



OUR FAITH VOLUNTEER PROGRAM

Summary

Our Faith is a Dehradun-based public charitable trust which aims to make a difference in the all-encompassing fields of human, animal and environmental welfare. Our organization believes in peaceful coexistence and is consistently putting in efforts to make it a true reality.

Volunteers have always been an important part of our journey. It is because of their irrevocable support that we have come so far. They are our true force, working selflessly and tirelessly for the welfare of others.

Through our **Volunteer Programme**, we welcome all those who wish to make a difference in the world. It is a truly incredible experience, with people from all walks of life coming together to serve a higher purpose.

Our online activities are endless and a good opportunity for those looking to hone their skills while also volunteering their time in service of others.

Please read ahead to learn more about the criteria, requirements and benefits of the Our Faith Volunteer Program.

Eligibility

- 1) Age limit for online volunteers is **14 and above**.
- 2) There are no special qualifications required. Volunteers will receive training during the program. However, it is important for an online volunteer to have a **social media presence**.
- 3) If a volunteer is working with another NGO, in any capacity, they must **mention it in the volunteer form**.

Duration

- 1) The **minimum** volunteering period is **one month**. This period can be extended as per the intention of the volunteer.
- 2) Volunteers are expected to be available **at least** an hour every day.



P.S.: *Volunteers willing to work on-demand can also apply.*

Responsibility

Our online work includes a plethora of activities. This is a great opportunity for volunteers to benefit their community while also building their skill set.

- 1) **Social media marketing**
- 2) **Creating engaging content** for our social media platforms and website. This will include designing, writing and video making.
- 3) Volunteers may also be asked to do **official documentation, cold emailing, reports**, etc.

Remuneration

While our budget does not allow room for a salary/stipend for our volunteers, they will receive **reimbursements for relevant* and justifiable expenses** made for the organization.

*(Does not include internet charges)

Benefits

- 1) Volunteers will be awarded with a **certificate** at the end of the program in acknowledgement of their dedicated service towards the organization.
- 2) Volunteers may also be presented a **Letter of Recommendation** by the head of the organization.

Guidelines

It is important for us to safeguard the interests of both, our volunteers and the organization, which is where our set of Volunteer Guidelines comes in handy. Before applying for our Volunteer program, please give this document a read. A strict adherence to these guidelines is necessary for the smooth functioning of the organization.



- 1) Volunteers must **take accountability** for any and all of their actions that involve the organization.
- 2) Volunteers must **maintain complete transparency** with the organization and provide all information to the administration in a correct and timely manner.
- 3) Volunteers must keep a **clear communication channel** open with the management and inform their department head of any relevant information regarding their responsibilities or the organization.
- 4) Volunteers must be **responsive** and **available** during the course of their volunteer program.
- 5) Volunteers must **be punctual** with their work.
- 6) Volunteers are expected to conduct themselves appropriately and **as per the values of the organization** while representing said organization.
- 7) Volunteers must **not disclose particulars** and/or details of the organizational matters of a confidential nature to any unauthorized person during your volunteer program and afterwards.
- 8) Volunteers must show their **support** for the organization by following its social media platforms and liking, commenting and sharing its posts.
- 9) Volunteers are required to **give feedback** at given time periods to ensure improved and smooth functioning of the organization.
- 10) **THERE ARE ABSOLUTELY NO HIDDEN TERMS AND CONDITION, ALL THE CONDITIONS ARE STATED IN ABOVE GIVEN POINTS.**

Like any other NGO, we always welcome volunteers who are willing to dedicate their time and energy towards making this world a little better. We do hope this document has been helpful in helping you understand our Volunteer Program better. If, however, you have questions, feel free to reach out to us at ourfaith.ddn@gmail.com, with the subject line:

“Hey, I would like to know more about your Volunteer Program.”

Please don't forget to use the subject line. This will help us prioritize your emails and respond quickly!

We look forward to hearing from you. :)

