UDAYAN

RISING ABOVE LEPROSY

UDAYAN VOLUNTEER MANUAL

Welcome to Udayan

We are thrilled that you have chosen to volunteer at Udayan. Volunteers are an integral part of achieving our goals and have played a key role in a number of activities in the past. We hope that you find your particular volunteering/internship assignment fulfilling and that your experience with us is rewarding and positive. The following information package includes details about our organization and our policies relating to volunteering and interning.

If you have any questions please feel free to contact our Volunteer Coordinator on cmn.udayan@gmail.com

Once again, welcome and thank you!

Who we are:

Udayan is a home and school for children affected by leprosy, in Kolkata, West Bengal, India. We are a non–government organisation working for the care and development of children with a leprosy background. We are also an inter-faith organisation.

Established in 1970 by Father James Stevens, Udayan is set on eight acres of lush, green land. The residential home and school helps up to 300 children receive the highest quality of care, compassion and education - to enable them to lead healthy, respected and productive lives.

Udayan brings the children out of difficult living conditions, where they are vulnerable to contracting leprosy and are affected by the stigma of the disease. It also enables these children to realize their full human potential, whilst they live in a safe, secure and nurturing environment under the supervision of caring adults.

Volunteering and interning at Udayan:

We are looking for volunteers and interns who can help us in our mission!

The volunteering and internship programme at Udayan aims to motivate and inspire students, working individuals, professionals, retirees and anyone who is passionate about helping needy children, whilst also enjoying a unique and meaningful cultural experience in 'incredible India'.

We want proactive people who show initiative, are hardworking and have a keen interest in helping the underprivileged.

a) **Volunteering:**

Eligibility: Any person who has attained 18 years of age

Duration: Project-based and can be tailored to your needs with the following guidelines:

- 1-2 weeks
- 1 month
- 3 months

Type of work:

There is no dearth of work at Udayan and we are looking for skilled and enthusiastic volunteers who can assist with:

- Teaching English
- Running sports, art & music activities
- Computer training
- Specific projects e.g. revamping our Library
- Small infrastructure projects (mural painting, kitchen gardening etc.)
- Helping prepare and serve nutritious food
- Graphic design / marketing
- Photography and film-making

Application process: All interested volunteers can email their CV to our Volunteer Coordinator at cmn.udayan@gmail.com Please outline your preferred dates, proposed duration of stay and any specific interest areas or skill sets you may have.

Expenses: International volunteers or those from inter-state are welcome to stay at the Udayan guesthouse. The expenses for accommodation and food are Rs. 800 per day. (This will include, where required, collection from and delivery to Kolkata airport). Our facilities are clean, quiet and safe, and you will receive three hot, nutritious Indian meals per day, along with cups of 'chai' to support you in your day's work!

Volunteer recognition and benefits: On completion of your stay, you will receive a certificate of recognition to acknowledge your contribution. With your permission, we also like to share your journey and experience with us on our website, social media platforms and newsletter. Volunteers can contribute articles on our blog, outlining their experience at Udayan.

Long-term (3 months) volunteers will also receive a reference letter, and all ex-volunteers may join our network of international volunteers, with whom we regularly keep in touch via our social media platforms and newsletter.

b) Internship:

Eligibility: Any person who has attained 18 years of age and is a student or recent graduate.

Duration: 1-3 months (Mon-Sat – 9am to 5pm)

Type of work:

- Teaching spoken English and other subjects in Bengali/Hindi
- Arts and crafts, music, dance
- Teaching soft skills and personality development
- Helping with leprosy advocacy and fundraising events
- Marketing and communications support e.g. blogging, social media, graphic design
- Helping to write funding proposals
- Strengthening our office systems
- Conducting survey and research
- Digitization of records
- Capturing case history records of our children
- Photo documentation
- Video documentation

Application process: Applicants are required to submit the following by email / post / in person:

- Cover letter
- A detailed CV/ resume
- Application form
- Reference letter from college / university

After receiving these documents, Udayan may arrange for a telephone/ face-to-face/video conference interview. This is done in order to understand the applicant's interest and skill set areas, commitment, time preferences and suitability.

If selected, Udayan will issue a letter of offer to the intern to sign.

Expenses: Local conveyance and stationery costs incurred while making field visits or executing any tasks that involve outside travel will be reimbursed upon submission of bills. This does not include the cost of the local conveyance that the intern may incur to travel to the Udayan office during the period of his/her internship.

International interns or those from inter-state are welcome to stay at the Udayan guesthouse. The daily expenses for accommodation and food are Rs. 800 per day. (This will include, where required, collection from and delivery to Kolkata airport).

Intern recognition and benefits: Interns will be given an Udayan internship certificate and reference letter upon completion of their project and at the end of the committed period.

Our volunteers from Canada.

Volunteer/intern code of conduct:

- Volunteers/interns must abide by the rules and policies of Udayan.
- All volunteers/interns must read, sign and follow the child protection policy.
- Volunteers/interns are expected to act with honesty and respect, and be courteous, friendly and cooperative.
- Kindly treat your fellow volunteers/interns, colleagues and children without any discrimination.
- No valuable gifts or money should be given or taken from children or other stakeholders such as staff.
- Please do not take/collect any monetary resources in the name of Udayan from anyone unless authorised by the Director.

- Do not make any promises to children on behalf of Udayan.
- Please take off your shoes before entering the dining hall, wash your hands before meals and wash your own dishes.
- If you have taken on a responsibility, please honour it or inform your mentor in advance if you have difficulty accomplishing it.
- The internship/volunteer programme is prepared after much deliberation and consultation. All interns and volunteers are therefore expected to abide by it.
- Udayan and the mentor reserve the right to terminate an internship/volunteering, in the event of serious misconduct, non-performance or indiscipline.
- Dressing conservatively shows respect for culturally-acceptable dress codes. It is advisable to cover shoulders and knees.

  Office Wear - Men: Full length trousers and shirts. Women: Salwar kameez or full length trousers, and keep shoulders and upper arms covered. Ensure that your chest/cleavage is completely covered when upright and when leaning over. Additionally, in the Indian climate, cotton and other natural fibres are preferable to polyester and other man-made fibres as they breathe better and are more comfortable.

Norms for interacting with children:

- Our children are our priority. They should be treated with respect, dignity and integrity.
- Your Udayan mentor should be informed of any events that volunteers/interns plan to conduct with children.
- Never take the children out of the campus alone.
- Do not give your phone to the children for calling or browsing the internet.
- Under no circumstance should volunteers/interns abuse children in any way (sexually, verbally, emotionally or physically). Volunteers/interns should be very sensitive in their approach to children. Every volunteer/intern should read and sign the child protection policy of Udayan.
- If volunteers/interns come across any child being subjected to any trauma or violence, they must report it immediately to the Udayan mentor/Director.

Photography:

- Under the Indian Child Protection Act, it is not permitted to photograph children while they are eating.
- Photos of children are also prohibited whilst they are in their dormitories and going about their personal, private routine.

Personal health:

A doctor visits Udayan on a weekly basis for our children's health check-ups. We also have a full time paramedical staff member to take care of day-to-day needs. If you have a health concern, please tell your mentor immediately.

Medication & pre-existing conditions

Medication can be bought over the counter in India without a doctor's prescription. However, it can be difficult to get some of the newer drugs. If you have a pre-existing condition, please make a proper health management plan for your visit to India in consultation with your doctor. It is also suggested that you have a full dental check-up prior to coming. It is advisable to bring the following:

- Medication in its original, labelled containers
- A signed, dated letter from your physician describing your medical condition and medication, including generic medication names
- A physician's letter, documenting the medical necessity for any syringes you bring
- If you have a heart condition, a copy of your ECG taken just prior to travelling
- Any regular medication (bring double the quantity).

Recommended vaccinations

Your travel doctor will be able to advise you on vaccinations required for your travel to India. Please keep in mind that most vaccines need at least two weeks to take effect. It is, therefore, suggested that you visit your doctor well in advance. Ask your doctor for an International Certificate of Vaccination (sometimes known as the 'yellow booklet'). This lists all the vaccinations you have received. Udayan is located on the outskirts of Kolkata where water is in abundance and mosquitoes are common. You should protect yourself accordingly with insect repellent and malaria tablets.

Health insurance

For those travelling from outside India, health/travel insurance is mandatory. Emergency evacuation is expensive. Also, in India most doctors only accept payment in cash, so if your insurance provider will reimburse you later for overseas health expenditure, ensure you take back with you all relevant documentation.

Water

At Udayan, drinking water is obtained from a water purifier and filtration system. You may use it or alternatively buy bottled water. Always check the seal before you make the purchase. Outside Udayan, it is recommended that you use only bottled water and not tap water.

Leprosy – Are there any risks?

Leprosy, or Hansen's disease, is an infection caused by slow-growing bacteria. It is not known exactly how the disease is spread. What is known, however, is that prolonged, close contact with someone with untreated leprosy over many months is needed in order to catch it.

You cannot catch it through casual contact with a person who has the disease, by for example:

- Shaking hands or hugging
- Sitting next to each other on a bus
- Sitting together for a meal.

The relatively few children at Udayan who do have leprosy are undergoing Multi-Drug Therapy (MDT), a highly effective treatment. It is therefore very safe for volunteers to interact with the Udayan children, without fear of contracting the disease.

Personal gear:

Below is a generic list of things that one may carry. Please remember this is a guide and not a comprehensive list.

- A 60-80L backpack
- A fair sized day backpack for when you might like to travel into town
- Medicines
- Towel
- Umbrella (during the rainy season)
- Toothpaste and toothbrush
- Sunscreen
- Insect repellent

- Shaving items (if required)
- Shampoo and conditioner
- Lip balm
- 6 pairs of cotton underwear
- Sanitary napkins or tampons (sanitary napkins are readily available. However, tampons are not as prevalent in some regional areas in India.)
- Antiseptic hand gel
- Ziplock bags

Other recommended items:

- A journal to write about your experiences
- A small torch and replacement batteries
- A camera and accessories – to capture all your moments
- An Ipod/MP3 for your favourite music
- Money!

Our volunteers from Australia.

Documentation and other handy hints:

- Two sets of photocopies of all your documents. Bring one photocopy with the originals and keep one set of photocopies at home for emergency access
- Keep all your documents on your person or in a safe place
- Keep your passport number handy
- Keep some currency change in your pocket
- Keep some money separately in a safe place
- Ensure that your daypack contains all valuables and necessities in case your main bag goes missing during travel.

Safety tips:

We are concerned for the safety of our volunteers/interns from both inside and outside India.

Things that are helpful to know:

- Before going out for an excursion from Udayan, new volunteers/interns should learn about the area, make all reasonable inquiries from the locals/staff members, and ensure they have emergency contact details. Leave a complete plan with your mentor at Udayan, including an expected time of return.
- Map your route.
- Make sure your mobile is charged.
- It is advisable to avoid poorly lit, isolated areas and alleys, abandoned buildings and construction sites.
- It is advisable to seek information from any traffic police on routes.
- Identify safe places in the vicinity (stores, police stations, hospitals, fire stations or malls) where you might have to take refuge in case of emergency.
- Be extra cautious about your valuables. Keep some extra money separate from your wallet or purse for emergencies.

Data protection policy:

Udayan collects volunteers'/interns' personal information and contact details for the database. Udayan will not share this data with any external agency for any commercial or other purpose, other than Udayan related communications.

Udayan volunteers/interns are expected to keep confidential any data they have acquired in the course of their work. Data cannot be shared with anyone in any form without the approval of the concerned Udayan mentor.

Volunteers/interns are expected to respect the privacy of fellow volunteers/interns. Do not share their contact information with anyone without their consent.

If the assignment/project involves using any of Udayan's data, the volunteers/interns should abide by the policies and rules of Udayan. Data cannot be taken in any form (print or soft copy) out of the Udayan premises.

Contact details

Dipak Sahu, P.O: Sewli Telenipara, Village
Sewli, Barrackpore, Kolkata - 700121, West Bengal, India
Mobile: 91-9830489225|Email:cmn.udayan@gmail.com
Website:www.udayan-kolkata.in