

**PRABHAV
VOLUNTEER POLICY MANUAL
LEARN TODAY, EDUCATE TOMORROW!**



**IF YOU GIVE A BIT OF YOURSELF, YOU WILL
BRING A HUGE IMPACT TO THEIR LIVES AND
TO YOUR OWN**

OVERVIEW AND PURPOSE OF THE DOCUMENT

PRABHAV, welcomes you warmly to our world of Volunteer Action where you can commit your valuable time and skills in an innovative and energetic platform to ensure MENTAL WELL BEING and EDUCATION FOR ALL.

This volunteer policy manual aims to serve as a guide and provide each one of you, our volunteers a better and deep understanding of the organization's missions and our practices that we expect our volunteers to adhere to. It seeks to motivate and enable people and institutions from diverse parts of the society to create an impactful change in the lives of the destitute.

BRIEF NOTE ON THE ORGANIZATION

PRABHAV - LEARN TODAY, EDUCATE TOMORROW is an Indian based NGO, founded in 2020 with a dream to bring change to the lives of the destitute and needy in the time of a huge pandemic. We dream of a nation where every child, adult or elderly are gifted with the basic right of Education and mental well being.

It all started with a letter from one best friend to another, and the name signifies their token of friendship. Besides, months of planning it took courage and faith for them to start an NGO with nothing and no one beside them to start this organization named **PRABHAV (Prachi and Bhavna)**.

At PRABHAV, we believe that the smallest act of giving can bring huge impacts to the vulnerable and underprivileged.

VOLUNTEERING IN PRABHAV

- Accessibility and availability of education to all, girls or boys, old or young.
- Building a safe environment for people suffering with mental illness to talk, heal and grow.
- Building public opinion and influencing policies through innovative campaigns, both in the online medium as well as on the field.
- Contributing time, skills, knowledge, ideas, and expertise to execute tasks that support our mission.

BENEFITS OF VOLUNTEERING

- Volunteers at PRABHAV are treated with respect and integrity and their contributions are consistently acknowledged by formal and informal means.
- PRABHAV provides certificates on a quarterly basis to those volunteers who have engaged actively within the four months, wherein active participation refers to planning and execution, taking up responsibilities, being consistent and on time. These certificates will be of great help for studies abroad and job interviews.
- Every month, we declare “**THE VOLUNTEER OF THE MONTH**” on our social platforms for acknowledgement and recognition of their sincere work.
- Volunteers are gifted **customized organizational merchandise** for their one year commitment and active participation throughout the year.

REGISTRATION AND COMMITMENT AS A VOLUNTEER

Volunteer recruitment forms are launched through online platforms, word of mouth and PRABHAV's communication materials. Volunteers are supposed to fill the form completely and they will be directed to the group link.

VOLUNTEER MOTIVATIONAL PROGRAM

- 1. OPERATIVE:** Volunteers are expected to get 3 more volunteers with their referral name, who will commit to the organization with their heart and share every social media post of our accounts on their stories/posts regularly to level up and enjoy some exciting benefits.
- 2. EXECUTIVE:** To reach this level, volunteers have to get 5 referral volunteers a month, share our social media posts regularly, and also share the organization's website to reach more people in need of us.
- 3. ADMINISTRATIVE:** This gets more exciting, the final and the top level requires volunteers to get 5 referral volunteers a month, companies and institutions for collaborations and donations and share the organization's website as much as possible. This final level will also include a short interview process to help us sort out the best. Volunteers may enjoy special benefits here such as certificates that mention their higher post and skills and also some heroic badges.

DO'S and DON'TS

- Volunteers make a commitment to the organization so you are accountable to the organization. **Respect the mission, vision and goals of PRABHAV. Take your commitment to the heart** and perform your best.
- Kindly treat your fellow volunteers and community members with respect and without any discrimination.
- Please do not collect any kind of monetary resources in the name of PRABHAV from anyone for your own benefit.
- Please offer constructive feedback about the organization.
- Do not be judgemental, instead be positive and accepting all the time.