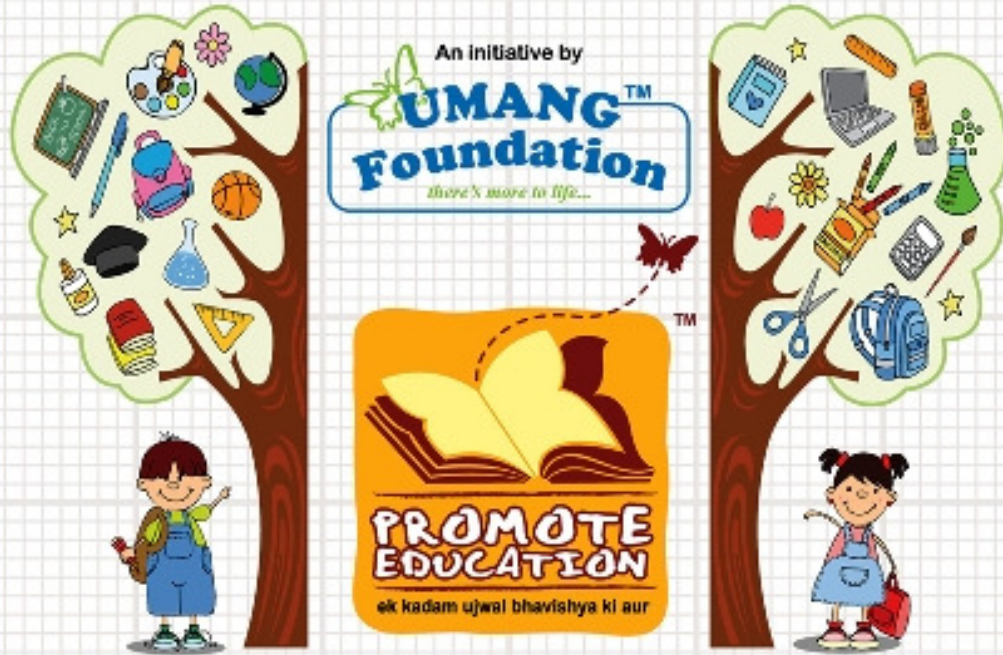


# INDIA'S LARGEST STATIONERY DISTRIBUTION DRIVE



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\* Has entered three times into Limca Book of Records as largest stationery distribution drive in country

## Volunteer Guide Book

Version 1.0

Registered Address: 1506/07, Ruby Building, Nirmal Lifestyles CHS – Phase 2, LBS Marg, Mulund (West), Mumbai 400 080 India

[www.umangfoundation.org](http://www.umangfoundation.org) | [mail@umangfoundation.org](mailto:mail@umangfoundation.org)

Umang Foundation is qualified for exemption under Income Tax Section 80 (G) of Income Tax Act 1961



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## About Umang Foundation

Umang Foundation is a registered Public Charitable Trust and active for over 8 years now. It was started by three IT Professionals in July 2008, who believe “there’s more to life” beyond office and home.

Umang Foundation consists of more than 10,000+ dynamic professionals as volunteers spanning across various sectors including IT, Management, Finance and also includes doctors and elite senior citizens, who are enthusiastic to work for uplifting the society.

Umang Foundation focuses on the improvement of society in every possible way, to achieve this goal Team Umang have organized many philanthropic events and activities including distribution of stationery kits, clothes to villagers, blood donation drives, celebration of festivals with people in old age home, celebration of special days with children and children suffering from cancer.

Umang Foundation has a strong focus on providing education material to underprivileged children. Team Umang has provided educational material to these children starting from Kindergarten to the high school and have provided educational material to 75,000+ less fortunate children since its inception.

In Year 2015, Team Umang has provided education material to 17,000+ less fortunate children. Umang Foundation has entered three times into **LIMCA BOOK OF RECORDS** for organizing largest stationery distribution drive in a single day.

### **Video Links:**

- **June 28, 2014:** <https://www.youtube.com/watch?v=THixaNOoqkg>

Apart from education, a complete creative growth of children is facilitated by the foundation through clay modelling workshops, Warli painting, paper collage and paper-bag making workshops for orphans, magic shows and dance competitions.

Till date, **Umang Foundation does not have any employees and working majorly on the basis of Volunteers efforts.**



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## About Promote Education – ek kadam ujwal bhavishya ki aur

### ***Why Promote Education***

This has been observed by members of Umang Foundation in year 2008 and highlighted by various school managements that majorly student drop out from school because of unavailability of basic stationery material. For the fact, parents send their children to school with one or two notebooks but as soon as these one or two notebooks finishes and need next pair of notebooks parents at times are not in position to make the availability and as a result of unavailability of basic stationery material students stop coming to school and hence be a part of DROP OUT FROM SCHOOL list.

### **Background of identified children**

Typically, the identified students belong to a family of daily wagers or home-maid who resides in slums. Although these children are enrolled in school(s) but due to lack of the requisite education material like basic stationery these children are compelled to manage their entire academic year with as little as one or two notebooks for all their subjects for the entire year!! Team Umang has witnessed instances of these children discontinuing / dropping out going to the school due to scarcity of means to buy new notebooks. This effort is to equip these children – the future of India with basic educational material to ease out the scarcity at a fundamental level.

### **Impact of Umang Foundation's approach**

Umang Foundation has been successful in bringing down the number of drop outs which were witnessed due to non-availability of resources post its initiative Promote Education – 'ek kadam ujwal bhavishya ki aur'. This has encouraged donors and resulted in the continued progressive distribution trend of Umang Foundation.

### **Feedback from school staff**

Students are able to have meticulous and organized structure of their education, this clearly contributes to a high morale of a happy child pleased to have the facility and being away from the feeling of deprivation. Students are happy that they are having separate notebooks for each subjects, they can now maintain their class work neat and clean in separate subject notebooks.

Education to every child is very important to ensure today a better tomorrow of our country. In most of the cases children drop out from school because their family could not support them financially and could not afford education material and other resources for them.

Umang Foundation is determined to support a minimum of 10,000 students every year which is not possible without support and engagement of able corporate.



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## Event Venue

### Venue (all days)

Matoshri Ramabai Ambedkar Vidyalaya  
Near Saibaba Temple  
Samrat Ashok Nagar, OT Section 3,  
Ulhasnagar – 3

## Brief Details of Event Day (Date & Time)

### (1)

#### Saturday - June 11, 2016 - Reckee Day

1. Entire team will go and visit the venue to understand the logistics required

### (2)

#### Saturday - June 18, 2016 - Material Assemble Day

2. Compass box and Lunch Box needs to be filled in with other smaller size material
  - a. Compass Box will have scale, eraser, sharpener, pencils and pens
  - b. Pen and Pencils will be coupled as well
  - c. Lunch Box will have crayons

**Time:** 10:00 AM to 05:00 PM

*Backup Day: Sunday - June 19, 2016*

Small Team will reach the venue at 08:00 AM

### (3)

#### Friday - June 24, 2016 - Pre-event Day

1. Group of Volunteers who are taking leave from their workplace or colleges on account of managing and playing a bigger role on D-day (i.e. June 25, 2016)

### Time:

- Session 1: 10:00 AM to 05:00 PM (those who will be taking leave from Workplace or Colleges)
- Session 2: 05:00 PM to 10:00 PM (those will join post office hours)
- Session 3: 07:00 PM to midnight / overnight (those will join post office hours)

### (4)

#### Saturday - June 25, 2016

1. It's a D day, and expected to distribution 12,500 stationery kits.

**Time:** 07:00 AM to 05:00 PM

*Backup Day: Saturday - July 02, 2016*



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## Time-wise flow of Material Assembly Day (Saturday - June 18, 2016)

- Assembly Time : 08:00 AM (Ulhasnagar)
- Briefing of the Day : 08:00 AM to 08:15 AM (No one should miss this briefing, IDEALLY)
- Breakfast & Tea : 08:15 AM to 09:30 AM
- Inventory / Stock Check : 08:15 AM to 09:00 AM
- Start of the Event : 10:00 AM
- Lunch : 01:00 Noon to 02:00 PM
- End of the event : 05:00 PM

## Time-wise flow of Pre-event Day (Friday - June 24, 2016)

- Assembly Time : 09:45 AM (Mulund Office)
- Discussion on Action Item: 10:00 AM to 10:30 AM (No one should miss this briefing, IDEALLY)
- Start of the Event : 10:30 AM

This event will go in sessions and people will be working over night

## Time-wise flow of Event Day (Saturday - June 25, 2016)

- Assembly Time : 06:45 AM (Ulhasnagar)
  - Briefing of the Day : 07:00 AM to 07:30 AM (No one should miss this briefing, IDEALLY)
  - Start of the Event : 07:30 AM
  - Breakfast & Tea : 07:00 AM to 08:30 AM
  - Lunch : 12:00 Noon to 02:00 PM (for registered and confirmed volunteers)  
01:30 Noon to 02:00 PM (for un-registered volunteers)
  - End of the event : 05:00 PM
- We are discouraging any un-registered individuals to attend this event**





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## Photographers and Videographers

For this event, Team Umang needs volunteer who can do photography and video shoots for the event on Saturday – June 18, 2016 & Saturday – June 25, 2016.

All lens man are requested to handover all event photographs before they leave. It will ensure the timely upload of required photographs

Guideline on usage of photographs, any photographs taken during the event should be tagged with **#UmangFoundation** (example : Instagram, Facebook, Twitter or any other social media) where it is used or uploaded online or used anywhere.

**Affirmation form should be signed by all lens man.**



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## Stationery Kit composition

1st & 2nd Class	3rd & 4th Class	5th - 8th Class	9th & 10th Class
1 Carry Bag	1 Carry Bag or 1 School Bag	1 School Bag	1 Carry Bag
1 Single Line Notebook	3 Single Line Notebook	8 Notebooks	10 Long books
1 Double Line Notebook	1 Double Line Notebook		
1 Four Line Notebook	1 Four Line Notebook		
1 Square Line Notebook	1 Square Line Notebook		
10 Pencils & 1 Scale	10 Pencils & 1 Scale	5 Pencils & 5 Pens	5 Pencils & 5 Pens
1 Eraser & 1 Sharpener	1 Eraser & 1 Sharpener	1 Geometry set	1 Geometry set
1 Compass Box	1 Compass Box	1 Drawing Book	1 Lunch Box
1 Colouring Book	1 Multi Activity Book	1 set of Crayons	1 Water Bottle
1 set of Crayons	1 set of Crayons	1 Lunch Box	1 Pack of Biscuit
1 Lunch Box	1 Lunch Box	1 Water Bottle	
1 Water Bottle	1 Water Bottle	1 Pack of Biscuit	
1 Pack of Biscuit	1 Pack of Biscuit		
<b>12 Items</b>	<b>12 Items</b>	<b>10 Items</b>	<b>8 Items</b>

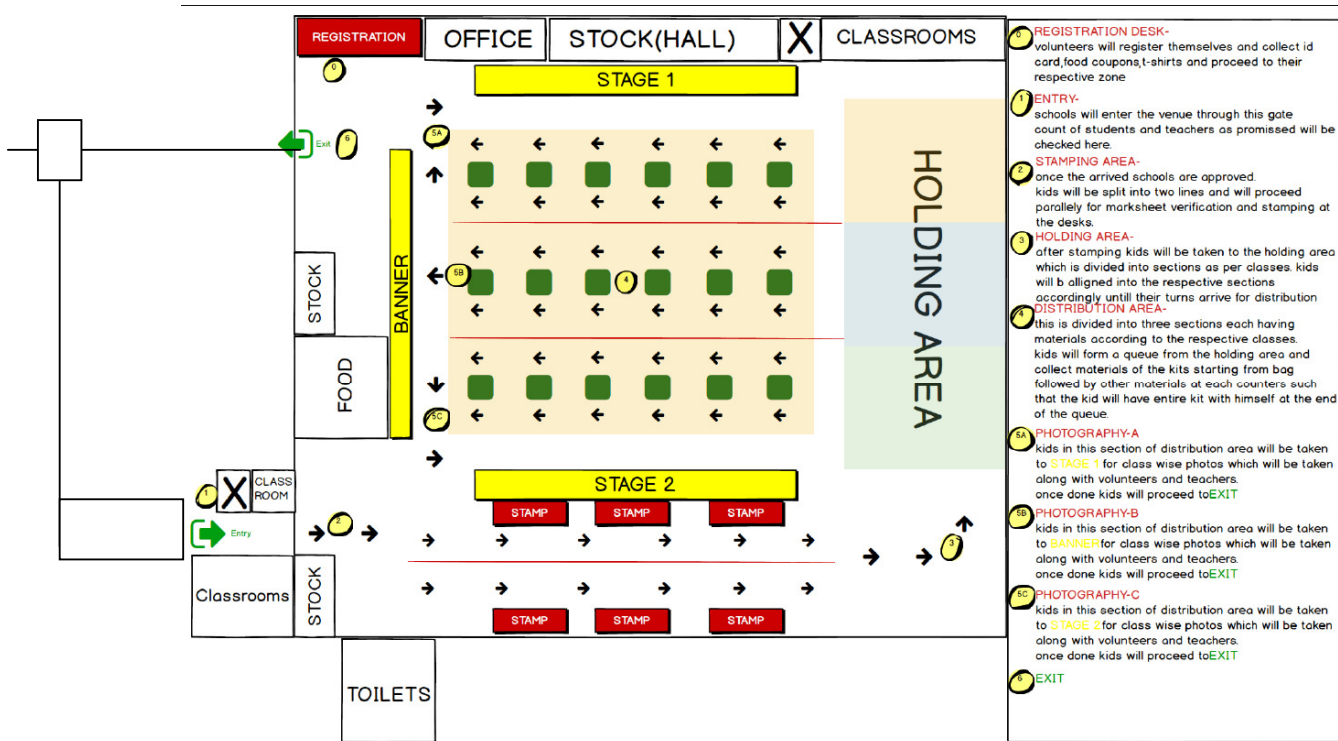
## Cost per Stationery Kit to Umang Foundation

Cost of per stationery kit cost at average of Rs 300/-



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## Floor Plan for Saturday - June 25, 2016





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## Geographical Map

<https://www.google.co.in/maps/place/Matoshri+Ramabai+Ambedkar+Vidyalay/@19.217586,73.170012,17z/data=!3m1!4b1!4m2!3m1!1s0x3be7946fe0cdeaff:0x66662dbb11ce6be1>





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## How to reach the venue

- **Travel by Train : Get down at Ulhasnagar Station**
  1. Come out of station in WEST side (towards CHM College side)
  2. Take a Auto Rikshaw
  3. Instruct auto driver to take you to the venue mentioning Matoshri Ramabai Ambedkar Vidyalaya, Samrat Ashok Nagar, OT section 3, Ulhasnagar – 3
  4. Auto Rikshaw are available at Rs 10 (stating sharing) or Rs 40 (stating direct)
  
- **Travel by Road : Coming from Kalyan side**
  1. Take “Bai ka Pul” near Kalyan Station
  2. Head towards “Section 17” on Kalyan Badlapur Road
  3. Go Straight on Kalyan Badlapur Road, towards “Sai Baba Temple” next to Ambernath Ordinance Factory and Ambernath Entrance Gate
  4. Take immediate right after the “Sai Baba Temple”
  5. Go straight till the road ends
  6. Here is your destination “Matoshri Ramabai Ambedkar Vidyalaya, Samrat Ashok Nagar, OT section 3, Ulhasnagar – 3”



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## Dress Code for the event day

- **Umang T-shirt with Blue Jeans**

*OR*

- **Female who do not wear jeans- T-shirt**, can opt to dress as per their choice keeping the dress code colour will be white and blue.

## Corporate T-shirts

1. It is advisable to check with us whether your organization T-Shirt will be permitted or not on the D-Day



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## Cost to Umang Foundation per volunteer

All individual volunteers are expected to contribute Rs 300 (minimum) towards the stationery kit.



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## “Limca Book of Records” certificate – 2017 edition

### *Eligibility Criteria*

- Individuals who will be volunteering between **07:00 AM to 05:00 PM on Sat - June 25, 2016**
  - Start Time of Volunteering : 07:00 AM (Sign In must be on or before)
  - End Time of Volunteering : 05:00 PM (Sign Out must be on or later)
- If Umang Foundation enters into LBR then their Limca Book of Records Certificate then to have the certificate for individual volunteer, **attendance verification is must in this case.**
- Expect a certificate to come by **November 30, 2016**

### **Optional**

If Individual is willing to have Limca Book of Records Certificate, please submit Rs. 200 for certificate before you leave the venue or connect with Ashish Goyal on [umang.ashish@gmail.com](mailto:umang.ashish@gmail.com)





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## Volunteer Nomination Link

### *Important Note for All Volunteers*

1. If you are getting any of your friend, colleague or anyone else, please register them on below link:  
<https://docs.google.com/forms/d/1NtRdnwFuqoOGU4wPMrHGAzRQaXbvnjfuUdqezOofPjs/viewform?formkey=dDdlX3o4eHJaRm5qa19NRmNMdGVnb3c6MQ#gid=0>
2. Please ensure nomination is completed at least **SEVEN (7) DAYS** prior to the event day.
3. All nominated volunteers will receive an email confirmation, please get in touch with Team Umang at [mail@umangfoundation.org](mailto:mail@umangfoundation.org) if you don't receive email confirmation at least 3 days prior to the event day.

## Cancellation of Nomination as Volunteer

1. Anytime, if you wish to cancel your nomination, please write an email to [mail@umangfoundation.org](mailto:mail@umangfoundation.org)
2. Team Umang and Management of Umang Foundation reserves the right to cancel your nomination in following case(s) :-
  - a. Any misconduct and bad behaviour
  - b. Any previous complaint received with name about particular volunteer
  - c. If Team Umang has received high number of nominations then Team Umang will pick and select volunteers from the available list of volunteers.



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## How can I contribute towards the cause for the education as donation

### ***If you are INDIAN CITIZEN holding INDIAN PASSPORT***

Online Transfer to Umang Foundation's Bank Account

- Bank Name ICICI Bank Ltd
- IFSC Code ICIC0000020
- Branch Details Powai, Mumbai 400 076
- Account Number 002 005 026 951
- Account Type Current Account

**OR**

Write a Cheque / Demand Draft on the Name of "**Umang Foundation**" and send it to below mentioned address

Umang Foundation  
c/o Ashish Goyal  
1506/7, Ruby, Nirmal Lifestyles,  
Behind Mulund Shoppers Stop  
LBS Marg, Mulund (W), Mumbai 400 080

ALL DONATIONS MADE TO UMANG FOUNDATION ARE EXEMPTED UNDER 80(G) OF INCOME TAX ACT 1961.

**Additionally, you are requested to visit [www.umangfoundation.org](http://www.umangfoundation.org) and fill the form available on this link and send the filled form to [mail@umangfoundatio.org](mailto:mail@umangfoundatio.org)**

### ***If you are FORIEGN CITIZEN holding NON-INDIAN PASSPORT***

There is a separate bank account for foreign nationals, please ask for bank details write an email to [mail@umangfoundatio.org](mailto:mail@umangfoundatio.org)



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## **Responsibilities of the material assembly day – June 18, 2016**

### ***Stock Management Team***

1. Responsible for verification of stock
2. Responsible for issuing material for Kit Preparation Team (Lunch Box and Compass Box)
3. Responsible for Re-packing of stock after filling

### ***Kit Preparation Team***

1. Responsible for filling Compass Box and Lunch Box as per requirement
2. Open Correctly without tearing the whole packet and pack it back
3. Handover the pack material to Stock Management Team

### ***Food Management Team***

1. Responsible for serving good food to the volunteers
2. Food and Tea arrangements are only for volunteers
3. Collect breakfast, tea and lunch coupons before entry to food section
4. Keep a focus on food serving timings

### ***Video / Photographers Team***

1. Responsible for taking photograph of the volunteers preparing stationery kits
2. Do not take photographs in case anyone has any objections

### ***Medical Team***

1. Responsible for providing basic first aid to injured person



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## **Responsibilities of the pre-event day – Friday – June 24, 2016**

### ***Stock Management Team***

1. Responsible for verification of stock
2. Responsible for issuing material for Kit Preparation Team (incl Bag)
3. Responsible for arrangement of stock after filling at back stage

### ***Kit Preparation Team***

1. Responsible for filling Bags as per requirement
2. Open Correctly without tearing the whole packet and pack it back un-used material if needed
3. Handover the pack material to Stock Management Team

### ***Food Management Team***

1. Responsible for serving good food to the volunteers
2. Food and Tea arrangements are only for volunteers
3. Keep a focus on food serving timings

### ***Video / Photographers Team***

1. Responsible for taking photograph of the volunteers preparing stationery kits
2. Do not take photographs in case anyone has any objections



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## **Responsibilities of the Day – Saturday – June 25, 2016**

### ***Volunteer Management Team***

1. Responsible for coordination among volunteers
2. Ensure Attendance (Sign-In and Sign-Out) of Volunteers
3. Creation and Distribution of ID Cards to the Volunteers
4. Distribution of T-Shirt(s) to the Volunteers
5. Assignment of Group and Role to the Volunteers
6. Instruct Volunteers to handover the ID Card while leaving the Venue
7. Collection of ID Cards and any other given by Umang Foundation as part of event and specific volunteer role at the time of Sign-Out of Volunteers
8. Distribution of Food coupons to the Volunteers

### ***T-shirt and Donation Collection Desk***

1. Fill the contribution form from the donor
2. Collect Cheque or Cash

### ***Main-road Queue Team***

1. Responsible to ensure smooth movement of children in a queue on road and entry of students to the venue
2. Allow school students after checking time on their appointment letter
3. Keep a count of the students per class and per school
4. Coordinate with School Entry team and Mark-sheet Checking Team



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### ***School Entry Team***

1. Responsible to check allocation letter and allow school students after checking time on their appointment letter
2. Keep a count of the students per class and per school – Check Increase and Decrease in number of students v/s allocation numbers
3. Coordinate with Mark-sheet Checking Team and Holding Area Team
4. Provide ID Card to the teacher who has come and has submitted their ID request forms

### ***Mark-sheet Checking Team***

1. Responsible to check mark-sheet of every student
2. Keep a count of the students per class and per school – Check Increase and Decrease in number of students v/s allocation numbers
3. Coordinate with Holding Area Team and Distribution Area Team
4. Check Mark-sheet of every student and in case student is not carrying mark-sheet then school teacher should carry a class-wise letter of such students with missing mark-sheet

### ***Mark-sheet Queue Team (A)***

1. Responsible for movement of students between Entry Gate and Mark-sheet stamping desk
2. Ensure one queue of one class per school and allow two rows to move together

### ***Mark-sheet Stamping Team***

1. Responsible for stamping student's mark-sheet



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### ***Mark-sheet Queue Team (B)***

1. Responsible for movement of students between Mark-sheet stamping desk and Holding Area
2. Ensure one queue of one class per school and allow two rows to move together

### ***Holding Area Team***

1. Responsible for sitting and entertaining school students during their wait-time
2. Take over students from Mark-sheet Queue Team (B) and arrange to sit them till their turn
3. Sitting Queue should be class-wise
4. Movement of students towards Stationery Kit Distribution Area
5. Coordinate with Distribution Area Team & Material Supply Team
6. Keep the count of students and keep updating the count to the lead
7. Inform Lead, If count increases or decreases and ensure the smooth movement of students
8. Ensure one queue of one class per school and allow two rows to move together

### ***Distribution Queue team (A)***

1. Responsible for movement of students between Holding Area and Stationery Kit Distribution Area
2. Ensure one queue of one class per school and allow two rows to move together



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### ***Stationery Kit Distribution Team***

1. Responsible for Stationery Kit Distribution

### ***Material Supply and Movement Team***

1. Responsible for movement of material from stock room to distribution desk
2. Take the material only to a specific desk who has requested for it

### ***Stock / Inventory Team***

1. Responsible for Keeping count of issued material
2. While issuing material from stock room, need to note the desk number where material is needed.
3. Need to handover only to that person who has requested for it by submitting token

### ***Photography Queue Team***

1. Responsible for taking children to the photograph section after receiving stationery kits
2. Class-wise photography to be done (mention class and photo junction...)
3. Venue has 3 photography areas and six rows of student movement

### ***Video / Photographers Team***

3. Responsible for taking photograph of the students after receiving stationery kits
4. Class-wise photography to be done (mention class and photo junction...)
5. Capture Expressions, group, individual, event moments and many more smiles etc...
6. Submit all photographs to Ashish Goyal / Alternate responsible person for the same before you exit from the venue





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### ***Stage Team***

1. Responsible for assisting photography team and children for the photograph after receiving stationery kits
2. Class-wise photography to be done (mention class and photo junction...)
3. Smooth flow of students from photography junction to exit gate

### ***School Exit Team***

1. Responsible for taking count of students per class and per school
2. Responsible for collection of Acknowledgement letter from the school teacher
3. Ensure to avoid free movement of school teachers and students from main gate

### ***Food Management Team***

1. Responsible for serving good food to the volunteers
2. Food and Tea arrangements are only for volunteers
3. Collect breakfast, tea and lunch coupons before entry to food section
4. Keep a focus on food serving timings

### ***Medical Team***

1. Responsible for providing basic first aid to injured person



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Group Number	# of People Needed (approx)	Group Description	Primary Responsible Person	Secondary Responsible Person
Group # 1	10	Volunteer Management Team		
Group # 2	4	Volunteer Task Assignment Team		
Group # 3	4	T-shirt, Donation Collection Desk		
Group # 4	10	Main Road Queue Team		
Group # 5	10	School Entry Team		
Group # 6	5	Mark sheet Checking Team		
Group # 7	5	Mark sheet Queue Team A		
Group # 8	12	Mark sheet Stamping Team		
Group # 9	5	Mar sheet Queue Team B		
Group # 10	40	Holding Area & Students Entertainment Team		
Group # 11	24	Distribution Queue Team		
Group # 12	12	Stationery Kit Distribution - Row 1		
Group # 13	12	Stationery Kit Distribution - Row 2		
Group # 14	12	Stationery Kit Distribution - Row 3		
Group # 15	12	Stationery Kit Distribution - Row 4		
Group # 16	12	Stationery Kit Distribution - Row 5		
Group # 17	12	Stationery Kit Distribution - Row 6		
Group # 18	30	Material Supply and Movement Team		
Group # 19	3	Stock / Inventory Team – Note/Longsbooks		
Group # 20	3	Stock / Inventory Team - Drawing Book, Slate		
Group # 21	3	Stock / Inventory Team - Geometry Set		
Group # 22	3	Stock / Inventory Team - Compass Box		
Group # 23	3	Stock / Inventory Team - Lunch box		
Group # 24	3	Stock / Inventory Team - Bags		
Group # 25	3	Stock / Inventory Team - Exam Pads		
Group # 26	3	Stock / Inventory Team - Water Bottle		
Group # 27	3	Stock / Inventory Team - Biscuit		
Group # 28	12	Photography Queue Team		
Group # 29	2	Photographers - Stage 1		
Group # 30	2	Photographers - Stage 2		
Group # 31	2	Photographers - Stage 3		
Group # 32	2	Stage Team - Photo Banner 1		
Group # 33	2	Stage Team - Photo Banner 2		
Group # 34	2	Stage Team - Photo Banner 3		
Group # 35	4	School and Volunteers Exit Team		
Group # 36	10	Photographers and Videographers - All Area		
Group # 37	6	Food Management Team		
Group # 38	2	Medical Team		



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## General DO's and DONT's for VOLUNTEERS

### DO'S

1. Reach on time and inform the team at least 3 days prior with your estimated time to reach the venue.
2. Must sign the attendance sheet (Time in /Time out).
3. Stick to the team assigned by the volunteer management team
4. Follow the instructions given by **Lead Volunteers and management of Umang Foundation**
5. Follow the timelines mentioned in this document
6. Help Team Umang to execute whole activity smoothly, work as a team
7. Carry light snacks and water bottle to avoid un-precedent delay in food arrangements (Water will be available on the venue)
8. Strictly follow the dress code mentioned in this document
9. Return your ID card at the time of Sign Out.

### DONT'S

1. Don't share your contact details with the local community / school management.
2. Don't disclose your organization name where you work with the local community / school management.
3. Don't wear any organization T-shirt if it is not permitted – DRESS CODE is IMPORTANT
4. Don't remove your ID card while you are at event venue
5. Don't carry id card after sign out
6. Don't share pictures of this event on any social networking site without the consent of Umang.
7. **Don't carry valuables along, though carry a empty bag with light snacks and water bottle**

Ask us, If your organization T-shirt is permitted or not



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## Basic First Aid Kit

Basic First Aid kit will be available at the venue

## In case of Emergency

In case of emergency, please contact nearby Police Station, Fire brigade, Civil Hospital and Ambulance; authorities are pre-informed.

Primarily, you should contact:-

- Ashish Goyal : 9819940222 / 9819950222 (Whatsapp)
- Pooja Goyal : 9820210999



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## Communication & Regular updates on Whatsapp

If you do not receive Umang Foundation updates on Whatsapp, please send a TEST MESSAGE on 9819940222

## Online Presence

Facebook Group: <https://www.facebook.com/groups/umangfoundation/>

Facebook Page : <https://www.facebook.com/pages/Umang-Foundation/454810995416>

LinkedIn Page

[https://www.linkedin.com/company/1003569?trk=vsrp\\_companies\\_cluster\\_name&trkInfo=VSRPsearchId%3A1964012091434363136094%2CVSRPtargetId%3A1003569%2CVSRPcmpt%3Acompanies\\_cluster](https://www.linkedin.com/company/1003569?trk=vsrp_companies_cluster_name&trkInfo=VSRPsearchId%3A1964012091434363136094%2CVSRPtargetId%3A1003569%2CVSRPcmpt%3Acompanies_cluster)

Wikipedia Page : [http://en.wikipedia.org/wiki/Umang\\_Foundation](http://en.wikipedia.org/wiki/Umang_Foundation)



[www.umangfoundation.org](http://www.umangfoundation.org)

## Questions & Answers

**Question 1:** Do I need to meet the team before event day?

**Answer 1:** Yes, All volunteers who intend to volunteer on *Saturday - June 25, 2016* are requested and suggested to meet the Team Umang Foundation on *Saturday - June 18, 2016* (a week prior) to understand their roles and responsibilities on the venue at 11:00 AM (special session 11:15 am to 12:00 noon for all volunteers will be conducted)

**Question 2:** Is it OK, if I don't attend session on June 18, 2016?

**Answer 2:** Yes but you will feel like lost on the D-Day and would wonder what you are supposed to do.



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## Note for Organization / CSR Managers / Corp Communication Team

1. Please connect with *Mr Ashish Goyal* before initiating and circulating event details among employees of your organization to understand the Do's and Don'ts of the event.
2. Please ask for the format of “**Letter of Participation**” or “**Letter of Association**” should be signed and handed over before the event, this letter needs to be printed and provided on Organization's letterhead.
3. Consolidated employee nominations can be provided in excel sheet, **please ask for format.**
4. You are requested to pro-actively informed employees about the cost associated while volunteering for this event
5. **Donation of Rs 300/-** is to be paid one time by individual (whenever employee is coming either on June 18, 2016 or June 25, 2016 whichever is first event). Another thought of keeping minimum donation is to invite only serious volunteers considering the size of this event.
6. Please receive an approval node on content from management of Umang Foundation if you are posting, publishing, printing about this event or Umang Foundation in your CSR reports, Annual reports, Management Reporting in soft copy, intranet, internet, press release, online or in printed version. Content is requested to get verified and we wish to avoid any kind of misrepresentation of facts either side.
7. **We are pleased to have max 10 volunteers from your organization.**
8. You are requested not to club this event with any marketing and branding thoughts and policies. **CSR should be kept and executed with its pure thoughts.**
9. PLEASE **DO NOT USE ANY PROMOTIONAL ITEM** during the event (ex : avoid usage of any additional banners, flags, t-shirts, standees, or any other promotional item which may flash organization name)
10. Organizations who have contributed to make this event, their logo will be used and displayed on pre-decided places.



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11. In case any photographs are taken during the event, Umang Foundation is eligible and authorized to take a copy of photographs before leaving the venue and may ask to delete any objectionable photographs.
12. Because of event limitation, un-nominated volunteers will not be entertained and may return back as well.
13. Please appoint Volunteer Group Lead as Primary Person and Secondary Person and provide us his/her details and send email to [mail@umangfoundation.org](mailto:mail@umangfoundation.org) and cc to [umang.ashish@gmail.com](mailto:umang.ashish@gmail.com)

Primary – Point of Contact for Volunteer Group	
Complete Name	
Email Id	
Contact #	
Group Size	

Secondary – Point of Contact for Volunteer Group	
Complete Name	
Email Id	
Contact #	
Group Size	

14. Employees and volunteers are requested to attend this event ONLY if they receive the CONFIRMATION EMAIL or SMS or Message on Whatsapp from Umang Foundation or Ashish Goyal.
15. You can connect with Team Umang / Ashish Goyal to check the available slots for volunteering.
16. We will keep updating this document and share the latest copy with all eligible recipients.
17. All formats are available with Umang Foundation, kindly ask for “Corporate Kit”, you can send email to [mail@umangfoundation.org](mailto:mail@umangfoundation.org) and cc to [umang.ashish@gmail.com](mailto:umang.ashish@gmail.com)





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## Disclaimer

1. This document is created by and is owned by Umang Foundation.
2. Mentioned program schedule, role, activities and other details may change as per requirement of event and as per decision and sole discretion of Management of Umang Foundation.
3. Right to Admission is reserved with Management of Umang Foundation.
4. Sponsors T-shirts, publicity material or other promotional items can be displayed based on prior approval received from Management of Umang Foundation.
5. Decision taken by Management of Umang Foundation will be non-challengeable and non-questionable.

## Indemnification

By proposing your nomination to volunteer for this event, you agree to indemnify, defend and hold Umang Foundation and its management, members, volunteers, vendors and affiliates harmless from any liability in case of any injury, loss, theft and expense which you may incur to attend or while you attend this event.



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## NGO / Trust Registration Details

Registration Category	Registration Number	Date of Registration
<b>Public Trust Act</b>	E-25564 (Mumbai)	20-March-2009
<b>PAN Number</b>	AAATU3466E	NA
<b>Registration certificate U/s 12(A) of Income Tax</b>	42834	06-January-2010
<b>Under Section 80(G) of Income Tax Act 1961</b>	DIT(E) / MC / 80(G) / 1596 / 2009-10	05-April-2010
<b>FCRA Registration with Ministry of Home Affairs</b>	083781422	04-March-2014

We are looking forward to work together to serve society for the better future of our country.

With Warm Regards,

Ashish Goyal  
Founder & Managing Trustee  
[c] +91-98199 40222  
[e] [ashish@umangfoundation.org](mailto:ashish@umangfoundation.org)