

**ASHWINI CHARITABLE TRUST
POSSIBLE VOLUNTEER ACTIVITIES**

Skills

- An introduction to Photography ---basic techniques, angles to be used, framing a subject
- Dance Workshops and Appreciation of different Dance forms
- Musical instruments, Music
- Drama workshop

Craft

- Art Appreciation and art work
- Making paper, and paper bags
- Candle Making
- Glass painting
- Crafts- making puppets, Greeting cards, Thank you cards

Academics

- Reading and Storytelling
- Fun With Math
- Creating Worksheets for children in different subjects
- History
- Geography
- How the body works
- Fun Physics Experiments

Organise Events

- Marathon
- Annual Day
- Christmas
- Fund raising
- Marketing
- Sports day
- Gardening

Academic assistance

Classes III to X

- Helping in reading ---textbooks, story books,
- Reading program that encourages students to develop the habit of regular reading
- Mental math
- Science
- Social science
- Handwriting practice

Classes IPUC to III BCom. B.A.

- Accounts
- Income Tax
- Commerce
- Economics
- Sociology
- Political science
- Corporate Law
- Audit
- Principles of Management
- Financial Management
- Taxation

Computer Aided Studies

- Microsoft Office
- Tally
- Web Design

Mentoring Children

- Public speaking
- Confidence building
- Social skills and etiquette
- Personal grooming and hygiene

Career Guidance

- Resume writing
- Group discussion
- Interview skills

DAILY PROGRAMS

- **Math Program**

An after-school program that aims at bridging Math learning gaps in primary school students to reinforce general Math concepts. The program runs 5 days a week for one hour .

- **English Program**

The English program is designed to improve English reading and comprehension for early primary grades. The program is designed for children who are learning English in School but have minimal reading and comprehension skills. The program runs 5 days a week, for one hour.

VOLUNTEER GUIDELINES

1. Update the Volunteer Intake form and submit it to the Trustee along with an identity proof and two passport photographs.

Identity Proof could be a copy of any of the following:

PAN Card

Passport

Driving License

2. Ensure that your orientation to Act is complete prior to commencing your engagement with us - this is to ensure that you are aligned with ACT, its philosophy, values and areas of operation.
3. Please confirm your schedule for the upcoming week prior to volunteering.
4. Inform the volunteer coordinator upon arrival at the ACT centre and sign in the Attendance Register upon arrival and departure.
5. Please fill up the Volunteer Evaluation Form post completion of the class and submit to Volunteer Coordinator prior to leaving.
6. In case of any absenteeism, please inform the volunteer coordinator at the earliest.
7. In the event of any foreseen circumstance / situation, encountered at the center, please inform the volunteer coordinator / Trustees immediately.
8. Please do not give any gifts / materialistic items to the children at any point without seeking prior permission
9. If you wish to bring any visitor to the Centre with you at any point in time, please inform the volunteer coordinator in this regard.
10. Update the volunteer feedback form on a quarterly basis and submit to the volunteer coordinator by the end of the month.
11. Please be present at the quarterly volunteer meetings - your inputs and learning are valuable to us at all points.
12. Should you wish to discontinue your engagement with ACT, please have a closure discussion with the Trustees prior to leaving - if there is anything that can be done by the management of ACT , we wish to incorporate those measures at the earliest.

RULES OF THE TRUST FOR ACT VOLUNTEERS

DO's

1. Inform us before taking classes
2. Fill up the application form
3. Sign in and out in the volunteer register book
4. When you need a marker you have to inform the senior in charge
5. When you get a marker please keep it safely and please bring it to every class
6. If you are not able to take class inform the program coordinator a day before
7. If you need any story book or text books inform us
8. If your friends are willing to take class for ACT children inform us before you bring them to the class
9. Inform the program coordinators when you are going to take classes
10. If the students are irregular to class or they are not doing their homework please inform us immediately
11. Know your class students name
12. Attend all Volunteers meetings
13. Update your phone number

DON'TS

1. Please do not give your phone number to the students. (Due to the pandemic, we have had to share phone numbers to carry out online classes. However, please do not contact the student/s without the knowledge of the program coordinator)
2. Please do not take photos of children
3. Please do not allow the children to eat anything while class is going on
4. Without your permission, don't allow the children to go out during class hours
5. Please do not give anything to the children without informing us first