow many of the traditions in order to not only keep them alive but also we have seen, over the years, their positive implications on the people we support as well as the visitors. Feel free to pursue your goal at Vatsalya, however, please remember that you are in a totally different world: a different culture and different people. Please give yourself a couple of days to get familiar with the surroundings and staff. Observe the routine and activities, ways of doing things, dress codes, etc. Vatsalya wants you to feel at home, while experiencing a different way of life!

BE PROACTIVE

Please understand that although we will provide you with a pre-planned activity chart for you to follow and you should carry out your agreed role, we can also find ways to utilize your creativity and benefit Vatsalya from innovative ideas and processes. If you have ideas, please be proactive and ask staff.

TAKE PERMISSION

India is a colorful, interesting and a complex nation, with 14 national languages, over a dozen religious faiths and a few thousand cultures and subcultures. It would not be possible to narrate the Do's and Don'ts of the land in a short note here and hence the easiest way is-If you wish to try something new, please ask staff for permission before doing that. We will do our best to assist you.

ASK QUESTIONS

To assist you in best possible ways, to answer your questions and to listen to any concerns that you might have, we have a designated mentor. The staff will tell you who this is. Please feel free to contact any of them for any query and they will do their best to assist you.

Now to the actual work and requirements.....

THINGS YOU MAY LIKE TO BRING

You might need some or all of the following items during your stay. You may want to bring them along or you can purchase them from the local shops in Jaipur. Our staff would love to assist you with your first shopping!

- insect repellent and sunscreen
- towel and toiletries/toilet paper/ lice shampoo and oil
- flip-flops/sandals
- torch/flashlight
- Hindi phrase book, camera and/or journal. Vatsalya is a wonderful place to be and you will want to record all your adventures!

SOME IMPORTANT THINGS YOU NEED TO KNOW

Bathing

The bathing areas and toilets are located within the guesthouse. Baths are taken using buckets. Please bring your own toiletries.

Laundry and Clothing

There are facilities available for hand washing clothes. Please bring your own washing powder. We take advantage of the warm Indian sun and dry our clothes on the line. Please remember that summers are very warm and winters are very cool. Bringing clothes suitable for the extremes of the Rajasthan desert is necessary! Western dresses are commonly worn in India; however, it is advisable to avoid outfits where the tops are too low and the skirts are too short. They are not prohibited but are not considered 'decent' in small towns and villages.

Food

- Breakfast time is 9.00am to 9.30 am, lunch 1.00 to 2.00pm. The dinner will be kept in your room at about 6pm.
- Your dinner will be kept in the guest house everyday by the cook. Please advise him about the quantity of food he keeps for you, i.e., if you want it to be more or less. Please note that breakfast servings are limited.
- Also, you can advise him about amount of spices in food if you have difficulty with spicy food.
- If you are sick and need a special/bland diet, please let the cook know.
- Do not throw/waste food. Please understand that once you serve the food in your plate and you do not finish it, it has to be thrown away. However, whatever is left in serving pots, can be consumed by others later.
- For Sundays, second Saturdays and other holidays, when the cook will not be available, he will put supplies of food/snacks/fruits etc. in your room.
- Please wash your dinner plates after dinner. It creates bad odor and also makes cleaning them difficult the next morning.
- Please do not leave unwrapped food in the guesthouse as it will encourage mice.

- Please switch off the lights and fans when you are not in your room. Operational cost is something we always struggle with. Please help us keep it restricted.

Smoking

Vatsalya is a Smoke-Free organisation. Please do not smoke in the office or projects.

Outings

Volunteering is rewarding, but we are also aware of how tiring it can be! There will be times when you would need a break and treat yourself with an outing. Jaipur is a beautiful city steeped in history and is well worth a visit. Please let us know what your plans are ahead of time and we will help make arrangements. Please sign in the register upon leaving and coming back to the guesthouse every time.

Cleanliness

- On Saturdays, the Vatsalya staff will clean your rooms so please pack your belongings before leaving for work. Since every second Saturday is a holiday, cleaning will be done on Friday.
- On other days, you are requested to clean your rooms yourself. Please ask for change of bed sheets when you need it.
- Do not flush toilet paper. It causes blockage in the pipe. Please use the trash can.
- Wash the bathroom after use and leave it clean for the next user, please.

Anoothi

If you are simply wanting to shop for souvenirs, please feel free to visit [Anoothi](#). Anoothi is a venture to help Udayan children's Village in becoming self-sufficient by creating and selling our own handicrafts, including jewellery. We also stock some of the items that Jaipur is famous for.

Departure

When you leave, do not leave any of your personal items behind. If you have any books, old clothes etc, that you do not want to take with you, please hand them over to staff before vacating your room.

WHAT WILL YOUR DAY BE LIKE?

Each project (including Head Office) needs different skills and you will see a more detailed list on the online application form – please think about what your interests and skills are and check them. We will then attempt to incorporate them for your stay.

Your workplan will be agreed before you arrive according to the areas you indicate on the application. Gradually as you become settled, you might have ideas to develop or change this, depending upon your interests, abilities and Vatsalya's needs.

THE COST

Services that are rendered by the volunteers are greatly valued by us; however, the resource scarcity makes it necessary that we charge the volunteers for the facilities and services provided to them during their stay. If we were not doing so, we would be 'sharing resources' meant for children. The Volunteers are required to pay **USDS\$20.00/day** to cover the food and lodging expenses. The total amount has to be deposited in Vatsalya's Head Office of within 2 days of arriving at Vatsalya.

For US Volunteers, 50% of the daily fee is tax deductible. The payment can be made through Namaste India Children's Fund, a 501(c)3 non-profit corporation. NICF is a Kansas-based corporation working especially to raise funds for the children of Udayan. You may send your payments to Dan Eigsti details are available on the following websites: www.nicfund.org, www.seedsofexchange.org, and www.vatsalya.org

IS THERE ANYTHING ELSE YOU SHOULD KNOW?

Misconduct

Your internship/volunteer services shall be liable to termination by Vatsalya if you are found to have committed misconduct, disobedience, breach of trust, misappropriation, or any activity which is prejudicial to the interest of the Organization.

Duration of Volunteer Service

If a volunteer wishes to extend his/her stay, a statement indicating the purpose of extension is to be submitted by the volunteer. Upon its review and discussion with the volunteer, the decision on the extension is taken. The extension will be reviewed on a monthly basis.

GENERAL RULES AND CODE OF CONDUCT FOR VOLUNTEERS

Please follow the following rules and helps us take care of you better at Vatsalya:

1. Mark your attendance in Volunteer Register daily
2. Fill the movement register whenever you leave Head Office for an official assignment or a personal visit
3. If you need to go on leave during your tenure as volunteers, you are required to discuss the details of it and get written permission from the CEO before you proceed on leave
4. Use of alcohol and tobacco is strictly prohibited in premises of Vatsalya.
5. Please follow the dress code as indicated in this Volunteer Guide Book.
6. If you need help with your bookings, travel plans etc. we would be happy to assist you.

Thank you and we hope that you enjoy your stay with us!