

United Way of Baroda Volunteering Guidelines

1. Commitment

- Minimum 10 hours per month or as per project requirement
- Adaptability to all sectors and tasks (Education, Health, Livelihood, Environmental)
- Volunteer must act responsibly and sensibly towards the communities

2. Documentation

- Provision of formal personal documentation
- Submit an updated CV

3. Recruitment requirements

- Above 18 years of Age
- Availability of Time
- Fill out form on website <https://unitedwaybaroda.org/>

4. Training

- Volunteers will be accompanied by a staff member or experienced volunteer in the first few weeks until familiar with the procedures

5. Responsibilities

- Adhere to the instructions and guidelines provided during field visits.
- Provide timely reports as per the format required to project managers after field visits on necessary information.
- Adapt to the varying needs of each project to maximize support and impact.
- Volunteers should adhere to the agreed-upon schedule and inform the Organization promptly in case of absence or delay.

6. Withdrawal Procedure

- Volunteering Withdrawal must be formally written to the UWB coordinator with a 2-week notice

7. Recognition of Volunteering

- Certificate will be awarded as a recognition of commitment to United Way of Baroda
- Letter of recommendation may be awarded to volunteers who demonstrate outstanding commitment

8. Terms of Conduct

- Demonstrate respect and professionalism with all staff, volunteers and community members
- Exercise judgment in prioritizing safety during assigned tasks
- Promptly report any issues or concerns to assigned supervisor
- Represent United Way of Baroda positively and uphold its core values at all times, including integrity, inclusivity and accountability
- Volunteers must maintain strict confidentiality regarding personal and organizational information encountered during the service
- Prohibition from engaging in any form of discriminatory behavior or promoting social and religious motives
- Volunteer must agree to release the Organization from any claims or liabilities arising from their volunteer activities
- Volunteers must not:
 - Use their position for personal gain.
 - Engage in activities that conflict with the Organization's mission.
 - Represent themselves as employees of the Organization.

9. Support

- Volunteer Coordinator will be easily accessible for queries or concerns through direct contact and via email

For further questions or support, please contact us at:

unitedwayofbaroda@unitedwayofbaroda.org
