

Bharatiya Samaj Seva Kendra

Bertha Varada , Plot No. 373, North Main Road, 6th Lane, Koregaon Park, Pune - 411 001
[Phone Nos. 26128002/26055332] email – bssk@bsskindia.org, website : www.bsskindia.org

RULES & REGULATIONS FOR VOLUNTEERS

BSSK welcomes volunteers. However, to maintain systems and appropriate regulations we request you to adhere to the following codes:

- i) The volunteer must fill up BSSK's volunteer form.
- ii) The volunteer will come regularly, as per their stipulated time and days. If the volunteer is unable to come on the stipulated date, the immediate supervisor must be informed preferably in advance.
- iii) A volunteer should be above 18 years of age. If the volunteer is under 18 yrs., he/she will need to be accompanied by an adult.
- iv) To be considered a volunteer, we request a person to give a minimum period of one month at least as a Volunteer.
- v) Our aim is for the children to get utmost benefit from this service.
- vi) A volunteer could come either from 10.00 a.m. to 1.00 p.m. or 2.00 to 5.00 p.m., depending upon the needs of the organization.
- vii) The volunteer will consult with the concerned BSSK staff before implementing any activity.
- viii) Volunteers should not give instructions directly to the caretakers and there should be no interference with the day to day activities.
- ix) No eatables or gifts should be brought or given to the children/staff. (Donations to BSSK are always welcome)
- x) Attention should be devoted equally to all children and favoritism must be avoided.
- xi) Only necessary information will be provided to the volunteers
- xii) The Volunteer should not be accompanied by a friend/relative.
- xiii) Several volunteers request BSSK for a certificate. We would be pleased to provide the same provided the volunteer has put in a minimum of 3 months service (i.e. atleast 3 days a week over a period of 3 months.)
- xiv) The volunteer should be in touch with the volunteer coordinator of BSSK. If a volunteer is coming from America or Norway, their application would need to be routed through Holt or CWN respectively.
- xv) Volunteers need to be comfortably and appropriately dressed. (It is mandatory to wear an apron while being with the children which BSSK will provide to you)
- xvi) Please do not click photographs of the children, it is not permissible.

We have read and understood the Rules and Regulations for Volunteers and we will abide by the same.

Signature : _____

Name : _____

Date : _____

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Application Form For Volunteers

Name : _____ Date of Birth : _____
Age : _____ Education : _____
Marital Status : _____ Mobile/Phone Nos. : _____
Email id : _____
Address - Local : _____
Permanent : _____
Languages Known : _____
Interests & Hobbies : _____

How did you come to know about BSSK?

Why would you like to be a Volunteer at BSSK?

What kind of activities would you like to conduct with the children?

Do you have any experience in any social field?
If Yes - Please specify.

Please specify how many days in a week you will spend at the Child Care Centre :

Specify timings:

Signature

Date :