

Volunteers' Guide Book Udayan

**There are voluntary work and internship opportunities
in Udayan Children's Village**

See more detail about Udayan at www.vatsalya.org

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Vatsalya

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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. You will have a very different experience and daily routine if you are staying at Udayan Children's Village to the one that you will have if you are based in Jaipur to work in our other programs. While the work area, target groups and objectives may be different, the vision and values of Vatsalya remain the same. Therefore, 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 program 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. Udayan; our residential child care program: Location-Achrol
2. Upaarjan; our livelihood program for young people: Location-Jaipur, Ajmer
3. Anoothi; our economic empowerment program for women: Location-Jaipur, Ajmer, Achrol
4. Kavach; our HIV/Aids awareness and care program for truckers and CSWs: Location-Jaipur, Ajmer
5. Samvedna; our outreach program for Street Children: Location-Jaipur
6. Head Office: Location-Jaipur
7. Fund raising for Vatsalya's welfare programs: Location-Jaipur

When you opt for a program that requires your working from Jaipur and Ajmer, you will be living in the guesthouses that are in the Jaipur office itself. If you choose to work in Udayan, you will be living in the Children's Village. While for the children of Udayan, we have a daily routine to which you can bring your skills, for all other projects, 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 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 Gupta

Founder

In the following pages, we give you a little glimpse of what it would be like to work in our children's village named Udayan.

Udayan (meaning **to rise above**) joyfully welcomes you to our family! It is within this community of caring teachers, staff, and volunteers like yourself, that we are continuously creating an atmosphere that assists children previously living on the streets 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 Udayan family.

First, some basic steps in getting started:

UNDERSTAND CULTURE

India is an old civilization and we at Udayan 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 its residents as well as the visitors. Feel free to pursue your goal at Udayan, 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, staff and children. Observe the routine and activities, ways of doing things, dress codes, etc. Vatsalya wants you to feel at home in Udayan, 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 Udayan 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, if you want to do something that is not seen done at Udayan, please ask staff for permission before doing that. A simple example may be useful- Children at Udayan are not permitted to paint their nails. Why? Because, simplicity is considered to be one of the most basic virtues of a student's life in Indian culture. We try and keep the many temptations and distractions away from children. There will be time for all these fun things but for now they must be simple and disciplined and focus on developing a value system, healthy body and a sound mind. You can expect many such things that you would like to question and understand. 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, you will have a named mentor. The staff will tell you who this is. As well as your mentor, 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 market near Udayan. Our staff at Udayan 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. Udayan is a wonderful place to be and you will want to record all your adventures!

SOME IMPORTANT THINGS YOU NEED TO KNOW

Sleeping

The children live in one of five dormitories: Alankrit for the tiny tots, *Kinshook* - young boys, *Amitasha* - young girls, *Aarohan* - older boys, and *Satvik* - older girls. With a family as big as ours, extra space is very limited! Volunteers stay in a separate dormitory named Aarohi, located in the centre of the campus.

Bathing

The bathing areas and toilets are located next to the dorms. 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.

Meals

Vegetarian meals are served three times a day and eaten communally in the dining hall. The children take turns being in charge of serving, but everyone washes their own dishes using the water spigots behind the kitchen. Water comes from a deep well belonging only to Udayan. It is safe and delicious to drink. Volunteers routinely drink our water without any problems, so bringing bottled water is not necessary. However, please bring your own reusable container as we attempt to keep Udayan a “plastic-free” environment. (Please dispose of plastic water bottles and bags making sure they are taken away by the Cleaner.) Please do not keep food stored in Aarohi except fruits, if needed. If you need something special for health reasons, please let any member of the Volunteer Program Coordinators team know about it.

Smoking

Udayan is a Smoke-Free Campus. Please use the designated area on the river side only to smoke. Please NEVER smoke in the children’s presence. Some of them have worked hard to give up the habit.

Outings

Taking care of so many children 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. Achrol is a village within walking distance from Udayan and frequent trips are made into Jaipur as well. 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 Udayan every time.

Gifts

Many volunteers wish to bring presents for the children. While treats are always welcome, please give these gifts to the person in charge, instead of to the children directly. We have a weekly “**Mithaas**”, meaning Sweetness, which is used as a positive behavior incentive. The children earn “credit” and then can “spend” it on items in the store. Many of our young ones come from a background of begging and we would like the idea of receiving handouts to be a thing of the past. We want them to grow into responsible, self-sufficient adults! Some volunteers also wish to gift things to staff members as the long stay does develop close bonds. We would ask you to refrain from doing that too. Please give your contribution to the organization. We distribute the collection amongst them at the end of the year.

Anoothi

If you are simply wanting to shop for souvenirs, please feel free to visit [Anoothi](#). Anoothi is a venture to help Udayan 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. Buying from Anoothi would save the hassle of traveling to Jaipur as well as contribute to our children’s and women’s program.

WHAT WILL YOUR DAY BE LIKE?

Reflection Meeting Every Morning

Your day will begin with an early morning chat with your mentor. The main point of this meeting will be to share the day's program, make sure you know what you are going to do and to receive feedback from you about your previous days' experience. There are always some extra events and incidents that enliven the life at Udayan on daily basis. These many unplanned activities will be shared with you during this meeting. This will enable us to help you in your mission to be of service to the children of Udayan. Finally, this will be an occasion to have an extended exchange on any subject that interests you.

Daily Schedule

Below is the typical daily routine of Udayan. Volunteers/interns should spend the first 2-3 days getting to know the children and staff, the routines, surroundings, climate and the timetable. Our main priority is the welfare of our children and therefore everyone's schedule revolves around their needs. Gradually as you become settled, you will be assisted in assuming your agreed role/workplan whilst staying at Udayan.

Monday, Tuesday, Thursday, Friday

Jogging/Exercise for big children	06.00 to 06.30
Get ready for the day	06.30 to 07.30
Breakfast	07.30 to 08.00
<i>"Sanskaar"</i>	08.15 to 01.30
Lunch	02.00 to 02.30
Study Hours/Rest/ Washing	02.30 to 05.00
<i>"Kaushal"</i> for selected children	03.00 to 05.00
Sports	05.00 to 06.15
<i>"Aaradhana"</i>	06.30 to 07.00
Dinner	07.00 to 07.30
Get ready for bed/Music	07.30 to 09.00
Reading time -Big Children	09.00 to 10.00

Wednesday (School Closed)

Gardening/Cleaning Udayan	08.00 to 10.00
Personal Hygiene	10.00 to 01.00
Library/Computer	03.00 to 05.00

Saturday

PT/Bal Sabha	07.15 to 08.00
Revision of course	08.00 to 01.30
Medical check-up and School review	03.00 to 06.00

Sunday

Dance, Drama, Music, Craft	10.00 to 04.00
Sports for Staff	05.00 to 07.00

“Mithaas”- The Sunday Shop

04.30 to 05.30

Other Events

Second and Fourth Tuesday: Movie for children

Once a month-“Manthan” for children and staff

Second and fourth Saturday: Movie for Staff

First Tuesday: Night sports, after dinner (In summer only)

Third Tuesday: Music, singing after dinner

Note: The timings to change as per seasons

SHARING YOUR CULTURE

Every Volunteer is expected to make a presentation about his/her country and city. Our children learn a lot about the world and different cultures. Create an “introduction to my home.” Maybe include maps, pictures, holidays, animals, topography, and other items of cultural interest.

You will present this to the children on your second or third day.

Remember, the most beneficial thing you can do is just share yourself but we are open to sharing whatever skills you bring. If you wish to do a specific project at Udayan, please share it in advance with Jaimala through emails and she will assist you to implement it as best as possible.

ACTIVITIES

You will see a 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 into the workplan for your stay.

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. The 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

We welcome the volunteers to stay for as long as they wish, however, initially applications are accepted for up to eight weeks. 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 will be made. The extension will then be reviewed on a monthly basis.

SOME OTHER POINTS FOR VOLUNTEERS LIVING AT UDAYAN

Whilst you are welcome to bond with children, hug or hold them, we would like you to be careful about not restricting your affection to a particular child or a few children. They all need it equally and so share your love with them all. Our staff will point it out to you if they find any particular child getting too attached to you. A detached attachment is what we would appreciate...☺

Children are strictly prohibited from entering the volunteer rooms. They know the rule and will follow it unless you encourage them to break it. Please do not do that.

No gifts and eatables are to be given to children under any circumstances. No direct giving at all! If you wish to organize gifts or a special meal for them, please contact staff and they will facilitate.

Remember, all of these children have come from the streets where they have had to fend for themselves and occasionally some might steal your property if you do not take care of it. We are trying to address this and help the children in different ways and we need your help to do so. Please don't tempt them by presenting opportunities. Therefore, we request you to lock your rooms and keep your money and electronic items safe.

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.

GENERAL RULES AND CODE OF CONDUCT FOR VOLUNTEERS

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

1. Fill the movement register whenever you leave HQs/Udayan for an official assignment or a personal visit
2. 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
3. Use of alcohol is strictly prohibited in premises of Udayan.
4. If you are at Udayan, working with and for children, please be ready to join the daily chores and your assigned tasks by 6.30am in summer and 8am in winter.
5. If you are staying at Udayan, you are required to be in the campus by 5.30pm in winter and 7pm in summer
6. 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.
7. Please follow the dress code as indicated in this Volunteer Guide Book.
8. 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!