



Application Form for Volunteers and Interns

Thank you very much for choosing Vatsalya as your short-term destination for learning and growing! While we will try to assist you in making your experience with us meaningful and memorable, we would request you to abide by Vatsalya's norms and value system. Before completing this form, I kindly request you to read carefully the Vatsalya Guide Book for Volunteers and Interns. **Please do not ignore this as a mere formality as it will make a huge difference from the point of view of how enjoyable and productive your experience proves to be.** You are going to be in an entirely different environment and getting yourself familiarized with that environment is an important objective that this Guide Book fulfills. Once you have read it, clarified any doubts that you might have and feel convinced that you are prepared to be with Vatsalya for a stipulated time, please fill out this form and send it to Jaimala@vatsalya.org. We will get back to you within two working days and provide you any further assistance that you might need for making this journey.

Thank you!

Date:

YOUR DETAILS

Name as on passport:

Age:

Passport number:

Country:

Nationality:

Qualifications:

(if none, please state)

Complete home

address:

(incl. zip code)

Telephone number:

(incl. international dial code)

Email address:

EMERGENCY CONTACT DETAILS (NB I removed parent/spouse/partner name field – superfluous?)

Name:

Phone (inc. dial code):

Email address:

YOUR STAY AT VATSALYA

Expected arrival date:	
Expected departure date:	

Funding (please select one):	Self-sponsored / Sponsored by agency or institution
If sponsored by agency / institution, please provide details:	

If sponsored by an agency / institution, please also enclose the letter of sponsorship.

HEALTH DETAILS

Do you have any health problems / issues:	Yes / No
If yes, please provide details including any special services / facilities you require:	

REQUIREMENTS - INTERNS

If you are applying as an intern, please submit the following:

1. A brief note/synopsis of your project including objectives, data collection method and time frame.
2. Name and address of your academic advisor.
3. Self-monitoring format/weekly reporting format.
4. An undertaking signed by you and your academic advisor on the official letterhead of the university that the proposed research will not be considered complete without Vatsalya's written approval and that Vatsalya will have the right to refer, use or publish it if it deems fit for academic and development objectives.

An Internship fee of \$200 per month will be payable to the organization.

If you are an intern and have responded to the above requirements, you may skip the next question that is primarily for volunteers; however, you may wish to choose to participate in any of the activities below.

OPTIONS FOR VOLUNTEERS

Please look at the following lists of skills and tasks and write an X in the boxes for all those you would be able to contribute to. Note that activities involving children will vary depending on the age group.

Working with Children at Udayan and with Street Children in the Slums:

- Child care – playing, assisting in medical/health care, hygiene (teaching dental care and grooming, cutting nails/hair), helping children get ready for school (washing, dressing).
- Education – arts and crafts, sports, performing arts, dance (classical or modern), drama, classroom assistant, teaching languages and math, helping with homework.
- Campus maintenance – tidying gardens, painting walls, small repairs (electrics, plumbing etc.), building, termite/pest control, cleaning, murals, mosaics.
- Leisure – storytelling, singing, music, conversational English.
- Vocational skill-building – farming, construction, tailoring, engineering, jewellery-making, baking, cooking, embroidery, crochet, knitting.
- Other – use and maintenance of solar equipment, organic farming, biogas, making school uniforms and birthday dresses for Udayan children.

Working with Community Groups:

- Skills building for Self-Help Groups – jewellery design, jewellery making, handicrafts from recycled material.
- Working with sex-workers – HIV awareness and counseling skills, medical treatment, documentation (compilation of data).
- Working with truck drivers - HIV awareness and counseling skills, medical treatment, documentation (compilation of data).

Working in Head Office:

- Assisting in administration and accounts, writing/proof-reading in English, developing communication materials, assisting in publishing research documentation, data analysis, preparing articles for academic publications, contributing to staff learning and development programmes.
- Building maintenance, small repairs (electrical and plumbing).
- Website management and development.

Split into 3 as many people will be able to help with 1st thing but not the other 2.

Fundraising:

- Writing proposals for grants, identifying potential funders.

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Vatsalya's Livelihood Programme:

- Supporting classroom-based vocational training (in IT, hospitality, sales and marketing, hotel management, tailoring and fashion design), networking with potential work placements, creating database of placements.

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OTHER INFORMATION

How do you think your experience with Vatsalya will serve any long term purpose in your life? If you do not wish to reply to this question, please pass to the next one.

How did you find out about Vatsalya? Please give names of any person and/or organization:

REQUIREMENTS – ALL APPLICANTS

To apply, please submit the following:

1. Completed, signed version of this application form.
2. Two photocopies of your passport photograph page.
3. Two photocopies of your visa.
4. One copy of your insurance policy.
5. Two passport-sized photos.
6. If applying as an intern, also submit the other documents listed earlier.

BOARD AND LODGING:

We highly value your decision to help us serve people better by sharing your valuable time, knowledge and skills. While we would wish this to be an experience for you without worry about expenses, we are unable to offer free hospitality. We continue to operate with very scarce financial resources and therefore we require the volunteers to cover the cost of their food and accommodation and pay **\$20 per day**. This is for the first 2 months. The charges for the 3rd and 4th months are **\$18 per day** and beyond 4 months, **\$15 per day**. Please note that while this covers your personal cost of staying at Vatsalya, it also contributes in a **small but significant** way to the operational cost of the program. In other words, when you stay with us, you will also be supporting the cost of one child living under the care and protection of Vatsalya.

We would request you to deposit this money **at the end of your stay**. If your stay is more than a month, then please deposit the money at the end of each month.

Note for interns: the \$200 per month internship fee is in addition to this amount.

DECLARATION

I declare that the above information provided by me is correct to the best of my knowledge. I have read carefully the Vatsalya Guide Book for Volunteers and Interns and I promise to abide by the norms and rules of Vatsalya.

Signature:

Date:

For Vatsalya office use only

Please check:

1. "C" form filled in duplicate
2. Photocopy of passport and visa obtained
3. 2 passport size photos received
4. Copy of health insurance received

Assistance provided by:

Name and signature:

Date:

Checked and verified by:

Name and signature:

Date: