

Local Volunteers' Handbook



Contents

1. About us

1.1. Mission statement

1.2. Our Centres

1.3. Volunteering at Parikrma

1.4. Working hours

2. Volunteering programmes we offer

2.1. Social sabbatical volunteering for corporate employees

2.2. Final year students

2.3. Management programme final-year interns
("Immersion programme")

2.4. Corporate volunteers

3. Projects in the pipeline

4. How to apply

About us



Mission Statement

Our mission is to unleash the potential of underserved children which will provide them with equal opportunities and make them valuable contributing members of our society.

Parikrma aims to bridge the gap that exists between the children who get a good private-school education and those who have access only to the sub-standard Government schooling.

We, at Parikrma, believe that the content of education is what builds it. It is this belief that leads us to provide top-class education to underserved children. Through this, we strive to bring down drop-out and low attendance rates by bringing about a change in the children.

1.1. Our centres

Parikrma currently manages four Centres for Learning in Bangalore.

- North:
Parikrma Centre for Learning, # 4/3 Hossohatty Layout Post, Sahakaranagar, Kodigehalli
- South:
Adobe Saraswathi Parikrma Centre for Learning, # 35, Ashoka Pillar Road, 1st Block, Jayanagar
- East:
Parikrma Centre for Learning Powered by Yahoo!, # 91, Railway Men's Society, Ramakrishna Nagar, Nandhini Layout
- West:
Parikrma Centre for Learning, No. 500, Chandra Building, Nanjappa Reddy Layout, Koramangala Village

The main Parikrma Office is within walking distance from the Sahakaranagar School.

1.2. Volunteering at Parikrma

People from all walks of life and from all across the country come to Parikrma with the aim to be a part of the fundamental change that we endeavour to achieve. Our volunteers are a great example of how we, as an organisation, function: with a mixture of skill, innovation and fun.

We at Parikrma take volunteering very seriously as this is how we expose our children to the endless possibilities in the outside world. Hence we expect a serious commitment from our volunteers.

We do hope that you have gone through our website (<http://www.parikrmafoundation.org>) in detail and have understood our Model and our goals. For additional information, and to network with our alumni volunteers and receive updates about our programmes, you can also “Like” our [Facebook page](#).

Parikrma invites volunteer applications from those who believe that a good education is not just about textbooks and test scores. Do write to us at volunteer@parikrmafoundation.org

1.3. Working hours

Monday through Friday | 8:15 am to 4:15 pm.

Saturday | 8:30 am to 12:30 pm (except the 2nd/4th Saturday of every month).

Centres are closed on Sundays.

Class Schedule:

Breakfast	8:15 am - 8:35 am
Assembly	8:40 am - 8:55 am
Period 1	9:00 am - 9:40 am
Period 2	9:40 am - 10:20 am
Short Break	10:20 am - 10:30 am
Period 3	10:30 am - 11:10 am
Period 4	11:10 am - 11:50 am
Period 5	11:50 am - 12:30 pm
Lunch Break	12:30 pm - 1:00 pm
Period 6	1:00 am - 1:40 pm
Period 7	1:40 pm - 2:20 pm
Period 8	2:20 pm - 3:00 pm
Enrichment	3:00 pm - 4:00 pm
Departure	4:00 pm - 4:15pm

We expect our volunteers to be in school only from Monday through Friday. Most of your work will take place during school hours, but it is possible that there will be some office or administrative work that you can do after school.

Our office is open Mondays through Fridays from 9:30 am to 5:30 pm, and Saturdays from 9:30 am to 1:00 pm (except on the 2nd and 4th Saturday). We are closed on Sundays.



Volunteer programmes we offer



We include below examples of specific volunteering programmes we offer, but you are welcome to collaborate with the Resource Mobilisation team to set up your own personalised volunteering plan.

Minimum time duration will be fixed as per the volunteers' convenience, after discussion with the Volunteer Coordinator at their respective centres. Only upon **completion of this duration** will they receive a letter of acknowledgement of their work with us.

2.1. Social sabbatical volunteering for corporate employees

Corporations are now encouraging their employees to participate in more volunteering activities, which supplement their CSR. Volunteering helps develop soft skills that are instrumental in a business environment, such as problem solving, mentoring and communications.

Who can apply:

Corporate employees who are taking a sabbatical, solely for CSR activities.

Programme duration:

We expect a **minimum commitment of two months time** from our corporate volunteers. This helps us plan activities in advance.

Long-term volunteer applications are also welcome.

Programme details/structure:

The structure of the programme to be handled by volunteers will depend on the amount of time that they decide to spend with us.

Prior to the commencement of volunteering activities, a detailed plan will be chalked up by our team in collaboration with the volunteer.

The first week will be completely dedicated to an induction programme, wherein volunteers will get to spend time with each department that they are interested in. This will help them choose what area in which they'd like to assist, if they have not already decided.

Volunteers can choose work that is similar to what they are currently pursuing at their respective organisations, or they can choose a completely new branch of work altogether.

Skill-set required:

Skills such as strategic planning, problem solving, organisation and creativity are most preferred.

Technological skills can be used to coach students on basic computer operations and also for back-office work.

Areas of volunteering:

- Web design and maintenance
- Writing/editing documents
- Public relations
- Marketing/preparing marketing models
- Fundraising
- Brand management
- IT services
- Accounting
- Teaching
- Training staff
- Curricular planning/creating teaching models, etc.

2.2. Final year students

Most students in their final year of college choose to volunteer with non-profit organisations, as this is beneficial for their future prospects. Employers look for more than just a degree now; they look for real-life skills as well.

Who can apply:

Students in their final year of school/college

Programme duration:

3/5/7 months

Programme details/structure:

Volunteers who are part of this programme are not expected to work throughout school hours. They may be part of workshops or mentoring sessions (remedial classes), which require only 1-2 hours of their time per day.

Casual volunteering is not encouraged at Parikrma, and a fixed schedule is to be followed.

The volunteers will be awarded with certificates from Parikrma, **only after they complete the duration of their programme.**

Skill-set required:

Patience, strong communication skills (English) and the ability to take on challenges. We expect our volunteers to be punctual and disciplined. Knowledge about high school and middle school subjects are appreciated.

Volunteering activities

- Teach
 - Any number of subjects including music, theatre, environmental studies, literature, art, computer skills, etc.
- Lead a club
 - Karate, ballet, photography, pottery, calligraphy, sports, etc.
- Tutor remedial students
- Organise after-school activities to keep children productively occupied
- Organise an exhibit or event with the students
 - Art exhibit, band performance, etc.
- Share and teach hobbies
 - Magic, face painting, crocheting, etc.
- Aid other Parikrma departments
 - Including Administration, Finance, IT, Resource Mobilisation

2.3. Management programme final-year interns (“Immersion programme”)

Future managers can groom themselves by being in tune with socially relevant activities in addition to balance sheets and finance. Leading B-schools now encourage their final-year students to intern with NGOs for a complete and holistic programme.

Who can apply:

Final-year management programme students

Programme Duration:

6 months, or the duration for internships according to their academic course

Skill-set required:

Basic IT skills and a wide range of digital marketing skills.

Excellent written and verbal communication skills, including report writing and presentations.

Fundraising expertise, planning and implementation of fundraising events and the use of social media as a fundraising tool.

Areas of volunteering:

- Teaching/tutoring remedial students
- Working with teachers
- Assisting with events and fundraising activities
- Social media
- Public relations
- Web design and maintenance
- Writing/editing documents
- Fundraising
- Brand management
- IT services

2.4. Corporate volunteers

Corporations now attach an EQ (Emotional Quotient) to their CSR activities. Employees no longer see volunteering as a mandatory activity. Employees no longer see volunteering as a mandatory activity, and the value associated with volunteering is now acknowledged and appreciated.

At Parikrma, we invite you to be a part of the Change.

We propose that employees visit any one of our centres as part of their onboarding procedures. This will help them gain some perspective about the future CSR activities that they can pursue with us, thereby allowing us to utilise their skills (both EQ and IQ) in imparting knowledge to the students of various levels.

Projects in the pipeline



Teachers and volunteers at Parikrma incorporate various creative methods to deliver their respective modules to the students. These techniques are to make learning fun and to get students involved in their lessons. However, subjects like Mathematics and Science are still dreaded by some of the students. Also, English being the only linguistic medium used at our centres, turning English lessons into something more relatable is highly important.

We invite our volunteers to come up with a lesson plan that not only delivers the required knowledge, but also encourages our students to give up on the fear of any subject, especially Mathematics.

Project Math:

The idea is to create a model for students in primary school, which will inspire them by making Math easy.

A relevant computer application or any other contemporary method of teaching Math can be developed.

Project English:

A similar model for teaching English is also needed. Something that is different from the current classroom lessons will help the students get rid of any apprehension that they might have. It will also give them the confidence to use English in their day-to-day lives.

Project Science:

Separate models for physics, chemistry and biology can be created for students for the lower- and middle schools, each of which may include class activities, interactive learning, etc.

In the future, these models can be shared with Government schools for their use.

How to apply



If you are interested in volunteering at Parikrma, write to us at volunteer@parikrmafoundation.org, and attach the volunteer application form which you can find on our website along with your Curriculum Vitae.

We have a **selection process** on the basis of which we choose our volunteers. We look for volunteers with well-defined skillsets suitable for the roles that they will be handling.

We feel that it is important to build a relationship with our potential volunteers. Please feel free to contact us with any questions, concerns or other inquiries.

