



# PEOPLE'S PARTICIPATION

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## Volunteer Policy

### Volunteering with People's Participation

#### About us

**Who are we:** We take the opportunity to project this organization as a representative of the under privileged/weaker section of the society for their continuous up gradation in all spheres for last thirteen years.

All disadvantaged groups e.g. women, children, aged and others irrespective of their castes, creeds, colours, status etc. have the inherent capacity to take responsibility and make choices about their lives. In fact, they are able to articulate and access their rights and emerge as leaders facilitating positive social change. *People's Participation (PP)* sees itself as a facilitator enabling this change. It believes that access to information and knowledge about the world and the changing political, social and economic structures contribute to the target groups having greater control over their lives. A culture of silence prevents the disadvantaged groups from articulating their dreams and aspirations as well as to express the pains of violations they have experienced. People's Participation hopes to create a culture of questioning that strengthens their abilities to challenge and change the structures that keep them silent. A collaborative and collective process that connects individuals and organization with each other enhances learning in a mutually beneficial way. People's Participation aims to draw on this synergy to help reach common goals.

*People's Participation* activities spread to several Districts in West Bengal and assistant has come from the local authorities, eminent personnel and citizens. Committed individuals from every lifestyle have chipped in. Since its inception, the goal of the *People's Participation* team has been to ensure that people gets their rights and is living in a healthy environment. Since 2005 *People's Participation* has organized thousands of people in different areas to become human rights facilitators, catalyzing life style changes within their communities. *People's Participation* has developed a unique model based on Peoples' rights to participation and development wherein they act as agents of change by forming groups and spreading awareness within their localities.

As we look back on another year and reflect on achievements and obstacles, let us reiterate the key elements that make *People's Participation* unique—its replicable and strong foundation, a broad vision encompassing an inclusive geographical approach, a complete coverage, coupled with close links and co-operation with the Government.

#### **VISION of 'People's Participation':**

We are committed to social justice, sustainable development and human rights. The right to communicate freely is a basic human right and a necessity for sustainable development. Access to information is essential to informed decision-making at all levels. We are committed to the dissemination of information and promotion of sustainable development initiatives, in response to the needs of underrepresented and marginalized sectors of society.

For bridging the data gap and improving information availability we are committed to develop and establish an ideal medium for the Participation and exchange of a trusted and accurate source of quality information. Empowerment of the vulnerable section of the disadvantaged section; to provide basic Education, Health, Training, Recreation to the down trodden people and empowerment of women and adolescent girls of the Society. To secure “Food-Shelter- Work” for all’ is our dream.

**Mission:** Our mission is to utilize the available resources in such a way that their uses can lead to substantial improvement in the quality of life of the people with whom work is being done.

**Transparency and Accountability:** We strive to develop our programmes with the involvement of the communities we claim to work with. This makes transparency a dual responsibility for us- we are as accountable to you, our donor and we are equally responsible to the communities we work with. This will be visible in the way we report back- while we send updates, event reports, and regular reports to our funders, we also ensure that the money we spend on a community is known to them.

### **Purpose of our volunteer policy**

Our volunteer policy has been created to show our volunteers and potential volunteers that we have spent time and care in planning how volunteers will be welcomed at **People’s Participation**. It also outlines that all volunteers will be treated in a fair and consistent way. It should also help our volunteers understand what support is available to them and what they can expect from us.

### **Our vision and mission for volunteering**

Volunteering is a great way to share your enthusiasm, skills and ideas whilst having fun and meeting like-minded people. By volunteering for **People’s Participation** you will be making a positive contribution to community development in our area. Volunteers are vital to our work.

### **Attracting volunteers and volunteer agreement**

We have a range of opportunities for volunteers to get involved in. PP based on volunteers activities from its birth. Many registered volunteers are engaged with us to change the society. There are active and non-active volunteers force within PP. Activity in direct field, writings, documentation work, fund raising activity etc. are the activity here for the volunteers. Anyone who does not have any criminal record (punished for a criminal offence) along with identity proofs and short C.V could contact us through e-mail: [peoplesparticipation@gmail.com](mailto:peoplesparticipation@gmail.com) for volunteer work. After completion of his/her activity s/he will earn a ‘Certificate of Participation’.

And on our website you can read through our volunteer role profiles. All you need to do then is to complete our very short Volunteer Registration Form. Alternatively, you can come along in person and enquire about becoming a volunteer.

Once we receive a copy of your completed registration form, a member of our team will get in touch with more information on specific opportunities and we can decide together which option best matches your interests and time availability and also our needs. Your help will be greatly appreciated and really will make a difference.

## Induction and training

It does not matter how much you already know, as there will be opportunities to learn, and we have roles to suit every level of expertise.

There will be an induction prepared and delivered by one of our staff. This will include:

- Some information about **People's Participation**, our vision, mission and our future plans;
- the role of the volunteer;
- introduction to some volunteers;
- tour around our facilities and see some of our initiatives;
- copy of all the relevant policies including this volunteer policy and also our Health and Safety, Expenses, Equality and Diversity and Conflict Management;
- essential procedures such as timekeeping, rota;
- information about training and ongoing learning opportunities

There will be a trial period of four weeks to give **People's Participation** and you time to discover if you are suited to each other. A review will be made midway through the trial period and also at the end. This is not an assessment, it is just so that we can be sure that you benefit the most from the volunteering experience and maximize the time you are giving freely.

## Support

Our **coordinator** will offer support to you. They will remain your key contact throughout your volunteering with us. This will include regular meetings with you to discuss how you are getting on, discuss any training needs and deal with issues arising. This will also ensure that **People's Participation** are doing all we can to make your volunteering experience an enjoyable and meaningful one.

## Recognition and reward

We could not do the work we do without our volunteers. To acknowledge this we will always say thank you and show appreciation for a job well done. There will always be a listening ear or shoulder to lean on.

**We will hold social events each year to celebrate our achievements; this might be a certificate presentation for volunteers or a celebration at PP's Foundation Day on 21<sup>st</sup> November. During these events you will get an opportunity to meet other volunteers and supporters of our work and share in our plans for the future.**

**We will take opportunities in our website and Facebook page, annual general meetings, and local and national press to praise the achievements of our volunteers.**

**We have future plan to hold each year a volunteer's week where volunteers will get the opportunity to come along to presentations.**

## Expenses:

We value our volunteers and want to ensure that there are no barriers to volunteer involvement. All reasonable out of pocket expenses, if required, will be reimbursed including expenses for travel only. In order to claim expenses, an Expenses Form must be completed, a valid receipt provided and this should be handed in to **Secretary** only.

## Resolving problems:

We hope that you will have a very enjoyable experience volunteering with us. However if your role as a volunteer does not meet with your expectations or with the commitments we have made to you, we want you to feel comfortable about letting us know. First of all, talk to the person who leads the team where you volunteer and he or she should be able to sort it out with you before it becomes a problem. If you do not feel this will resolve things you can speak to the Volunteer coordinator.

## Confidentiality:

We expect all volunteers to adhere to confidentiality guidelines which will be explained to you before you begin volunteering with us and this also includes use of social media and contact with any press.

## Equality, Diversity and Inclusion:

**People's Participation** is committed to embracing diversity and promoting equality and inclusion. When representing **People's Participation** as a volunteer we expect you to support our commitment to promoting equality.

## Volunteering whilst on benefit:

You can still volunteer with us if you are receiving benefits provided that we follow the legal guidelines. We have information from the Jobs and Benefits Department which we can talk through with you regarding the hours you can do and what you can claim for expenses incurred through volunteering.

This is the Volunteer Policy of **People's Participation**

This policy has been reviewed and is recommended for approval by:

**Dipankar Mitra**  
**Secretary - 'People's Participation'**

This policy has been viewed and is approved by:

**Samita Goswami**  
**President- 'People's Participation'**