

# Sambhali Volunteer Work Contract



*These rules and guidelines have been put into place to help make your stay as comfortable, safe and rewarding as possible. Due to experiences in the past we would like to make it clear that we expect our volunteers to take their role at Sambhali Trust seriously, and are not interested in people who practise volunteer tourism. **Volunteers should treat their work at Sambhali Trust as if it were paid employment**, and work earnestly, sincerely and professionally at all times. As we are a non-profit charitable organisation, our survival depends on our hard work and reputation, with volunteers and staff functioning as our representatives. We are very grateful to all our volunteers for their dedication and commitment to their work at Sambhali.*

## **1) Minimum time to stay**

**Rules:** Your length of stay as a volunteer in Sambhali needs to be at least two months for volunteering in our empowerment centres, as a teacher. The only exception is for people who have specific skills (eg dressmaking, health awareness workshops, nutrition, drama etc.). It will take you one week to adapt to living in India and orientate yourself around Jodhpur. The length of time for each volunteer application will be confirmed in the appointment letter with your visa application.

**Why:** As teacher, you will set up an educational program in your own style of teaching. It's not beneficial for Sambhali's girls and women to have a large turnover of their teachers and to change too many times.

## **2) Level of English**

**Rules:** You need to be able to speak English before coming to Sambhali. You don't have to be fluent, but you do have to be able to understand and to be understood in English. Hindi skills are a plus.

**Why:** You might be with other volunteers from the same country, but for most of the time, you will be with people coming from other countries and you need to be able to communicate with them as well of course the students you are teaching. Also you need to be able to communicate with Govind Singh Rathore (Founder, Managing Trustee Sambhali Trust), who speaks fluently in Hindi and English and finally, to participate in our team meetings (weekly and monthly).

## **3) Your place to live**

**Rules:** All volunteers and interns live in the Durag Niwas Guesthouse. Any exception to this accommodation needs to be discussed with Sambhali Trust prior to your arrival. Please bring your own laptop with you if you can (wifi available).

**Why:** By keeping all the volunteers and interns living in the same place, Sambhali wants the volunteers to be kept safe and be sure of their whereabouts. Volunteers at Sambhali Trust are asked to respect the guidelines laid down by the Trust and that it can't be possible that a volunteer/intern has his/her own apartment in town. So, this rule exists to protect both our volunteers/interns and Sambhali's reputation and credibility.

## **4) Working hours**

### **Rules:**

Volunteers: You will need to work, in a flexible way, around 6 hours per day, from Monday to Friday and you are free on Saturday and Sunday.

Interns: You will need to work, in a flexible way, around 6 hours per day, from Monday to Friday and you are free on Saturdays and Sundays. As an intern you can plan your programme in conjunction with what is required in Sambhali's projects in discussion with Govind Singh Rathore. You will not have set working times, but need will need to adhere to the empowerment centre time-table if working within those projects.

**Why:**

**Volunteer:** Every volunteer will work on two projects, at least from Monday to Friday.

**Intern:** Every intern will be assigned specific goals and tasks, which need to be achieved within the deadline required and you will be assessed on the outcome. You need to take the work seriously and be flexible at all times with being given extra work as required. Indian internships may not be the same as a western internship and you may need to manage a lot of different tasks.

**5) Fundraising, Marketing and Recruitment of new volunteers**

**Rules:** During your stay please use some time to help with fundraising for our various projects; marketing our Sambhali products; finding ways to help recruit future volunteers and promoting Sambhali online. We are always aiming for Sambhali to become sustainable; please help us in this respect; also by helping to connect Sambhali to your country, providing contacts and links to organisations who may want to help fund our projects.

**Why:** Sambhali Trust depends on raising funds on an annual basis and we need to prepare proposals 6-9 months in advance for the following year for any of the projects. New sources of funding need to be found in case we are unable to support our projects through our existing donors. Our Graduates Sewing Centre and Boutique need to have constant orders and sales to be self-sustainable, which we are at present, as well as providing 20% Administration costs to the Trust. However, we would like to have more regular orders through any shops or outlets that you may know of, and you can help by sending our Sambhali catalogue (which is available on the Sambhali Trust website) to other outlets. Also, we now have a new Sewing Centre at our Brothers for Sisters Centre which was established in August 2013 and so we have the potential for more orders as we have 27 graduates in total now working on a daily basis. Sambhali relies heavily on volunteers helping in most of our projects and we require approximately 15 at any one time (some going to Setrawa). It would be good if you were able to help recruitment by contacting universities, colleges and volunteer websites to advertise Sambhali Trust.

**6) Holidays during your volunteering time in India**

*To enable Sambhali to run all its empowerment centres with the least amount of disruption to our students, you may take holidays away from Jodhpur in the following way:*

Sambhali Trust has two official staff and volunteer one-week holidays, (one in the summer and one in the winter), which you will be informed of in advance + festival holidays such as Diwali and Holi.

**Volunteering for 2 months or less:** During your stay at Sambhali you will be able to take a holiday away from Jodhpur for two short week-ends (Saturday and Sunday) a month.

**Volunteering for more than 2 months:** You are able to take a holiday for one long week-end (Friday, Saturday and Sunday) and one short weekend (Saturday and Sunday) in a month, but please discuss any arrangements with Govind Singh Rathore (Managing Trustee) first.

**Volunteering for 6 months or over:** In addition to the Sambhali holidays mentioned above of 2 one-week holidays + Diwali and Holi, volunteers working in Sambhali for over 6 months are allowed to take 1 extra week holiday during their time, which can be added on to either of the existing Sambhali weeks' holiday or taken at another time of their choice. You are also able to take a holiday for one long week-end (Friday, Saturday and Sunday) and one short weekend (Saturday and Sunday) in a month, but please discuss any arrangements with Govind Singh Rathore (Managing Trustee) first regarding any holidays that are planned, short or long.

*Sambhali Trust does not take any responsibility for your health, safety or security when you are travelling in India, so before you go on holiday, you will need to sign a disclaimer form.*

**Why:** During your stay at Sambhali, you will be under the responsibility of Sambhali Trust, but it will be your own responsibility if you travel away from Jodhpur. We prefer that you think of your experience at Sambhali as a full-time working experience whilst you are here and that it is better that you don't travel until after your volunteering time, *with consideration to the type of visa you have applied for.*

**7) Visas and travelling**

Firstly, Sambhali does not promote or encourage volunteer tourism. However, it is essential that you discuss with and inform your Indian embassy when applying for your visa of any travel plans that you may be considering before or after your volunteering time with Sambhali Trust. Volunteers are asked to obtain clear information regarding getting a suitable visa if they wish to travel in India when making their visa application. Once your volunteering dates are confirmed with

Govind Singh Rathore, then these dates which appear on the "Appointment Form" and "Volunteer Contract" must be adhered to as part of the visa regulations.

*"Foreigners are required to comply with the purpose for which a visa was initially applied, and also to abide by conditions endorsed on the visa".*

All foreigners (including foreigners of Indian origin) visiting India for **more than 180 days** on Student visa, Medical Visa, Research Visa and Employment Visa (which in most countries is necessary for volunteering) are required to register with the Foreigners' Regional Registration Officer (FRRO)/Foreigners Registration Officer (FRO) within 14 days of arrival in India, (we will help you register in Jodhpur). **Before you leave Jodhpur, it is essential to remember to return to the FRRO office in Jodhpur and de-register/sign-off. If you do not do this, you may not be allowed to leave the country.**

Please note that India has strict regulations about not being able to travel like a tourist on a Volunteer/Employment Visa; a volunteer is always allowed to take holidays as stated above in **6. Holidays during your volunteering time in Sambhali**, but **if a volunteer's visa stipulates that they need to register with the FRO in Jodhpur**, then they also need to inform the FRO of holiday plans before they go away and check-in when they return (as well as registering with a police station at their destination), which includes if they go away at week-ends, which should be discussed with the FRO in person in Jodhpur on arrival, and how far in advance you should let them know.

### **8) Daily log and working report**

**Rules:** You will need to keep a daily log of your work on every project. Every month, you need to write a monthly report on the Empowerment Centre where you are working and send it to Govind Singh Rathore and Corinne Rose, Project Administrator. You will also need to provide photos of the projects you are working on for use by Sambhali Trust in writing reports and for our social media.

**Why:** We need to have continuity in all the projects and a daily log from each volunteer helps with overlapping with the next volunteer. The monthly reports are necessary for information for the 6-monthly and Annual Reports that need to be written to the donors by the Project Administrator. An Annual Report for Sambhali Trust is also produced each year in April and is based on the work of the previous year. It is also very helpful to put photos of each project on the PC in the office as a record of workshops etc (as well as Sambhali Facebook page if possible).

### **9) Personal Reports**

**Rules:** You will need to provide two personal reports. One about your first impression of your work and life at Sambhali after the first week or so and another one before you leave about your final impression of your work and experience here.

**Why:** Both these reports will be uploaded on Sambhali's website. They are very useful for other volunteers who want to come work with us and also for investors and donors who want to know what our volunteers think about us.

### **10) Dress code at Sambhali**

**Rules:** Volunteers are asked to dress neat and clean and preferably in Indian clothing, (salwaar kameez, skirts, blouses, for women; kurta, shirts and trousers for men), when working at the women and girls empowerment programs. For meetings, workshops and conferences volunteers are asked to dress smart Indian/Western casual. There is a sports ground next door to the guest house, where, for a small membership fee you can use the sports facilities, (running track, tennis, swimming etc.), so please bring your trainers and swimsuits (not bikinis!), should you be interested in participating.

**Why:** Volunteers are the role models for our participants. As an international community, volunteers are brand ambassadors of our organisation in the town. Some girls and women whom we work with might consider it disrespectful not to follow their Indian dress code.

### **11) Behaviour protocol at Sambhali**

**Rules:** Please note that for the convenience of all guests staying in the guesthouse, there is a curfew at 11.00pm. We request that during your stay, **you curb excessive drinking of alcohol; don't use drugs, have weekend-parties or have 'local romances'**. As within any organisation, please be respectful of your work colleagues and managers and treat them as you would be

expected to be treated yourself. Volunteers need to take a mature approach and be professional at all times.

You are also requested to sign the Sambhali Trust Behaviour Protocols document (on the website, which is for all staff) on arrival and we ask you to please get in touch with Govind Singh Rathore, should you observe any behaviour that doesn't comply with these protocols.

**Why:** A lot of communities in Jodhpur have faith in Sambhali helping to improve the lives of their wives, daughters and families. Rajasthan is the most traditional state of India and is very patriarchal. We want Sambhali to be seen as a respectful organisation working within the community and abide by Indian cultures and customs whilst at the same time helping to empower the women and girls who are our students. We advise female volunteers not to have friendships with Indian men as you could be led astray as it is not seen fitting for Indian young women to be out with single men on their own. Although you might think that is an outmoded view and that we should be changing the attitudes of Indian society in Jodhpur; the way to do this is for the community to trust Sambhali's values as an organisation and for us to gradually change things for the better. Also, after sunset it is not wise to be in one of the poorer areas of Jodhpur on your own and if you visit any of the student's houses, you must let Govind Singh Rathore know, so that he is aware of your whereabouts.

Don't forget that Sambhali wants to protect you and ultimately has responsibility for your safety during your stay, so it is good to be respectful to these rules.

## 12) Personal Belongings

While you are staying and working with us at Sambhali Trust, please be mindful of your belongings and possessions. We advise that you keep your door locked at night and when you leave your room in order to be sure of your belongings' safety. We also advise vigilance when taking belongings to the empowerment centres. *Sambhali Trust (as well as the Durag Niwas Guesthouse) take no responsibility for personal belongings lost or stolen while living/working with us.*

## 13) General etiquette and customs

Please be aware of the general customs and behaviour when meeting Indian people for the first time, particularly when representing Sambhali. It is a good idea to read something about Indian etiquette before coming to India, so you are aware of the more reserved greeting of Namaste. Govind Singh Rathore is always available to talk to you about cultural differences, if you do not understand why things work in a particular way.

Please come with an open mind regarding what your work will encompass when you arrive at Sambhali and please be flexible with what your aims and your own personal wishes for achievements might be, so that the needs and requirements of the Trust and its projects are fulfilled. Ideas that you wish to happen invariably take a while to achieve and so it is necessary to be patient in achieving and fulfilling your objectives. Please respect the way that things are done in India, whilst having your own ideas.

Please consider the work you do as quality work, (rather than quantity); Sambhali is a needs-based organisation with a human rights approach.

Name of the Intern/Volunteer: \_\_\_\_\_

I have read, understood and agree to these rules:

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

(Copy given to volunteer)

### **Sambhali Trust Non-Profit Charitable Organisation**

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