Volunteer & Intern Policy
DEVI Sansthan, Lucknow

1. Purpose

The Volunteer and Intern Policy outlines the guidelines for engaging volunteers and interns at DEVI Sansthan. The objective is to create a structured and meaningful experience for individuals who wish to contribute their time, skills, and efforts to support the mission of the organization while ensuring mutual benefit and accountability.

2. Scope

This policy applies to all volunteers and interns who engage with DEVI Sansthan in any capacity. It covers recruitment, roles, responsibilities, supervision, and ethical conduct. The policy ensures that volunteers and interns align with the organization's vision and values.

3. Definitions

- **Volunteer:** An individual who offers their time and skills without financial compensation to support the organization's initiatives.
- **Intern:** A student or professional undergoing a structured learning experience at DEVI Sansthan, with or without financial compensation, as part of their academic or career development.

4. Recruitment & Selection

- Volunteers and interns must submit an application, including their resume and statement of interest.
- A screening process, including an interview and reference check, will be conducted to assess suitability.
- Selection will be based on skills, experience, and alignment with the organization's needs and values.
- Internships may require agreements with educational institutions where applicable.

5. Roles & Responsibilities

- Volunteers and interns will be assigned specific tasks and projects based on their skills and organizational needs.
- They are expected to maintain professionalism, punctuality, and commitment to assigned duties.
- They must adhere to all DEVI Sansthan policies, including confidentiality, ethics, and workplace conduct.
- Volunteers and interns should complete agreed-upon tenure and submit a report summarizing their contributions.

6. Orientation & Training

- All volunteers and interns will receive an orientation on DEVI Sansthan's mission, programs, and policies.
- Training relevant to their assigned tasks will be provided to ensure effective contribution.
- Supervisors will be assigned to provide guidance and support throughout their engagement.

7. Supervision & Evaluation

- Each volunteer and intern will report to a designated supervisor.
- Regular check-ins will be conducted to assess progress and address concerns.
- At the end of the engagement, an evaluation session will be held to review performance and gather feedback.

8. Code of Conduct

- Volunteers and interns must uphold ethical behavior, integrity, and respect for beneficiaries, staff, and fellow team members.
- Discrimination, harassment, or misconduct of any kind will not be tolerated.
- Confidential information must be handled responsibly and not shared outside the organization.
- Any conflicts of interest must be disclosed immediately.

9. Benefits & Recognition

- While volunteer work is unpaid, reasonable reimbursement for pre-approved expenses may be provided.
- Interns may receive stipends if specified in their agreements.

- Certificates of completion and letters of recommendation will be issued to volunteers and interns who successfully fulfill their responsibilities.
- Exceptional contributions will be acknowledged through appreciation events or special mentions.

10. Termination & Exit Process

- Volunteers and interns may discontinue their engagement with prior notice.
- The organization reserves the right to terminate engagement for policy violations, misconduct, or failure to meet responsibilities.
- An exit interview may be conducted to gain insights and improve future programs.

11. Policy Compliance & Review

- This policy must be followed by all volunteers, interns, and supervising staff.
- DEVI Sansthan reserves the right to amend the policy as needed to align with best practices and organizational goals.
- The policy will be reviewed periodically to ensure effectiveness and relevance.

Approved by: Governing Board of DEVI Sansthan

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DEVI Sansthan