

Volunteers' Guide Book Vatsalya Udayan

2018



Vatsalya
23-Arvind Park, Tonk Road, Jaipur
C-146, MangalMargBapu Nagar, Jaipur
Email: Jaimala@vatsalya.org, Hitesh@vatsalya.org
Website: www.vatsalya.org

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.anoothiindia.com 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. Vatsalya Shiksha Niketan: Our Hindi medium school for children
3. Vatsalya Prep School: Our English medium school for children
4. Livelihood program for young people: Location-Jaipur, Ajmer
5. Anoothi; our economic empowerment program for women: Location-Jaipur, Ajmer, Achrol
6. Kavach; our HIV/Aids awareness and care program for truckers and CSWs: Location-Jaipur, Ajmer
7. Samvedna; our outreach program for Street Children: Location-Jaipur
8. Head Office: Location-Jaipur
9. Fund raising for Vatsalya's welfare programs: Location-Jaipur

When you opt for a program that requires your working from Jaipur, you will need to arrange for your own accommodation. In Ajmer, we have guesthouse right in the office and you can use it. 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. We encourage you to review your commitments on weekly basis. This will help us assist you better and make your stay meaningful.

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.

India has promised all children the same rights by adopting the UN Convention on the Rights of the Child. These rights are based on what a child needs to survive, grow, participate and fulfill her/his potential. They apply equally to every child, regardless of who they are, or where they are from. At Udayan, our work is based on our strong commitment to protecting these rights.

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!

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 the 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. During your stay, you will have regular opportunities to meet with your mentor

giving you occasion to have an extended exchange on any subject that interests you. As well as your mentor, please feel free to contact any of the staff 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 three dormitories: *Alankrit* for the tiny tots and *Amitasha* - young girls. *Aarohan* a unit for older boys is located a little far from this area. Some of the bigger boys sleep elsewhere in campus as they not only are mature and bold to be alone and on their own, they also act as 'security officers' of the campus.

With a family as big as ours, extra space is very limited! Female volunteers stay in a separate dormitory named *Kinshook*, right in the middle of the residential units of the children as above while the male volunteers stay in *Aarohi*, located in the centre of the campus.

Cleaning

- On Saturdays, the Vatsalya staff will clean your rooms so please pack your belongings before leaving for work.
- Do not flush toilet paper. It causes blockage in the pipe. Please use the trash can.
- Please wash your bed linen before leaving and hand them over to the staff
- Please don't leave any plastic bottles or bags behind
- Empty your racks/shelves/table drawers before leaving and handover the belongings to the staff that you do not wish to take back with you.

Bathing

The bathing areas and toilets are located next to the dorms. Baths are taken using buckets and mugs. 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, you must avoid outfits that are inappropriate such as tight-fitting trousers, low tops and short skirts. They are not prohibited but are not considered 'decent' in small towns and villages. So come well prepared with clothing that is cotton, loose and decently covers your body. If it is difficult, just get them made here. Many of our volunteers feel much more comfortable and cooler in our traditional dress such as salwar-kurta or a saree.

Food and Water

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 dry cleans their own dishes using a mixture of sand and ash 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 do not keep food stored in your dorms 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.

Please note:

- If you are sick and need special/bland diet, please let us know. If you need to see a doctor, please let us know immediately.
- Please do not throw or waste food. It is a precious commodity. It is alright to say "NO" to something being served to you if you do not want it.
- Please eat your food in designated areas only. Do not carry it to your room. Also, please do not bring outside food in to the campus.

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.

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 Sunday Fun and Fair Event called Rangolee Sandhya or the Rainbow Evening, 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 simply want to shop for souvenirs, please feel free to visit [Anoothi](http://www.anoothiindia.com). Anoothi is a venture to help Udayan in becoming self-sufficient by creating and selling our own handicrafts, including block print, Kantha and Patwa products, jewellery, etc. 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. The products of Anoothi are made by poor rural women organized in Self Help Groups by Vatsalya. To know more about it, please visit our website www.anoothiindia.com

WHAT WILL YOUR DAY BE LIKE?

Below is an example of the daily routine of Udayan. Apart from school times, this is very flexible and can often be less structured - there are always some extra events and incidents that enliven the life at Udayan on a daily basis. These many unplanned activities will be shared with you. Volunteers/interns should spend some time 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/work plan whilst staying at Udayan.

Vatsalya Udayan schedule from July to Diwali break (October)

Time	Activity
5 am	Wake up bell
5.15 to 6.15	Work in farms/cleaning the units
6.15 to 7am	Bathing, getting ready for school
7 to 7.20am	Breakfast
7.30 to 11am	School-First half
11-11.30	Interval
11.30 to 1.30	School second half/ Vocational training activities
1.30 to 3.00	Lunch and rest
3.00 to 5.00	Vocational training activities continue as per chosen trade for 14+ age group and drama, dance, music for children up to 14
5.00 to 6.45	Sports as per schedule
6.45 to 7.00	Get ready for evening prayer and meditation
7.00 to 7.30	Meditation and evening prayer
7.30 to 8.30	Dinner
8.30 to 10pm	Self study
10pm	Bed time bell and lights off

- Note:** 1. In Winter, the day begins at 7am and ends at 8pm and time is allocated to all the above activities accordingly.
2. There will be special fun, sports and learning activities about which you will be notified from time to time.

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 may 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.

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 staying for less than 15 days, are required to pay **USD\$20.00/day** to cover the food and lodging expenses. Those staying for over a month to three months can pay \$16 and those staying for four months and more can pay \$12 per day.

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 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 and 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

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.

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 Director 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 6.00am in summer and 8am in winter.
5. If you are staying at Udayan, you are required to be in the campus by 5.00pm 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.

We welcome you once again and look forward to learning and growing with you! Please feel free to call the following people in case you have any question or need help.

Jaimala-9001-58299

Hitesh-98290-13718

Manju – 9468873412

Ravinder-9001795463

Thank you and we hope that you enjoy your stay with us!