



## THE HOPE FOUNDATION LIMITED

### General guideline for Volunteer & Internship Programme

**BACKGROUND:** The Hope Foundation is dedicated to promote the protection of street and slum children in Kolkata and the most underprivileged in India. HOPE works to effect immediate and lasting change in their lives.

By extending support to children and their communities through various on the ground projects, HOPE provides sustainable holistic solutions to protection and development. By providing healthcare, counselling and education, HOPE ensures children in its care enter adulthood equipped with the tools and support they need to live healthy and happy lives.

#### WHAT WE DO:

- Protection
- Education
- Health
- Life Skill Training
- Emergency Response
- Capacity building

#### WHAT YOU CAN DO:

- Survey & Research
- Documentation
- Teaching
- Skill training
- Social Media
- Activity & play session
- Awareness (occasional) camp or Campaign

#### Volunteer & Internship Programme:

Volunteer and Internship programme at The Hope Foundation bring a distinctive opportunity to get hands on experience to work in the social development sector by reaching & serving the most vulnerable section of the society. Hope encourages interns & volunteers to join this unique

programme and extend their support to achieve the overall goal of the organization however we receive a high number of applications and placement of all applicants may not be possible.

### **General guideline for Volunteer & Internship Programme:**

- Only **Indian Citizen's** applications are processed from the Kolkata office.
- Indian origin foreign citizens don't come under the purview of India office. They have to apply through THF Ireland office.
- Citizens of Ireland, UK & USA can apply through the respective offices of their country.
- To join this programme the minimum age should be **above 18 years** at the time of joining. Applications of children **below 18 years** will not be considered at any circumstances. However exceptional cases may be considered by the management.
- Application should be send **before 1 month** of the start date
- Each individual will have to sign the **Child Protection Policy** and will be abided by the rules and regulation of The Hope Foundation.
- Selection, continuation & rejection of Intern/Volunteer are under the sole discretion of the organization.
- This is an **unpaid** programme. No travel expense or accommodation facility is covered under this.
- The key point of contact for this programme is **Volunteer & Intern Coordinator** of The Hope Foundation.

### **Guideline for Interns**

- Internship application will be accepted only after submission of College /University /Institution's authorization letter.
- Interns will have to work for 4 to 6 hours a day (5 days a week) based on the need of the assignment.
- Intern will have to work at a stretch during the internship period. Absenteeism without information will be considered as discontinuation of Internship.
- Certificate will be issued at the end of the Internship tenure based on the attendance and performance record.

### **Guideline for Volunteers**

- Volunteer placement will be done only after submission of reference letter. Reference check will be done if needed.
- Working hours are mutually decided based on the need of the projects and the time availability of the individual. A minimum commitment of Three months is mandatory to work as a volunteer. However exceptional cases will be considered by the management.

- Certificate will be issued at the end of the tenure as a volunteer, based on the regularity and feedback from the supervisory authority.

### **School students' immersion programme Guideline**

- The student must be between 16 to 18 years old (Class-IX-XII)
- School recommendation letter is mandatory
- Only Indian citizen can join this programme
- The student will take up structured activity assigned by staffs and will work under direct supervision of staff or other volunteer
- Either of the parents/guardian will attend the induction and child protection orientation session
- Maximum 4 students can work simultaneously under this programme at the same time

### **Mandatory requirements at the time of joining for Intern & Volunteer:**

1. University/College Authorization Letter/Reference Letter
2. Biodata
3. Photocopy of Passport/Adar Card/Voter ID
4. Passport size photograph -1
5. INR 500 ( INR800 from 1<sup>st</sup> October 2018)

### **Contact Detail:**

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