

CHAPTER HANDBOOK



Sewa International

Together we serve better

Dear Volunteer

Sewa International is pleased to welcome you to the volunteer activities. We appreciate your interest and involvement in selfless service. We are grateful that you have chosen to share your time and talent with this wonderful group of fellow volunteers with Sewa. We hope you find your experience satisfying and rewarding.

The primary purpose of this Chapter handbook is to assist you successfully in serving as Sewa volunteer. The handbook provides information on various Sewa projects, how to start and run a chapter effectively, volunteer duties and responsibilities, volunteer development, Sewa's organizational culture and organizational systems, fundraising strategies and chapter website requirements. In addition, an extensive collection of forms, templates and manuals a chapter may need are provided as an Appendix.

Chapters are welcome to take photocopies of the forms and templates as needed. All the documents in the appendix are also available online (URLs are provided in chapter 8). If you have questions, please feel free to contact VP Organization (vporganization@sewausa.org).

Once again, our sincere thanks for your help.

Sewa International Inc.

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A. GLOSSARY

1. INTRODUCTION

Sewa International is a Hindu faith-based, humanitarian, nonprofit service organization registered under Internal Revenue Code 501(c)(3). Founded in 2003, Sewa International is part of a larger movement that started in India in 1989 and has currently spread to 18 countries. Sewa serves humanity irrespective of race, color, religion, gender or nationality.

We specialize in disaster relief and rehabilitation. Our development programs focus on family services; child, tribal and refugee welfare; women empowerment; health; and education. In addition to the US, we conduct development projects in Columbia, Guyana, India, Kenya, Pakistan and Sri Lanka.

Sewa's volunteers are energetic, inspiring, selfless, and committed (see Box 1).

Box 1: Sewa Overheads

Sewa International's "General and Administrative Expenses" are kept at an unbelievable "3%" due to the efficient running of the organization and enormous contribution from our dedicated volunteers.



2. VISION AND MISSION



2.1 Introduction

2.1.1 What is Sewa?

The word “Sewa” is a Sanskrit word that translates to “Service above self” or ‘selfless’ service. It’s a service that is performed without any expectations of a result or reward.

2.1.2 Vision

Sewa International, desires a world where everyone is happy, enjoying good health, and lives in harmony with nature. Sewa will be called in and would be among the first to serve in case of a disaster.

2.1.3 Mission

The mission of Sewa International (Sewa, henceforth) is three fold: Serve Humanity in Distress, Aid Local Communities, and, Promote Volunteerism.

2.1.4 Guiding principles and philosophy

In the classical Indian language of Sanskrit, 'Sewa' means 'service beyond self. Sewa is thus a means of burning one's ego through selfless action - a primary purpose in life.

Sewa International espouses the following universal principles:

Serving Humanity is Serving Divinity (Nara sewa Narayan sewa).

The whole world is one family (Vasudaiva kutumbakam)

Let all be happy (Sarve bhavantu sukhinah).

These principles guide our volunteers to serve the society with their body, mind, and wealth.

2.2 History of Sewa International

2.2.1 When, where and by whom was Sewa founded?

Sewa movement was established in 1989 in India, in 1991 in UK.

2.2.2 When did Sewa start in the US?

Sewa started in US in the year 2003 and registered under Internal Revenue Code 501(c)(3)

in 2004.

2.3 Sewa International in Action

Sewa International desires a world where everyone is happy, enjoying good health, and living in harmony with the nature. Sewa movement has spread to 18 countries in the world. Sewa International conducts its projects through its own staff and volunteers, as well as provides grants to other domestic and international nonprofit organizations to accomplish our mission effectively. Often, but not exclusively, we work with our sister organizations internationally.

2.3.1 Major projects funded by Sewa

Below is a brief elaboration of the Mission of Sewa and how it relates to the projects that Sewa undertakes.

SERVE HUMANITY IN DISTRESS

- **Disaster Rescue, Relief and Rehabilitation**

Natural disasters such as floods, landslides, earthquakes, hurricanes, and forest fires devastate humanity, animals and infrastructure causing distress.

Sewa mobilizes financial, technical, and volunteer resources for all the three phases after a disaster: rescue (72 hours), relief (30-90 days) and rehabilitation (3-5 years). We invest in capacity and infrastructure building during rehabilitation for the long term benefit of the community. We often partner with our sister organizations globally to efficiently deliver rescue, relief and rehabilitation services.

- **Development Projects - International**

Sewa International, with its presence in 18 countries[1], supports and executes development projects effectively. We support development projects in India, Columbia, Kenya, Guyana, Malaysia, Peru, Sri Lanka, and Suriname.

International Development Projects focus on education, child and tribal welfare, youth and women empowerment, vocational training, rural development, and environment protection.

- » **Sponsor a Child**

Sponsor a child project serves children of low-income families by donating fees, uniforms, books, subject coaching, career guidance, and counseling. Due to the elabo-

rate information technology needs, this project has its own website sac.sewausa.org. Currently, children in nine states in India[2] are covered by this project.

» **Toilet and Hygiene Project**

The Toilet and Hygiene project was started in 2015 for India[3]. Target locations for toilets are urban slums, rural villages, and girls' schools (Government and private).

AID LOCAL COMMUNITIES

Sewa aids local communities across the US through the following projects:

- Family Services for the South-Asian Community – a flagship project
- Refugee Empowerment – ASPIRE (educating refugee and needy immigrant youth)
- Food Drives for feeding the homeless and hungry, Habitat for Humanity, etc.

Sewa International identifies a *flagship* project in the US that all Sewa Chapters are expected to conduct. From 2009-2013 the flagship project was the *Bhutanese Refugee Empowerment Project*. From 2014 onwards we have identified *Family Services* as the flagship project.

- **Family Services program**

- » Based on the concept of Hindu families, Sewa has developed and organized the Family Services program across chapters with three main areas of focus.
- » Emergency support services to needy families.
- » Health and Wellness such as Stop Diabetes Movement using Yoga
- » Awareness and Education such as workshops on financial management, Marriage 101, College Preparedness, etc.

- **Bhutanese Empowerment Program**

Bhutanese Empowerment (in the US) focuses on Youth and Women empowerment, skill set improvement, job and vocational services to Bhutanese asylees of ethnic cleansing in US.

PROMOTE VOLUNTEERING

Sewa projects can be classified in 5 main categories. Sewa International is run by dedicated volunteers, from all sections of the community, working together to serve. All volunteering programs are open to Indian-American youth as well as mainstream Americans.

Sewa projects can be classified in five main volunteer promotion categories per our mission:

- **Yuva for Sewa**

A 10-week structured International Summer internship program for college going youth in the areas of public health, medicine, environment, education, and social service. Since 2006, we have have offered the program in India (Bengaluru, Hyderabad and Pune) and Guyana. Refer to Section 6.2.3 for more details.

- **Doctors for Sewa**

A program for physicians in the US who want to serve the needy in the US, India and abroad. We run day-long medical fairs to benefit the needy in a number of our US Chapters. We run multi-day medical camps and in many parts of India, in Guyana and in Nepal. US physicians, and volunteers work with local physicians to serve the local needy population.

- **Lead**

A structured Summer Internship program for High School youth in our chapters who want to serve the needy in the US, India and abroad. Refer to Section 6.2.2 for more information.

- **Get Inspired**

A 8-week Summer Internship program for High School and College youth in the US conducted by selected Chapters.

- **Days of Volunteering**

A unique program that promotes volunteering at the Chapter level. Chapters run local projects such as spring cleaning at the local park, stocking the food bank, manning soup kitchen etc.

Sewa volunteers work hard to keep our General and Administrative overheads to *a minimum of an unbelievable 3%*.

[1] Australia, Canada, Guyana, India, Kenya, Malaysia, Myanmar (Burma), Nepal, New Zealand, South Africa, Sri Lanka, Suriname, Trinidad & Tobago, UK, and, United States *** LIST INCOMPLETE ***.

[2] Andhra, Assam, Chhattisgarh, Jammu & Kashmir, Jharkhand, Karnataka, Madhya Pradesh, Tamil Nadu and Telengana.

[3] By April 2016, Sewa had built 68 toilets in Karnataka and Andhra. Sewa partners with Seva Kirana a Hindu Seva Prathishtana project.

2.3.2 How Sewa chooses which organizations to support?

Sewa International while choosing projects to support, does not discriminate based on caste, race, color, religion, sex, and nationality of the beneficiaries. As selection criteria we use a humanitarian perspective, IRS guidelines, and, compliance with US laws including the Patriot Act. Recognizing the principle of ‘Service to Humanity is Service to the Divine’, we do not expect anything in return from the beneficiaries for services rendered. This is the unique difference in our approach as compared with other faith-based organizations. *We do not proselytize.*

2.4 Frequently Asked Questions

2.4.1 Why should Donors choose Sewa International over other charities?

When grave disasters occurs in any part of the world, many organizations in the social, cultural, education, and religious spheres feel for the pain and suffering of the victims. Out of natural humanitarian concerns, they come forward to help and raise donations. This is a good thing. However, after initial outpouring of sympathy and urge to help subsides, they quickly return to their respective core focus areas and missions. This is natural. But Sewa is unique. Our mission compels us to offer relief and rehabilitation in the long-term.

- ***International Coverage***

We have sister organizations in many countries with whom we partner.

- ***Experience***

We have collective experience of 100 person-years in relief and rehabilitation.

- ***Response to Disasters***

- » **Relief:** We are nimble, and respond quickly to relief and rehabilitation.
- » **Rehabilitation:** Sewa creates a deliberate long-term strategy for rehabilitation activity. Planning methodically we conduct a detailed survey of the damages preparing a project proposal for rehabilitation. We focus on aspects such as long-term shelter, education, cultural needs, vocational training for victims for them to get back on their feet. Rehabilitation is usually 3-5 year-long process, that most organizations usually have no bandwidth to deliver sustainable rehabilitation.
- » **Collaboration with Other Organizations:** Organizations from social, cultural, education and religious sphere raise funds during immediate aftermath of a calamity

and select Sewa International as a preferred organization for proper, honest, and transparent utilization of collected funds.

- **Our overheads are 3%**

That means that the Donor's money will reach the beneficiaries without being whittled away in transit. We keep our overheads low due to the hardwork of our dedicated volunteers, and our unique participative management philosophy.

2.4.2 Is Sewa International a religious organization?

The simple answer is NO. We are inspired by our Hindu faith but do not discriminate among the beneficiaries in the service we provide.



3. SEWA CHAPTER



3.1 New chapter

What makes a Sewa chapter? Just a group of like-minded people who are willing to commit part of their time for Sewa's mission.

Once you have a group, contact the VP of Organization (vporganization@sewausa.org) and convey your interest in starting a new chapter in your area. Sewa will provide you required information about Sewa International, along with the chapter handbook, to get an overview of what is involved in running a Sewa chapter. If required, someone from the Sewa executive leadership can talk to your group either in a tele-conference, or by an in-person meeting to provide clarity on Sewa's vision and mission.

3.1.1 Chapter prerequisites

To run a Sewa chapter, you need the following:

Chapter Team

- One or two volunteers with absolute clarity on Sewa's vision and mission to
 - » Lead the chapter
 - » Implement the organizational systems mentioned in Chapter 5
 - » Invest in volunteer development mentioned in Chapter 4
- Volunteers who can take-up different responsibilities for running a chapter smoothly
 - » At least the core functions (mentioned in Section 3.2.2) to begin with
 - » Please refer to Section 3.2.4 for more details on how to identify and assign responsibilities
 - » Ensure that your entire chapter team have a good understanding of Sewa International's vision and mission (Section 2.1)
 - » Identify a few prominent members of your community who can serve as the board of advisors for your chapter (refer to Section 3.2.1 of the handbook)

Chapter Website

- Contact Web Support Team admin@sewausa.org (<https://www.sewausa.org/executive-leadership>) for creating a new chapter website and to provide your chapter's webpage administrator with necessary training in order to maintain the chapter website.

- Besides all the required training, you need some basic content (including the profiles and photos of your chapter team) to activate your chapter website.
- Please refer to <https://sewausa.org/chapter/houston/team?cat=C> for an example

Chapter Facebook page

Social media is one of the effective tools to spread awareness about Sewa International in your local area. Create a facebook page for your chapter to share updates, create events and outreach to more people. Here's the link to Sewa International's facebook page - <https://www.facebook.com/sewausa>

Promotional material

- Contact the VP Marketing and Development vpmarketing@sewausa.org (<https://www.sewausa.org/executive-leadership>) to procure all the promotional material required for your chapter (banners, brochures etc)
- Refer to chapter 8 of the handbook for other relevant documents and forms

3.1.2 Stages in the evolution of a chapter

Chapters may be categorized into the Starter, Organized and Effective chapter based on the number of volunteers and their activities.

A ***starter chapter*** is in its initiation phase that has:

- 3+ committed volunteers.
- Conduct one volunteer orientation training.
- Quarterly Chapter Meetings
- Organize minimum of 2 programs aligned with Sewa's mission and vision.
- Conduct one fundraising activity aligned with Sewa's mission

An ***organized chapter*** is the next phase of the starter chapter that has:

- 5+ volunteers
- Monthly Chapter meetings
- Project teams are formed with Project leads. Each volunteer has defined responsibilities.
- Comply with all aspects of Sewa's Common Minimum Program.
- Provide volunteer training to hone their skills.
 - » Hold a minimum of 2 volunteer training sessions
 - » Training increases their knowledge about Sewa projects and team building skills.

An *effective chapter* is the next phase of the organized chapter that has:

- 20+ volunteers
- Monthly Chapter meetings
- Organize signature events in the community.
- Raise over \$200K funds annually.
- A Chapter Board of Advisors with at least 5 prominent members of the community
- Brand recognition of Sewa International in the Community

3.1.3 Chapter traits

- Organizing recurring events and signature events consistently so the community knows about Sewa International and in turn helps in fundraising.
- Organizing events aligned with Sewa's 3 point mission
 - » Serve Humanity in Distress
 - » Aid local communities
 - » Promote Volunteerism
- Energetic chapter team with specific responsibilities (Section 3.2)
- Regular volunteer meetings (Section 5.2)
- Volunteer trainings and education sessions (Section 5.3)

3.2 Organizational Structure

The functional roles and responsibilities of a chapter can be broadly divided into two categories - *Core functions* and *Project Functions*. Figure 3.1 outlines a sample structure for a Sewa chapter. The specific roles in each chapter would depend on the projects and the strength of the team.

3.2.1 Chapter Executive Leadership

The executive leadership is divided among the Chapter President and the Chapter Coordinator (aka Vice President). They are supported by a Chapter Board of Advisors.

Chapter President

- Face of the Chapter -
 - » A wise community Leader who is in touch with other leaders of the community
- Opens doors for funding

- » Identify and approach potential donors in the area
- » Donor relations - maintain contact with the current donors
- Provides leadership to the Chapter in conjunction with the Chapter Coordinator
 - » Meet with the Chapter Team for Monthly meetings
 - » Work with the Coordinator to make appointments to the roles
- Works with Sewa Central Leadership in implementing Sewa Programs
- Attend annual Sewa national conference/meeting

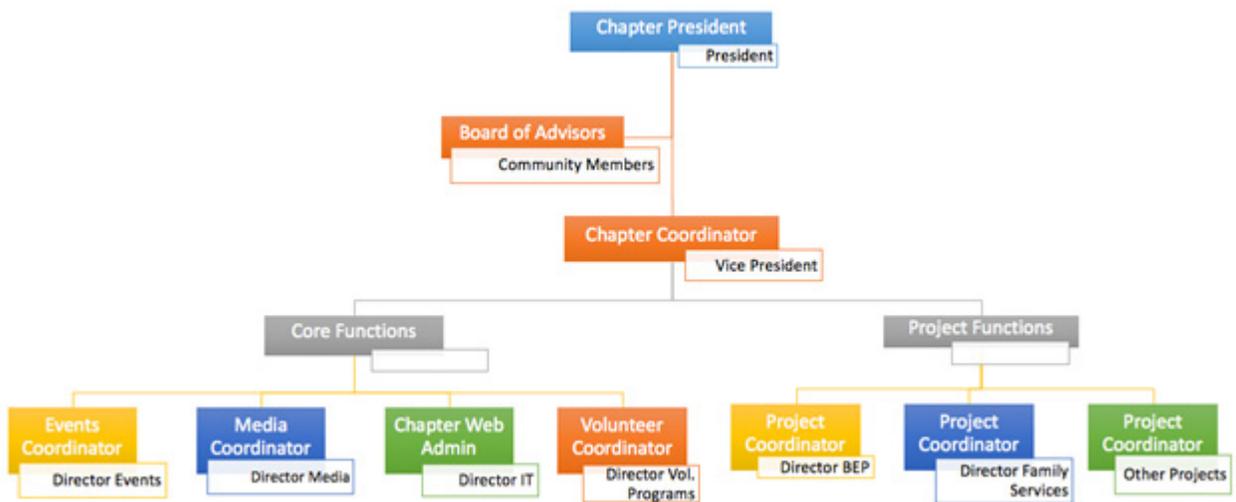


Figure 3.1: Sewa Chapter Structure

Chapter Coordinator (External Title: Vice President)

- Responsible for all Executive actions in the Chapter
- Organizes monthly meetings. This includes:
 - » Setting up the Agenda with the Chapter President and Team
 - » Sending out a calendar invite and an email to the team a week before the meeting
 - » Finalizing the time and location for the meeting
 - » Creating and sending the minutes of the meeting to the team
 - » Make calls if needed to the existing and new members to keep in contact
- Interact with Chapter President and the Chapter Board of Advisors on a regular basis, and inform them about chapter activities
- Coordinates with the Chapter President to identify and appoint volunteers for

specific functions

- Leads annual planning meeting
- Plans and Leads Annual Fundraisers jointly with Chapter President
- Plans, Leads and Enables other project based fundraisers jointly with Chapter President
- Coordinates with other Project and task managers to
 - » Get regular updates from other project-specific coordinators, Media coordinator and Webpage Admin
 - » Mobilize resources for Project coordinators (assign additional team members or find other resources etc)
- Coordinates with the Sewa Central Leadership for resources such as paid personnel and marketing materials (T-shirts, brochures, banners, etc.)

Chapter Board of Advisors

- Prominent members of the local community who provide for Sewa with at least two of the 3Ts
 - » Treasure, and Talent.
 - » While giving the third T - Time generously.
- The President and Chapter Coordinator interact with the Chapter Board of Advisors.
- Chapter Board of Advisors. meet Quarterly and provide guidance and advice for the Chapter to prosper

3.2.2 Core Functions

The core functions of the Chapter are divided among the Events Coordinator, Media Coordinator, Volunteer Coordinator and Webpage Admin. Their roles are defined below.

Events Coordinator

- Works with the Chapter coordinator
- Responsible for all event related activities
- Forms committees and subcommittees to execute events successfully

Media Coordinator

- Media related responsibilities
 - » Print Media - contact local newspapers to publish press releases
 - » Social Media:

- * Creating and manages handles
- * Posts on Facebook/Twitter
- * Chapter Newsletters
- » Maintain chapter email account
 - * Responds promptly to event related or sewa related questions
 - * Follows up new volunteer leads
- » Create content for media sources or webpage
 - * Press releases for media sources
 - * Newsletters and Updates (creation and publicity) for webpage
- Event related publicity tasks, including
 - » Develop and deploy Publicity materials - Flyers, emails, posters, brochures etc., as needed (Get help from other team members if required)
 - » Thank-you and follow up emails
 - » Banners (standing and flat)
- Write short reports on past events and send them to Webpage Admin to publish on our webpage.

Webpage Admin

- Maintains Sewa chapter webpage
 - » Obtains content for the chapter webpage from the Media Coordinator, Chapter Coordinator and Chapter President
 - » Posts any chapter updates that needs to go on the webpage
 - » Creates Events - work with the Sewa National IT team to setup online ticketing
 - » Publishes newsletters/event reports/pictures on Sewa website
- Coordinates with the Sewa National IT team for specific webpage related needs/questions
- Undergoes website related training conducted by the Sewa National IT team

Volunteer Coordinator

- Recruits Volunteers in conjunction with Chapter Coordinator
- Maintains Volunteer list for the Chapter and keep it current.
- Provides volunteer resources for all Chapter Events
- Promotes volunteerism for the *Days of Volunteering* projects

- » Contact local community service organizations for volunteering opportunities
- » Sets up monthly volunteering activity and publicizes a month in advance
- » Coordinates with the point of contact in that organization and acquire instructions for the activity from that organization, if they have any
- » Sends out the event details to the communications coordinator at least 3 weeks in advance to the date of the event
- » Coordinates with people who've signed up for the volunteering event and share (facebook/email) the instructions, if applicable
- » Attends the event - If unable to attend, ensure a replacement.
- » Takes pictures during the event or assign someone to take the pictures and share them with the communications coordinator
- » Ensures the media coordinator sends a thank-you email to all the attendees
- Promotes Get Inspired and YFS in the local area and help in recruitment

Note: The role of Treasurer is redundant.

All financial approvals for expense has to be done by Chapter Coordinator/President for Chapter reimbursement process (see Section 8.2).

Event collections are handled by the Events Coordinator or an assignee so that the checks reach Houston Accounting office or is deposited into the local branch of the Chase Bank (current bank for Sewa).

Chapter records are maintained in the sub-account that Houston Accounting Office tracks for both donations by the Chapter Zip Codes and project, as well as expense categories.

3.2.3 Project Functions

A Project Coordinator is appointed for each project the chapter undertakes. Projects are chosen by the Chapter Team (President, Coordinator, Chapter Staff, and active volunteers)

The volunteers works with Project Coordinators. The Project Coordinator will form teams as deemed appropriate, to ensure successful implementation of the Project. The Project Coordinator attends relevant National Project Meetings (physical and Web meetings) and works with the National Project Director. The role for each Project Coordinator can be defined by consulting with the Sewa Central Leadership. Some examples of project coordinators are:

Family Services Coordinator, Bhutanese Empowerment Project Coordinator, and

Doctors for Sewa Coordinator.

Besides specific project coordinators, a chapter may identify additional responsibilities such as CSR coordinator.

CSR Coordinator

- Coordinate with Sewa VP of Development and Marketing
- Lead chapter's efforts to procure corporate funding
 - » Research Corporate funding opportunities and areas of funding in the Chapter geography in
 - * Employee matching
 - * Chapter Project funding
 - * Sewa National Initiatives
 - » Apply for getting Sewa International qualified and registered by the Corporate entity
 - * Procure all necessary documents from the National team, create the documents if necessary

3.2.4 How to identify and communicate responsibilities

1. Need

- » Generate a "Job Description" covering areas of duties, responsibilities, supervision, and reporting chain.
- » All "Job" responsibilities should be time delimited i.e., responsibilities should be for one to two years with a periodic review - usually annual.
- » Contact Sewa VP Organization (vporganization@sewausa.org) for templates.

2. Deciding

- » Chapter President and Coordinator should initiate the process. It's very natural that, senior team members would have ideas about new responsibility, too. Take their inputs as well
- » Discuss over phone, but never discuss pros/cons about any team member over emails or social media (like Whatsapp)
- » Discuss in-person, but never in a meeting with a bunch of team members; also no voting

- » Before proposing a new responsibility to a volunteer, check his/her qualities/abilities for other potential responsibilities too

3. Communicating

- » While talking to a volunteer for assigning a new responsibility, make sure more than one person is present
- » If driving distance is not an issue, try to assign a new responsibility in-person
- » Take along “Roles & Responsibilities” document and have him/her read it; thus provide an opportunity to ask questions before accepting the responsibility
- » Until announced, the new responsibilities should not be publicized with team members other than from whom inputs were taken

4. Training and Up-Boarding

- » The immediate Supervisor should take responsibility for providing an orderly transfer of responsibilities, Training materials and opportunities

5. Review and Monitoring

- » Periodic evaluation should be a part of the Chapter management.

3.3 Sewa International Expenses

Nonprofit expenses are in three categories: Program or Project expenses, General & Administrative (G & A) expenses, and Fundraising expenses. Program or Project expenses are the funds spent on running a project. The Fundraising expenses consist of event management and marketing expenses. The G & A expenses require some explanation as will the Marketing Expenses.

3.3.1 General and Administrative Expenses

G & A expenses consists of Accounting services, Web services, non-program staff and officers’ salaries, legal representation, and other consulting services to keep the organization functioning in accordance with the 501(c)(3) charter and Sewa’s mission.

The G & A expenses have been pegged at 3% of Sewa’s revenue for the last few years. The primary reason for low G & A for Sewa is because the Officers (President, Vice Presidents, and Directors in the National Team) are volunteers. Other organizations with revenues similar to that of Sewa’s usually have 12%-18% G & A Expenses.

3.3.2 Marketing Expenses

Marketing activities and strategies for a nonprofit organization consists of development and spread of core messages to its target market, to solicit donations, and, to interest volunteers for the organization to achieve its mission. The four P's of Marketing: product, place, price and promotion, remain the same for for-profit as well as for nonprofits. Marketing Communications expenses that form a part of the marketing expenses consists of the the messages and media that the organization deploys to communicate with its target market.

Sewa raises funds through Chapter events, social media marketing campaigns and plain word of mouth. Except for a small amount in grants from the government , 99% of the funding comes from individuals and private foundations.

Marketing expenses for Sewa is at 8%. Depending on the marketing strategy and tactics the marketing expenses can be high, for instance 35% for a gala is not unreasonable.

1. "Nonprofit Marketing," Investopedia, <http://www.investopedia.com/terms/n/nonprofit-marketing.asp>. Accessed Apr 25, 2016.

2. Marketing communications consists of the the messages and media (print and electronic media advertisements, social media message forming and posts, etc.) that the organization deploys to communicate with its clientele. These include, logos, slogans, and copy for media campaigns. Wiefels, P. (2002). *The Chasm Companion*. New York: Harper Business.

3.4 How to support a new project

3.4.1 Chapter Fundraising

Sewa Chapters are expected to conduct Annual Fundraising to support the G & A expenses. In addition, Chapters should fundraise to support Chapter local expenses including event expenses, local projects, local staff salaries, rental and office expenses.

3.4.2 Sewa Flagship Project

Sewa International has identified "Family Services" as the Flagship project. This means your Chapters have to conduct at least in one of the three components of the Family Services Project.

3.4.3 Local projects

Every chapter is expected to take up one of the volunteer development projects. All chapters

are encouraged to take up other Sewa projects depending on the interest and strength of the chapter team.

To support a new Sewa project in your local area,

- Discuss with your chapter team what is involved in carrying out the project
- The Sewa executive leadership can provide all the required information to start the project - ask for any inspirational anecdotes to motivate your team members
- Identify a project coordinator and ensure that he/she understands the responsibility
- Ensure that the project is listed under the PROJECTS tab of your chapter website

3.4.4 International projects

Sewa International, jointly with its sister organizations, is involved in various development projects in over 20 countries. Most of the international projects are multi-year, and span a gamut of social causes like education, child and tribal welfare, youth and women empowerment, vocational training, rural development and the environment. For more information, refer to <https://www.sewausa.org/project-category/international-development>

Every year, Sewa identifies a list of international projects as “Star projects” which are supported by the Sewa chapters in the US.

Sponsor a Child is a new Sewa project with its own website <https://sac.sewausa.org>. Children from needy families in urban and rural parts are supported for a meagre donation of \$20 per month per child. This project is different from Ekal Vidyalaya projects in that SAC focuses on education while Ekal focuses on literacy.

In addition to those projects, Chapters can propose to support an international project by an organization. Contact the Sewa Grants Review Committee (GRC) grants@sewausa.org to propose an international project.

GRC will then evaluate the appropriateness of the project and the eligibility of the organization to apply for a Sewa grant. Subsequently, if qualified, the organization is invited to submit a grant request through a Grant Request Form (GRF) process. Sewa GRC periodically reviews new GRFs and recommends projects for funding to the Board of Directors, who make the final decision. Upon Board approval, funds will be disbursed to the applicant organization. Once a new GRF upon Sewa GRC invitation has been received, the process takes about four weeks to complete.

Grants are made four times a year (quarterly) on the following dates and funds are transferred immediately: Jan 1, Apr 1, July 1, and Oct 1 of each year.

Refer to Section 8.5 for documents related to Sewa grants.



4. SEWA VOLUNTEER



4.1 Guidelines for Sewa Volunteers

Each chapter coordinator should ensure that every volunteer in the chapter reads, understands and complies with the following guidelines.

4.1.1 Your duties as a Sewa Volunteer

- Volunteers are required to notify the Sewa Chapter of any changes in contact information (i.e., emergency contact notification, information, home address, telephone number(s), email address).
- Volunteers who have not reached the age 18 must have the written consent of a parent or legal guardian prior to volunteering (Refer to Section 8.1.1 for Volunteer waiver form)
- While on volunteer work, safety should be most important concern. It is your duty to take all precautions for your safety and safety of others.
- Respect for others – behave respectfully and friendly with others including fellow volunteers, donors, supporters, Sewa beneficiaries etc
- All volunteers must work toward promoting Sewa's vision and mission. No other agenda is allowed while representing Sewa.
- A volunteer may decide to end his or her service with the Sewa at any time and for any reason. It is the duty of a volunteer to hand over all the assignment back to Chapter coordinator or any other responsible person.
- Adhere to the local rules and regulations.

4.1.2 Your responsibilities as a Sewa Volunteer

- Be realistic and sincere in accepting your assignment, taking into consideration your interests, skills and availability
- Learn your volunteer assignment as well as you can by completing all the required training, asking questions and staying in touch with your chapter coordinator
- Training for volunteers - Develop your skills as a volunteer by participating in training and development opportunities. Learn as much as you can to do the best job possible.
- Teamwork - Coordination with other Sewa Volunteers

- Follow all policies and guidelines of Sewa and observe confidentiality when needed, and engage in appropriate public behavior at all times
- Participate in the feedback process by constructive suggestions for improvement in any area
- Must exercise customary ethical business communications standards and practices

4.1.3 Volunteer Code of Conduct

- Honor your commitment. Be dependable and on time for your assigned responsibilities.
- Wherever applicable, sign in and out the office (unless otherwise directed.) Be sure to wear an identifying name badge on the while it is needed.
- Be respectful of cultural, social and religious differences.
- Volunteers are prohibited from receiving gifts while on volunteer work.
- Volunteers are role models. Please dress in a socially acceptable manner.
- Volunteers will refrain from selling products or marketing of any kind, or distributing literature not provided to you by Sewa.
- Don't take pictures unless you are authorized and taken permission.
- Don't give any press releases, public statements unless you are authorized by Sewa.
- If Sewa volunteers are working with young children and vulnerable population such as refugees, the State will require that you will be subject to 'police check' at your expense. Once you have procured such a certification, Sewa will satisfy the rules of the State and will allow you to work with such vulnerable population (See Section 8.1.6 for more information on the background check process).

4.1.4 Insurance for Volunteers

In general, the Sewa does not cover insurance for volunteers while they are acting as agents for the Sewa. It is your responsibility to cover all insurance matters. However, Sewa covers insurance policies for any major events under Commercial General Liability insurance. Questions about Insurance for volunteers can be referred to the VP of Finance.

If you are driving your own vehicle or some other person's vehicle, while volunteering for Sewa, then Sewa is not responsible for any accident related expenses.

According to Insurance experts, the insurance "travels" with the vehicle It is illegal to drive

a registered vehicle without insurance in all states in the US, hence it is safe to assume that any accident or damages while driving is covered by the insurance of the vehicle you are driving or in the case of rented vehicles by your own insurance. In any instance, Sewa will not be responsible for such damages.

4.2 Volunteer Recruitment

4.2.1 Why people volunteer?

Many factors attract people to volunteering. Some of the main reasons are:

- They get much joy and satisfaction in doing service.
- Their friends/family inspired them to participate.
- They want to meet new people and learn new skills.
- The organization they are working for/or affiliated with is taking part in the volunteering program.
- They have a personal connection with the cause/ mission they are volunteering for.

Volunteering is thus a great way to be acquainted with the ground realities, discover oneself and develop personal and professional skills like creativity, problem solving, team-work etc.

Understanding why people volunteer and their motivational needs will help us target our recruitment strategies, and to engage the volunteers in line with the needs and goals of the projects. A myriad of reasons can motivate them: they are driven by personal interaction to make new friends, need for new challenges in their life, or personal growth such as working towards set goals, etc.

4.2.2 Recruitment basics

People are already aware of the problems existent around them, even if only at the surface level. Hence, volunteer recruitment is more a process of showing people that we already have a platform where they can do what they want to do. We need to make people feel that they can make a difference, give them incentives to volunteer, and point out exactly how they are capable of bringing the change, while achieving personal satisfaction and growth.

For a new chapter, here are a few pointers to begin with which will help you to enlist volunteering opportunities in your town/ city. You will have to start with exploring your town's developmental landscape.

- What are the major pressing problems people face in your town/ city or a localized neighbourhood? Get a high level understanding of the situation with respect to education, health, disability, women, economic status, environment, etc.
- How are government institutions functioning in the above sectors?
- What are the gaps in the system and which of them can be fixed by volunteers?
- Which are the nonprofits working in this town/ city? What are the main causes they are working for?
- Which are the nonprofits we can start working with by providing volunteers?

Having a list of possible volunteering options and project locations is important before you start recruiting volunteers.

Volunteers join Sewa through the following means

1. Register online on <https://sewauusa.org/become-a-volunteer>
2. Through presentations in colleges/ corporates either in general or for specific requirements (Eg: Yuva for Sewa, Family Services etc.)
3. Signups at Sewa events or Sewa booths at other local events

When volunteers register online, most of them are unsure about what they will be involved in. They are still trying to explore what volunteering means and are not exactly clear about the commitment required from them. They are mostly seeing volunteering as a series of events they can attend whenever they are free and not as a regular, weekly committed effort.

Keeping volunteer retention in mind, it is always better to take them through telephonic pre-screening to understand their levels of interest and commitment, and also let them know what exactly is expected of them.

Here are a few questions which will help you in telephonic screening

- Q : What interests you the most about volunteering?
- Q : Why do you want to work with Sewa?
- Q : What motivates you to volunteer?
- Q : Who inspires you in life the most and why ?
- Q : Why do you want to volunteer for this position ?
- Q : What are you expectations from this role ?
- Q : Mention any past experience similar or relevant to this position ?

Q : What have you done in the past year to improve your skills ?

Q : Are you sure you are available during the period mentioned ?

Q : What assistance or skills you need to develop to be successful in this role ?

Q : How would you know if you were successful in your assignment?

Determining volunteer needs while recruiting for specific projects

Effective volunteer recruitment begins with a volunteer program that is well planned and executed and that offers meaningful work.

You will need to consider the type(s) of volunteers you need for your project or program. Think beyond your traditional volunteer base - Do you need someone with many hours to devote to the project, or people who want to serve only one afternoon? Is the project appropriate for seniors, or other people with different abilities? What level of maturity or time commitment is needed?

If you are working on a specific service project, you can determine your volunteer needs through developing a task list. Consider what you want to accomplish and the tasks needed; then create a comprehensive list of the assignments and the number of volunteers needed for each task.

Volunteer Needs

For any project, have the following questions answered, preferably put them down on paper.

1. How many volunteers are needed for the project?
2. By what date must volunteers be secured?
3. What is the time commitment required for this project?
4. Briefly describe what volunteers are needed for:
5. Describe special skills, knowledge, or qualifications required

Volunteer Responsibility Description

The volunteer position description is a very useful tool. It outlines responsibilities, support, and benefits of specific volunteer opportunities. It also strengthens your recruitment efforts because it defines the assignment, skills, abilities, and interests necessary to perform the task successfully.

A Volunteer Position Description should include the following components:

- **Title:** Provide a descriptive title that gives the volunteer a sense of identity. This will

also help program staff and other volunteers understand the assigned role.

- ***Purpose/objective:*** The specific purpose of the position. If possible, state the purpose in relation to the nonprofit's mission and goals.
- ***Location:*** Describe where the person will be working.
- ***Key responsibilities:*** List the position's major responsibilities. Clearly define what the volunteer is expected to do as part of this assignment.
- ***Qualifications (if any required):*** Any particular skills, age/ gender, maturity requirements.
- ***Time commitment:*** Note the length of the assignment, hours per week, and/or other special requirements.
- ***Training/support provided:*** Define nature and length of all general and position-specific training required for the assignment. Also list resources and other support available to the volunteer.

4.2.3 Volunteer Recruitment Strategies

You have determined your volunteer needs and created a task list and/or position descriptions for the assignments. The next step is to create a recruitment strategy to determine whom you will ask to volunteer and how you will ask them.

First, examine the volunteer positions to be filled. Ask yourself these questions:

- Who will be qualified for and interested in this position?
- Who will be able to meet the time commitments?
- Where will you find these people?
- What motivates them to serve?
- What is the best way to approach them?

Now that you have decided on who, you need to start thinking about how to target them. Remember that different messages will appeal to different audiences, so you will want to use a variety of recruitment methods. You can use targeted recruitment that is focused and addressed to a specific audience where people will have the skills, interests, and availability needed to fill your positions.

Broad-based recruitment can be effective for positions requiring minimal training or for

when you need a lot of people for a short-term event.

Here are just a few ways of recruiting volunteers:

- The personal ask is always the most compelling. Ask a friend, a neighbour, a family member if they want to volunteer.
- Post your volunteer opportunity on the Web, using your chapter web site or facebook
- Strategically post flyers or brochures in the community.
- Partner with volunteers from a school, corporate, other youth or non-profit groups
- Utilize local media (e.g., newspapers and radio) to spread the word about your volunteer opportunities.
- Use online forums and/or blogs to spread the word.
- Approach temples, retired employee associations, community centers etc.. and distribute brochures or give a brief talk to recruit volunteers

Remember that anyone can be a volunteer. Not all volunteers are the same and not all types of volunteering will appeal to all groups, so have diverse volunteering opportunities available and target recruitment in ways that will appeal to different groups.

Your recruitment strategy is the key to engaging the right number of people with the right skills, interest, and availability for the task at hand. Make sure to plan for a wide variety of volunteers at your project. If you have too few participants, the project will likely go unfinished. If you have too many, some volunteers will have little to do and might feel that their time was ill spent.

Watch out for over recruitment as could lead to dissatisfaction due to watering down of the task quantity/quality, and eventual loss of a volunteer.

4.2.4 Volunteer Retention

The best way to increase your volunteer base is to retain current volunteers. Retention is simply a matter of making volunteers feel good about themselves and their service. Retaining volunteers is essential to the success of a chapter. From project beginning to end, volunteers need to feel good about themselves and their service. You can accomplish this through

- Motivation – before the project
- Engagement – during the project, and
- Reflection – after the project

Keeping volunteers motivated and excited about your project is the best guarantee for success! From the very beginning of volunteers' involvement in your service activities, you should maintain good communication with them.

Motivation

- Be prompt in your response to phone calls/emails. Respond to them in a timely manner.
- Keep the commitments you make. Provide information requested, address issues they bring up, don't miss scheduled appointments.
- Get to know your volunteers well. Introduce volunteers to one another to encourage interaction.
- Develop a personal connection. Maintain contact outside Sewa activities

Engagement

- The way you engage your volunteers in projects which value their time, skills and also produce desirable results will significantly affect the success of your volunteer recruitment.
- Having a well-planned and well-run project will make the volunteer experience more enjoyable and meaningful, thus they will be more likely to engage in future service.
- Make sure everyone has something to do. Underutilization is one of the biggest threats to retention. If people do not feel needed, they will not come back.
- Just as volunteers come from different backgrounds and community groups, they also have a wide variety of schedules. In order to engage the highest number of volunteers, consider ways to coordinate service events for people with varying schedules, needs, and interests.
 - » Include volunteer efforts at different times of day and different days of the week.
 - » Offer family-friendly projects in which parents and children can serve together.
 - » Provide opportunities for first-time volunteers and for volunteers with more advanced skills. Pairing them with adequate mentoring could lead to a satisfactory mentor-mentee relationship.
 - » Offer short-term and long-term projects. Also include internships for college students during term-breaks and seva vacations/ fellowships for corporates who want to take some time off their busy schedules and give time for the community.
- Publishing a project calendar (weekly/monthly), with a listing of upcoming events, new programs which are being started, orientation sessions etc. are a great way to enable volun-

teers to plan their participation well in advance as well as to recruit new volunteers.

Reflection

- Reflection is an important part of offering closure to a project. It allows volunteers to stop for a moment, think about what they've accomplished, share their experiences, and offer feedback for future projects or ideas for how they will continue to address the social issue.
- Reflection is designed to encourage volunteers to examine the project so that they see the impact of their service. Understanding how their service impacts the community will encourage volunteers to be involved in future projects.
- Reflection can be conducted in many ways.
 - » Volunteers can have a group discussion, write about their experience, create a photo-journal of the project etc.
 - » Be creative and allow for interaction.
 - » Encourage each volunteer to contribute to the discussion and make sure that all volunteers have an opportunity to share their thoughts.
 - » Sample questions for reflection discussion:
 - * What did you learn today—about the agency, your fellow volunteers, the service recipients, or yourself?
 - * How do you feel about the project? Was it worthwhile? Was it time well spent?
 - * What would you change about this project?
 - * Do you plan to take future action related to this issue?
 - * What other ideas or opinions can you offer this program or project?

Be sure to thank volunteers for their efforts and inform them of upcoming projects. For volunteers who frequently return to your projects or who show leadership or desire additional responsibilities, delegate tasks to get them more involved and connected to your project or to allow them to enhance skills. Let them make phone calls, send emails, be in charge of specific tasks, etc.

4.3 Karyakarta

It is imperative to understand that not all volunteers in a non-profit organization have the same level of commitment and understanding. This applies to Sewa volunteers as well. Hence, every chapter should focus on developing volunteer mindset. For this purpose, we can broadly

categorize volunteers into three groups:

Sewa supporter/Event-based volunteer

- Who attends Sewa events and supports the chapter in whatever way possible during the events
- does not commit any time for the chapter.

Regular volunteer

- Who actively helps organize events,
- commits at least 4 hours per month to Sewa,
- who can be given a task/responsibility, but does not attend regular chapter team meetings.

Karyakarta

- Who has a good understanding of what Sewa's mission and vision is,
- who is proactive in taking up tasks,
- attends chapter team meetings regularly
- commits at least 2-4 hours per week for Sewa work.

Note that *Karyakarta* is a Sanskrit word, loosely translated as a worker, for someone with a responsibility to get certain work done in the organization. There are other such Sanskrit words used throughout the handbook as they don't have an exact translation in English, like the word Dharma. All the Sanskrit untranslatable words are italicized in the handbook. The glossary at the end provides a translation to the untranslatable words used.

In general, note the truism that a person's priority is family first, career next, followed by volunteering.

4.3.1 Karyakarta Development Process

Karyakarta development process provides some guidelines, tried and tested in other voluntary organizations, for molding an event-based volunteer into a regular volunteer and further into a *Karyakarta*. This involves increasing the understanding of the organization's vision and mission, organizational culture, practices and inculcating the right mindset (as discussed in Section 4.4) in the volunteers. Investing in the development of volunteers, will greatly impact the contribution made by them and strengthen the chapter in the process.

Following are some of the methods chapters can use according to their need:

- Knowledge workshops

- » Discussed in detail in Section 5.3, knowledge workshops are one of the effective methods to develop the understanding, motivation and commitment of volunteers
- » All chapters are advised to plan and conduct knowledge workshops regularly
- Giving more responsibility
 - » Understand the volunteer's interests, assess his/her skills and gradually increasing the responsibility of the volunteer in chapter's work
- 1-1 with senior Sewa *Karyakartas*
 - » Constant Sampark (explained in detail in Section 5.4) with a senior Sewa *Karyakartas* will help clarify any doubts/questions related to Sewa's work and grow as a Sewa volunteer
- Self-evaluation
 - » Annual retrospection of chapter's work and some introspection on the meaning and impact of the work done by the individual; followed by a goal setting exercise - essential for personal growth
 - » This can be done during the Annual Chapter Meeting
- Self-Study
 - » Self-study is important to enhance one's knowledge and clarity so that volunteers
 - * Do not burn ourselves out due to the volume or intensity of the work
 - * Do not get disheartened if they do not see an immediate tangible impact of their work
 - * Develop an objective outlook towards Sewa work
- Team Picnics/Get-togethers
 - » Informal get-togethers or picnics to connect all the family members of the chapter volunteers
- Sewa Yatras/Field trips
 - » "To see is to believe" - Volunteers are encouraged to visit Sewa projects in different cities in Bharat (or in the US) to experience first-hand the impact of the selfless work of many volunteers like them.
 - » Make necessary arrangements beforehand.
 - » Contact yatra@sewausa.org to make arrangements to experience Sewa projects in

4.4 *Volunteer mindset*

"Once you make a decision, the universe conspires to make it happen"

- Paul Coelho, Nobel Prize Winner, in "The Alchemist," (1988).

People volunteer for a variety of reasons ranging from personal gratification, emotional connection with a cause, skill development, networking etc. "Seva is not just helping or just volunteering", said one of our past Yuva for Sewa interns, "but it is about truly serving others with their best interests in mind."

An ideal Sewa *Karyakarta* is guided by the three-fold motto of Sewa -

1. ***Serving Humanity is Serving Divinity*** (in Sanskrit, Nar sewa Narayan sewa).
2. ***The whole world is one family*** (Vasudaiva kutumbakam).
3. ***May all be happy*** (Sarve Bhavantu Sukhinah)

Almost everyone has an incentive/motive when they start volunteering. Taking a leaf out of Swami Vivekananda's Karma Yoga, an individual should go through an evolutionary process in order to truly perform "selfless service". Part of karyakarta development process is to inculcate the "seva bhaav" in the individual, which will enable them to serve better. This evolution is extremely important for volunteer retention and constant engagement.

As with any other work, the impact of service projects may or may not match the expectations of the volunteers. This may lead to disappointment, dissatisfaction and frustration in the volunteers if they are emotionally attached to results. Sewa chapters should be wary of this possibility, and hence focus on changing the perspective towards service in the volunteers.

The following pointers can help mold the mindset of a volunteer towards service:

- No effort is too small. Every effort, however small it is, can bring about great change. We should not justify our inaction.
- There is a chain of service activities in the society. We may not witness the whole change.
- We cannot change the system today, but we can fill the gaps.
- Believe that there is a lot of underlying positive energy in the society.
- Have zero expectations when you enter the project. Provide need based service only. Be ready to adapt to changing needs.
- When good thoughts come, work on them.

- Consistent work is needed for bring social transformation.
- Always share your experiences with others. This will add knowledge and motivation to others.





5.1 Organizational Culture

Organizational Culture is the refined collective behaviour of individuals in an organization, so that it is better aligned to fulfil the organization's mission. Culture includes the organization's values, visions, norms, working language, systems, symbols, beliefs and habits. Organizational culture affects the way people and groups interact with each other, and with stakeholders.

Organization culture helps organizations by:

- better aligning the organization towards achieving its vision, mission, and goals (See Chapter 1 for Sewa's vision, mission and guiding principles)
- sustaining a high level of motivation and loyalty among the members of the organization
- increasing the cohesiveness among the organization's various divisions
- promoting consistency and encouraging coordination within the organization
- shaping the behaviour at work, enabling the organization to be more efficient and effective

In the sections that follow, we will explore different aspects of Sewa International's culture.

5.1.1 Structure

- Every role needs a person and hence the structure. All are equally important and must be respected equally (See Section 3.2 for detailed information on Sewa's organizational structure).
- Irrespective of the role, everyone should be accessible to volunteers and supporters.
- More of a family culture than a typical corporate culture:
 - » Being sensitive to others
 - » Respect for elders.
 - » Love and care for younger ones. Seniors nurturing the younger ones.
 - » Mutual respect, trust and confidence.
 - » Mutual sharing and caring.

5.1.2 Role of part time and fulltime volunteers in Sewa

- The ground level work should be anchored around volunteers who are not paid.
- Full-timers should play the role of facilitators nurturing other volunteers to succeed in

grassroots work unless a full-timer is taken exclusively to work on specific project

5.1.3 Donors

- Our organization is people and relationship centric and not money centric
- Organization should not be built around the individual, but around the ideal
- Return on Investment (ROI) thinking versus "Invest on Relations" should be our approach. Donors should be kept informed about our local activities and events and also about the project(s) they are financially supporting. We should informally meet with donors individually to get their suggestions and give Sewa's progress information.
 - » Yearly donor appreciation dinner brings them together and celebrate Sewa's successes with them. All significant donors (more than one thousand dollars) can be given plaque of appreciation there. Contact vporganization@sewausa.org for template.
 - » No exchange of material goods, publicity, stage, or control in exchange for donations in the organization.
 - » Executive responsibilities in the organization are assigned based on ability, hard work, sacrifice and commitment only
- Corporate sponsors can be given visibility without compromising on our principles and organizational culture.

5.1.4 Guidelines for teamwork

- Recognize each one's strengths and keep that as the basis for engagement.
- Help everyone to succeed, going beyond defined roles.
- No one is a competitor to anyone. Be proud of everyone.
- Be free to put across your views but not coming across as overly insisting on it.
- Correct others' shortcomings with concern for their growth and not with disciplinary action.
- Talking about other volunteers
 - » Positive things to be spread everywhere
 - » Negative and critical things to be directly discussed with concerned people who can be part of solution.

5.1.5 Handling differences

- Have trust in others. Have conviction that no one has any vested interest outside the team.
- Directly talk it out, if needed in the presence of a senior Karyakarta.
- Do not judge people by one or two actions.
- Do not attach intentions to the actions.

5.1.6 Decision making process

- Consensus approach
- Senior *Karyakartas* with more experience to decide in case of deadlock
- All to own the team's decision whole heartedly irrespective of individual's opinion
- Intelligence and decision making ability must be developed at all levels in the organization

5.1.7 Rewards and recognition

- Work towards creating the mindset among volunteers where there is no craving for recognition.
- We all must recognize and appreciate the work done by others informally.
- Sharing of accomplishments of a volunteer in the newsletter/website is one of the ways to motivate other volunteers.
- Volunteers can also be recognized for their work at yearly donor appreciation dinners – organize a donor/volunteer appreciation event.

5.1.8 Publicity

- Publicity is to be used so much as it helps organization's growth.
- Even if media portrays more of individuals than organization (that's the style of media), it should not be treated as that person's contribution is higher than others.
- Be truthful and do not exaggerate numbers in press releases or media.
- Individuals should not go after fame and publicity.

5.1.9 Negative Publicity on the Organization

Any perceived negative publicity on the organization should be immediately brought to the attention of the Chapter Coordinator and the Chapter President.

The Chapter Coordinator and the Chapter President should inform the Sewa Executive

Team through the Office of the Sewa President (president@sewausa.org).

5.2 Volunteer Meetings

Ideally, Chapters should conduct face-to-face volunteer meetings monthly. Project meetings can happen with frequency as required (e.g., every Sunday afternoon 2-3:30pm). Meetings provide a platform to share updates on various projects, gather feedback, address/voice concerns, bridge gaps between volunteers, reach consensus on various issues and brainstorm ideas.

For the meetings to be effective:

- Fix a regular time for the meeting - e.g. First Wednesday of every month from 7-8pm.
- Remind expected attendees a day before the meeting
- Chapter coordinator should consult other project coordinators and prepare an agenda for the meeting beforehand and should be shared at least 72 hours before the meeting.
- Volunteer meetings can also be project specific per the needs of the chapter or project.
- If possible, invite some senior Sewa International *Karyakartas* for the chapter meetings once or twice a year to provide guidance to your team. Teleconferencing a Sewa Karyakarta is also an option to consider.
- Inculcate the practice of reciting Shanti Mantra (sarve bhavantu sukhinah) at the end of every meeting.
- Assign one person to keep notes during the meeting and share the minutes with the team immediately after the meeting (within 72 hours).

This website has a lot of information on how to run meetings effectively - <http://www.businessballs.com/meetings.htm>

Following is a sample agenda for a monthly volunteer meeting:

- Quick review of previous month's activities. Feedback from volunteers.
- Updates on projects
- Plan for upcoming 4-5 weeks. Identify tasks and assign volunteers for each item.
- Plan for any special events.

Chapters are encouraged to conduct an annual meeting to do an year-end review and set goals for the upcoming year. The annual chapter meeting could be scheduled after Sewa's Annual National Conference that is scheduled each April-May time period.

5.3 Knowledge Workshops

Knowledge workshops are designed to aid the growth of a volunteer into becoming a committed Sewa *Karyakarta* (Refer to Section 4.3 for the distinction between a regular volunteer and a *Karyakarta*).

The workshops focus on what to do, how to do things effectively and what not to do. All the chapters are strongly advised to plan and conduct knowledge workshops regularly - at least once or twice a year.

5.3.1 How to conduct a knowledge workshop

A few guidelines for conducting the knowledge workshops:

- **Attendees:** Workshops can be conducted either at a chapter level or more than one chapters in a specific region can come together for a workshop.
- **Duration:** can be a half-day workshop or include a sleepover for one night
- **Activities:** Knowledge workshops should include
 - » Lectures or discussions to improve the understanding of Sewa's vision and mission,
 - » Training sessions (can be customized to meet the needs of the chapter) like
 - * how to introduce Sewa to a potential volunteer/donor, 30-second elevator speech
 - * how to reach out to corporate sponsors,
 - * how to make use of social media effectively
 - » Experience sharing by some Sewa International *Karyakartas* to motivate the volunteers and let the volunteers know the impact of their selfless work
 - » Fun team building activities
- **Guests:** Plan the workshop in advance and invite one or two Sewa *Karyakartas* from other chapters to guide/conduct the workshop. This brings excitement and builds relationships.

5.3.2 Benefits of knowledge workshops

Some of the benefits in conducting these workshops regularly are:

- Helps new volunteers to meet other Sewa *Karyakartas*.
- Achieve a better understanding of Sewa International's work.
- Skill development from the training sessions conducted as part of the workshop.

- Develop/strengthen the camaraderie between Sewa volunteers.
- Platform to learn from each other and grow as a person and as a Sewa volunteer.
- Get inspired

5.4 Outreach/Sampark

5.4.1 What is Sampark?

Sampark is a lively and informal way of outreach, getting to know individuals from different walks of the society and meeting families with the whole purpose of bonding and building trustworthy relationships. It is one of the important organizational methodologies of Sewa. It has been carried with utmost conviction and has been time tested by other organizations for producing wonderful results. *Sampark* being one of the most important aspects of our Sewa work, can bring many good people into our organization's fold and provide them with avenues to serve better.

5.4.2 Why Sampark?

There are different tools for character/personality development as part of our Sewa work (refer to Section 4.3). In order to mold a Sewa supporter into a regular volunteer and ultimately into a committed Sewa *Karyakarta*, we need to inculcate, promote and enrich the quality/samskara of selfless service.

Samskaras can be imparted and taken to next generation when there is a nurturing and conducive environment and people in general can see examples, learn, practice and live such a life with samskaras. People can be brought together with good programs and events and we can retain and gain their goodwill when we have a sincere relationship based on love, affection, care and trust.

In order to achieve those relationships it is of utmost import for every *Karyakarta* to spend some time and meet people informally and without any agenda. There are very many examples where even families have broken and fallen apart because of no relationship or very dry relationship among one another, because of not keeping in touch and due of lack of trust, love and affection. So in order to build good relationships it is essential that we meet regularly (frequency may vary based on situations).

5.4.3 How to *Sampark*?

A few do's and don'ts during *Sampark*. (Just a few to initiate the thought process. More can be discovered by talking to senior Sewa *Karyakartas*)

Do's:

- Do *Sampark* in small numbers 1 or 2 or 3 *Karyakartas*, so that the visiting family is not intimidated
- Do *Sampark* in a regular frequency (once a week or once in two weeks)
- Inform the visiting family ahead of time.
- Friendly talk, information exchange of Sewa activities/events.
- Get to know the family members.
- Informal get together in small groups engaged in relationship building, fun filled activities.
- Note that love, affection, care and trust are primary factors of our relationship.

Don'ts:

- Do not bring personal business interests into the relationship.
- Do not meet/visit same families very frequently. Have a balance.
- Do not interfere/intervene into the personal matters of the visiting family.
- Do not argue or do anything that spoil the relationship.

5.5 Standardization

To run a non-profit of our size smoothly, *Susutrata* i.e., standardization/coordination among the chapter Coordinators, regional/zonal Co-ordinators and the Sewa central leadership need to exist. It implies that we should strive towards building and sharing a common vision across all chapters, and bring synergy and standardization in our methodology. This is achieved through *Pravas* (pre-planned visits by senior Sewa *Karyakartas*), regional/zonal conference calls and retrospection. Purpose is to imbibe qualities of discipline, integrity of thoughts and actions, and organizational preparedness, besides many others.

5.5.1 *Pravasi Karyakarta*

What is *Pravas*?

Pravas is a pre-planned visit to a Sewa chapter by a senior Sewa *Karyakarta*. Details of *Pravas* will be informed to local chapter *Karyakartas* well ahead of time, so that the *pravas* will be more

productive. A *Karyakarta* doing *pravas* is referred to as a *Pravasi Karyakarta*.

Why Pravas?

- The core of Sewa's work is cementing hearts and minds. To achieve this, there is no substitute for meeting in person and spending time informally with *Karyakartas*.
- The *Pravasi Karyakarta* will be in direct contact with chapter *Karyakartas* and have first hand knowledge of ground realities in each chapter.
- *Pravas* keeps both *Pravasi Karyakartas* and chapter *Karyakartas* motivated to give more and more time to Sewa's work. Through this exercise, we can reduce the chances of a *Karyakarta* becoming inactive due to lack of motivation.
- It helps in the qualitative development of *Karyakartas*. *Pravasi Karyakartas* can see the working style of chapter *Karyakartas* and guide them.
- It helps to knit all the chapters in a common thread, so that the chapters do not grow as separate Islands. Plans made by the Sewa central leadership will percolate down to all the chapters and input from chapters reach upwards.
- Many times, chapter *Karyakartas* will be caught up with programs and emphasis on Sewa's vision and mission will be low. *Pravasi Karyakartas* can emphasize on Sewa's vision and mission.
- It helps *Pravasi Karyakartas* to identify the strengths of every *Karyakarta*, so that appropriate responsibilities can be given.
- Providing many role models: In the absence of *Pravasi Karyakartas*, new volunteers in a chapter will model themselves after one or two chapter *Karyakartas*. Their understanding of Sewa will also be limited. *Pravasi Karyakartas* present many role models and different aspects of a Sewa *Karyakarta*.

How to make pravas effective?

- Pre-planned and pre-informed: *Pravas* should be planned at least a month ahead of time and communicated to chapter *Karyakartas*.
- Chapter *Karyakartas* should make use of the *pravas* by asking the *Pravasi Karyakarta* to provide guidance to all the team members to improve their understanding of Sewa's work.
- Arrangements should be made for the *Pravasi Karyakarta* to meet at least one or two major current/potential donors in the local area. This will help in cementing the relationship of

the donor with the organization.

- Arrange for the *Pravasi Karyakarta* to meet some community or organizational leaders to cement better relations between Sewa and the other organization.
- Have a volunteer pick up the *Pravasi Karyakarta* from the airport and to drop them.
- Have one volunteer or *Karyakarta* travel with the *Pravasi Karyakarta* between meetings in order to leverage the time and knowledge.
- Chapter coordinator should arrange the stay of *Pravasi Karyakarta*s at the home of one of the volunteers (who has a potential to become a *Karyakarta*), and the *Pravasi Karyakarta* should visit different chapter *Karyakarta*s in each *Pravas*.
- If there are any misunderstandings among *Karyakarta*s, facilitate to bridge the gap.
- The mindset of a *Pravasi Karyakarta* towards chapter *Karyakarta*s should be that of a co-worker and not that of a boss or supervisor. *Pravasi Karyakarta*s should be more in the listening mode.
- Plans made by local *Karyakarta*s should not be disrupted or overruled at the last minute. All inputs to be provided beforehand.
- The conduct of *Pravasi Karyakarta*s must be simple and should not burden others.
- *Pravasi Karyakarta*s must not be late to meetings.
- It is important to adhere to the planned *pravas*.

5.5.2 Regional/Zonal conference calls

The regional conference calls is a great tool to achieve *Susutrata*. They provide the platform for chapters to share their updates, get a better understanding of the goals and expectations, and to stay up-to-date with the plans/guidelines provided by the Sewa central leadership.

All the chapter coordinators are expected to attend the regional/zonal conference calls regularly. Please reach out to your regional coordinator if you do not get emails regarding these conference calls.

5.5.3 Retrospection

One can't emphasize enough the importance of retrospection in an organization's growth and success. Retrospection at regular intervals helps the chapters adjust their direction and align themselves to Sewa's vision and accomplish Sewa's mission by working under the confines of

Sewa's guiding principles. It also helps the team understand the impact of their selfless work and boost their morale immensely.

Retrospection can be done either during annual chapter meetings or when a *Pravasi Karyakarta* is visiting the chapter.



6. ACTIVITIES & PROGRAMS



6.1 Common Minimum Program

The Common Minimum Program (CMP) is conceptualized to define foundational activity for each Sewa International Chapter. Essentially each chapter will conduct the CMP. In addition, each Chapter may decide to take on additional activities that are in line with the mission of Sewa International.

A simple Two-Point Common Minimum Program (CMP) for every Chapter to follow has been standardized (Figure 6.1).

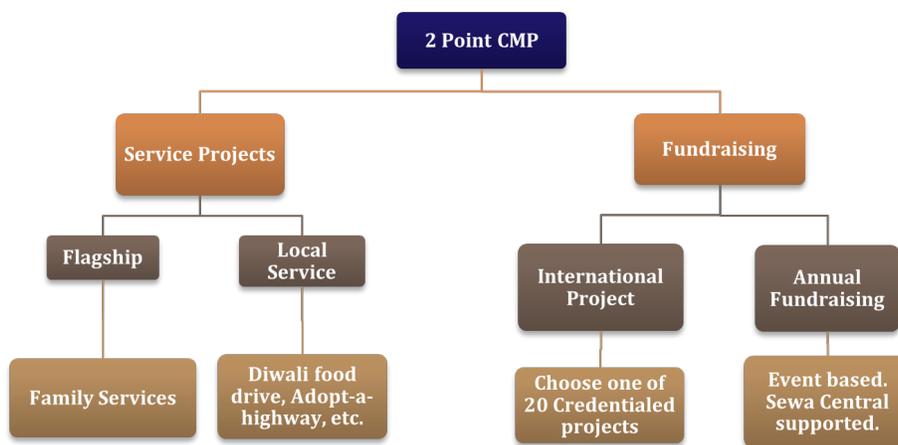


Figure 6.1: Two Point Common Minimum Program for Sewa Chapters.

6.1.1 Service Projects

Service projects are divided into the National Flagship project and the Local Service Project. While the National Flagship Project is the Family Services Program, the local Chapter determines the local service project depending on local needs.

Flagship Project - Family Services

Since 2014, Family Services Program has been Sewa's Flagship project. Sewa International believes that we all are part of one big family. Family Services is volunteer-run free program with the mission to help local families in times of need, by providing emotional support or expert guidance, just like a family member.

In today's fast paced nuclear family world, we all at some point need assistance and expert advice on a plethora of issues. Since most members of the Hindu community in the US are im-

migrants, when in a crisis, they do not possess adequate knowledge and are not surrounded by experienced people to navigate the American system. Sewa volunteers have noticed an upward trend in families seeking external help to manage an emergency situation. The experience, cultural understanding and a caring hand is what Sewa seeks to provide through the Family Services program (Figure 6.2).

Family Services connects people together with an aim to assist community members seeking help and guidance during an emergency or a crisis situation. Focus areas of Family Services Program are:

- Educating our community by arranging workshops and seminars on topics such as - will making, dealing with emergencies such as road accidents, sudden illness, death etc.
- Creating an information repository of community resources
- Providing a helpline and building a local volunteer base and expertise to advise community members in need

We hope to provide volunteers who can act as extended family members and help foster a community atmosphere.

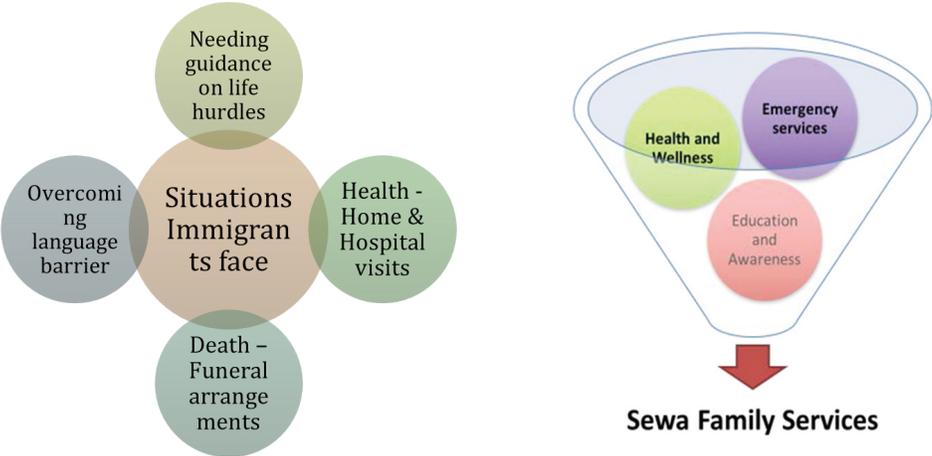


Figure 6.2: Sewa Family Services Program Overview

As of May 2016, seven Sewa chapters have adopted Family Services Program. Refer to Section 8.7 for Family Services Workshops Guide and Training Manual.

Local Community Service

All Sewa chapters are advised to serve the local community on a regular basis as part of our *Days of Volunteering* initiative. Sewa provides volunteer resources to community organizations that require a particular task done such as:

- Diwali Food Drive,
- Cleaning, painting old age home,
- Adopt-a-highway,
- Spring cleaning of temples or city parks,
- Soup kitchen,
- Stocking the food bank,
- Day visits to terminally or chronically ill children,
- Tuition for inner-city children
- SAT training camps for needy populations
- Managing and running a community event, etc

Local community projects greatly impact volunteer development and increase the chapter's volunteer base.

Sewa Day

A weekend day in September of each year is designated as Sewa Day by each Sewa chapter – a day of pure service project in remembrance of the sacrifice of selfless US Firemen and other workers on September 11th, 2001. Annually Sewa chapters conduct a local service project on any or all of the two weekends preceding, including or after September 11th (<http://www.sewaday.org/>). Every chapter is encouraged to participate in it to create synergy and a significant impact on one day.

6.1.2 Fundraising

Fundraising is divided into two parts: Annual Fundraising and project based fundraising. More information on Fundraising strategies is included in Section 6.4.

Sewa Annual Fundraising

Annual fundraising is a well-accepted practice for US based nonprofit charitable organizations. According to the definition in <http://nonprofit.about.com/od/a/g/annualfund.htm> “The *Annual Fund* is an organized effort to obtain gifts on a yearly basis to support, at least in part, general operations of a non-profit organization. Any organized effort by a nonprofit institution or program to secure gifts on an annual basis to support yearly budgets or general operations. An Annual Fund solicitation may take place more than once a year but is distinguished by its regularity. Annual gifts are usually unrestricted income. The Annual Fund often represents a sub-

stantial percentage of a nonprofit's income.”

Every Sewa Chapter commits to an Annual Fundraiser. The idea is to develop a large number of donors who make relatively modest contributions each year [1] with restriction that the funds go to a specific project (committed or restricted funds). Once regularized, these funds help support administrative costs and operating expenses such as office/program expenses, marketing materials, web design/hosting, etc. This way all project focused donor dollar contributions will not be charged overhead expenses making it attractive for donors.

Project Based Fundraising

Fund an International Development Project - Sewa International has identified more than 20 International development projects in India, Nepal, Sri Lanka, Colombia, Guyana, and Kenya. These projects thematically are in the areas of: women empowerment, microenterprise, microfinance, tribal development, health, children welfare (orphans, street children rehabilitation, etc.), education, etc. Each Chapter is encouraged to pick up a minimum of one project from the above menu of projects and raise funds to serve the project. Your Chapter can choose one of the 20 Sewa Star Projects in India.

“Sports for Sewa”, “Thirkan” and other such innovative fund raising activities. Many chapters have come up with other innovative programs to raise fund for the projects supported by Sewa.

1. Seltzer, M., Securing your organization's future, The Foundation Center, p 158, 2001

6.2 Youth Engagement

Sewa International provides plenty of opportunities for youth to serve the community and be the driver of change. Currently there are three programs that engage youth in Sewa activities. Youth related programs are coordinated by the Yuva for Sewa team.

6.2.1 Get Inspired

Get Inspired is an annual summer internship program offered by Sewa International to US College Students. It aims to provide a platform for young adults to explore and innovate new ideas and be instrumental in providing resources for the ongoing community projects of Sewa International. Thereby the interns undergo personal development and leadership training through a well-structured program.

Sewa's Get Inspired initiative has encouraged young adults to get involved and assist Bhutanese immigrants who came as legal asylees settled in Atlanta, Cleveland, Chicago, Houston, and Seattle. Sewa empowers the Bhutanese in their effort to integrate into the local community in adapting to the U.S. culture. The volunteer effort is focused on the unique needs of the refugees and is also establishing programs to assist them including ESL training, resume preparation for job placement, and focused programs specific to addressing the needs of the children and youth population.

For more information, visit <https://www.sewausa.org/project-category/sewa-internships>

6.2.2 Lead

Lead is Sewa International's Summer Internship Program for High School students. Lead introduces socially conscious leadership to young adults. The interns commit to a minimum of 50 hours of service including direct service in volunteer events. Interns get the opportunity to listen to lectures by community leaders from a variety of fields such as Business, Nonprofits, Media, Art Social works, etc. Speakers are scientists, successful entrepreneurs, and local area public servants such as Mayors and Congressmen.

Please refer to Section 8.8.1 for a description of the Lead program. Houston and Bay Area Sewa Chapters are offering this program. Expansion to other Chapters is being considered.

6.2.3 Yuva for Sewa

Yuva for Sewa (YFS) is a 10-week unpaid summer service internship program in India for youth from around the world. YFS partners with local service organizations (or NGOs) to develop internship projects that help develop cultural and professional understand in youth while building life skills. These projects are based on the needs of NGOs, and are designed so that YFS interns can create an impact during those 10 weeks. The volunteer is expected to focus on a single issue or target to be completed in phased manner within his/her internship period.

The YFS internship offers opportunity to young adults to contribute their time to a larger movement of serving humanity. The program is designed to actualize the message of Sewa International USA – “Service to Humanity is Service to Divinity”. Since its inception in 2006 to 2015, YFS has provided 73 youth with the opportunity to volunteer their time for different service projects, based on their interests and expertise. Projects are available in health care, edu-

cation, environmental awareness, women's empowerment, rural development and microfinance. Interns spend the duration of their internship working with NGOs in the community. They seek to serve and engage in a transformative experience that empowers them, as they strive to make an impact in their chosen field.

For more information, visit <https://www.sewausea.org/project-category/yuva-for-sewa>

Besides the above programs, various chapters engage youth through local community volunteering. Refer to “Days of Volunteering” - <https://www.sewausea.org/project-category/days-of-volunteering>

6.3 Local Event Planning

Following are some critical steps to follow when planning an event in your local area.

Step 1: Plan Ahead

Step 2: Contact Service Sites

Step 3: Schedule Events

Step 4: Follow up

Step 5: Post Event activities

Step 1: Planning Ahead

Why should you plan ahead ?

- People know to save the date
 - » Include these events in Sewa’s calendar
 - » Allows people to reserve that time in advance
 - » Promotes greater turnout of volunteers
- You get better deals on Event needs (location, equipment, labor etc.)
- Something to look forward to
 - » Keeps volunteers excited about upcoming events
- Student volunteers
 - » Many students depend on such events for volunteer-hour credits
 - » They can set aside time to participate

How do you plan ahead ?

- Online Resources

- » A good site to find volunteers and volunteer opportunities is VolunteerMatch(www.volunteermatch.org)
- » While posting opportunities, be sure to select the right settings and filters to indicate which age group the event is best for
- Special Days
 - » Most months have holidays that are associated with the spirit of volunteering and giving
 - » January: MLK day
 - » February: Random acts of kindness week
 - » March: Cesar Chavez Day of Service and Learning
 - » April: Global Youth Service Day and Earth Day
 - » May: Join Hands Day
 - » July: Independence Day and Mandela Day
 - » September: National Day of Service and Remembrance and National Public Lands Day
 - » October: Be the Change Day and Make A Difference Day
 - » November: Veteran's Day
 - » December: Christmas
- Repeat Event Annually
 - » Augments volunteer turnout as news spreads every year
 - » Minimizes scramble of finding new events every year

Step 2: Contacting Service Sites

How to contact businesses or organizations ?

- Find the appropriate person - Postings listed online will generally provide a contact person for a specific event
- If there is no one listed, visit the organization's website and look for "Volunteer Coordinator"
- It is much more respectful to spend your time researching the proper contact than to take someone else's time at that organization by calling a general number and asking who to get in touch with.

When to contact these businesses or organizations ?

- Initial contact should happen at least two months in advance
- Planning for the next year's events should start in November
- By late November/early December, the Local Events Coordinator for the year should reach out to organizations in order to schedule a date in advance for Sewa
- Have an idea for what month you want to volunteer at which organization before calling

Step 3: Scheduling Events

How do we schedule a year in advance ?

- Make your ideal calendar first, then amend
- Don't call places without a specific month and date of in mind
- If the organization does not have an opening for that date, ask which date they do

What information do we need from them ?

A list of questions to ask

- What will we be doing?
- IS there a specific meeting place? If yes, where?
- What time should we arrive?
- Where should we park?
- How long is the event?
- Will someone from the organization supervise our volunteers?
- Is there a minimum or maximum number of volunteers that can participate?
- Is there an age requirement?
- Is there a requirement for physical ability?
- Is there any paperwork we need to fill out?
- How should we dress?
- Do we need to bring anything?
- (If it is an all day event) Will food and water be provided?

Step 4: Follow Up

When ?

- One month and one week before we are scheduled to volunteer at the location

- One month in advance: make a call or send an email to let the contact person know that we are looking forward to volunteering for the event. Also ask if there is any specific information we should be aware of beforehand –
- One week before, is just a reminder that we still plan on attending, and will be bringing X amount of people

Why?

- To remind them that we are coming
- Builds good rapport with the volunteer coordinator of that organization
- To check to see if any of the logistics (paperwork, time of arrival, duration of commitment, dress code, etc) have changed since the initial point of contact

Step 5: Post - Event Activities

Plan ahead to take pictures of the event preferably with the Sewa Banners

- Before doing so, take consent from the volunteers
- Waiver form to be signed by all volunteers participating

Encourage the regular volunteers to file a project report after each event

- These reports are up to 350 words and usually give the reader an overview of the volunteering event
- Share the pictures and reports with the Sewa Board
- Occasionally these reports may be published as press releases

Step 6: Through It All

SMILE and ENJOY :D

6.4 Fundraising/Sponsorship Strategies

6.4.1 Basics of fundraising

Why People Give?

- Belief in the mission
- Confidence in leadership and financial stability of the organization
- Previously or currently engaged with the institutions
- Satisfaction of helping others

- To repay a previous debt
- Peer pressure
- Make Community a better place
- Tax advantage
 - » Give receipt to donor (Refer to Section 8.2.1)

Principles of fundraising

- 90% of donations come from 10 % of the people
- People give to a winning cause
- Giving is contagious
- Previous Donors are most Prospective Donors
- Personal visits result in larger gifts
- Number of requests is proportional to Number of Gifts

Questions that Donor May Ask

- Why does Sewa “exist”?
- What is special about Sewa?
- What does Sewa want to accomplish?
- How will Sewa do it?
- Accountability?

~~Poor give more to the needy

Whom to approach for donations?

6.4.2 Corporate donations/Matching gifts

Matching donations

When an employee of a corporation donates to a non-profit organization such as Sewa, his employer matches the donation by contributing the same (or lesser) amount to that non-profit.

Volunteer Hours matching

When an employee of a corporation volunteers for a non-profit organization such as Sewa, his employer makes an “equivalent” monetary contribution to that non-profit.

Donations Matching donations process

- Employee makes a donation to Sewa.
- All donations come to Houston Sewa office, and we have a part time employee there who sends out receipts for donations received.
- Employee approaches the HR or Corporate Giving department of his company about the donation for the company to match - most companies have a standard paper or online form to request matching donations..
- The Employer (Company) contacts Sewa team (sends either email notification or letter by mail) to request confirmation that the donation was indeed made by the employee
- Sewa confirms the donation (either online or form completed and sent back to company).
- Employer (company) sends the matching donation to Sewa International directly (each company may have a different schedule as to when the check is sent, some do it quarterly, some monthly and some once a year).
- Sewa sends an acknowledgment to the donor and to the company of the matching donation received.

Volunteer matching grant process

Some companies donate a certain sum of money to a non-profit when an employee has volunteered a certain number of hours for that non-profit organization.

- Employee volunteers ‘n’ hours for Sewa
- Employee approaches the HR or Corporate Giving / Social Responsibility department of his company about the donation for the company to match his volunteer hours - most companies have a standard paper or online form to request matching donations.
- The Employer (Company) contacts Sewa team (sends either email notification or letter

by mail) to request confirmation that the required number of hours were indeed made by the employee

- Sewa team may contact local chapter coordinator to confirm the volunteer and hours.
- Sewa confirms the volunteer hours with employer (form is completed and sent back to company).
- Employer (company) makes the donation directly to Sewa International (each company may have a different schedule as to when the check is sent, some do it quarterly, some monthly and some once a year).
- Sewa sends an acknowledgment to the volunteer and to the company of the matching donation received.

What local volunteers can do

- Request donors from whom you receive contributions to submit matching grant request to their employers through the proper channel.
- Ensure that your chapter volunteers who work at companies with volunteer match program make use of it as per the process above.
- Ensure that local companies with matching grant policy have Sewa International in their list of matching grant companies.
- Ensure that correct contact info is provided to employers for communication:

Sewa International USA,
PO Box 820867,
Houston, TX 77282-0867
email: info@sewausa.org
Phone: 708-872-7392

Problems encountered so far

Each company has a different database, and our most current information may not have been updated, so verification was sent to wrong place. It takes time to again get back to the company and in that process we can lose the company (company decides to be out).



7. WEBSITE



A new Sewa website (Sewa Web 2.0) was launched in March 2016. Sewa USA website is located at www.sewausa.org

Every chapter is encouraged to have a webpage on the Sewa website to share program/activity updates, events, news and newsletters. A regular chapter should have a webpage admin as one of the core responsibilities (refer to Section 3.2 for Roles and Responsibilities).

7.1 Chapter Page Structure in Sewa Web 2.0

Figure 7.1 shows the wire diagram of the Chapter Page. All the Events, Newsletters and News that appears here is loaded as separate items in the CMS (content management system) and tagged by Chapter (mandatory) and project (optional). The System will automatically list all Chapter Events/ Newsletters/ News and any associated DIY campaign in the Chapter Page..

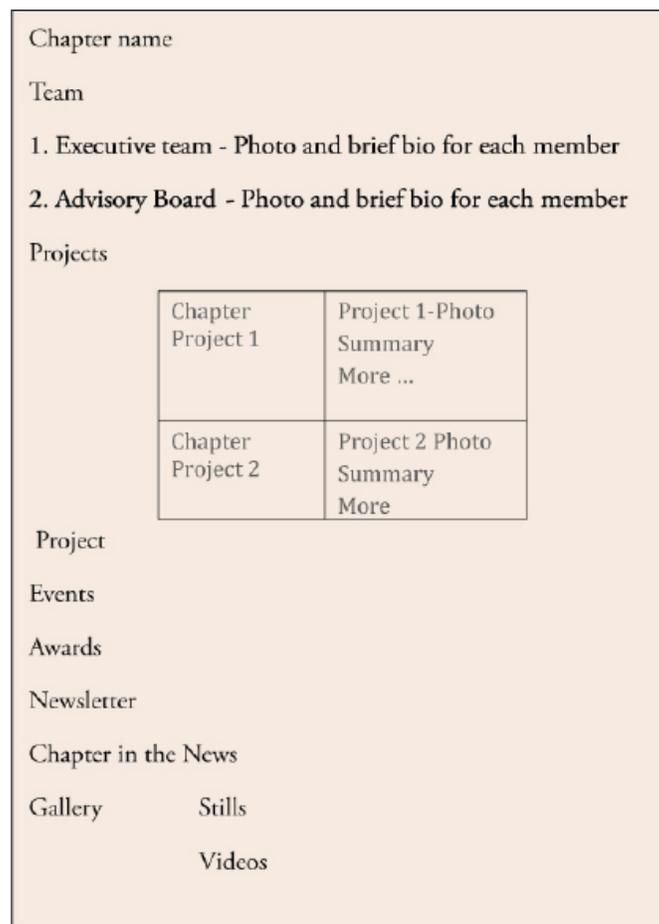


Figure 7.1: Chapter Page Elements

Very Important note:

All banner image should be in a PNG format 840(width) x 380(height) pixels or higher and less than 2MB. If the image is not in these specs it will not load.

7.2 Information that must be on a chapter page for Sewa Web 2.0

- ***Chapter activities***
 - » One high quality banner image representative of the Chapter activities.
 - » Description of activities 100-200 words.
- ***Chapter Executive Committee (President, VP, Director, etc.)***
 - » NEW TITLES - roles and responsibility description
 - » Collect 75 words bio of each Committee member with one portrait photograph
- ***Chapter Board of Advisors (if present)***
 - » Collect 75 words bio of each Committee member with one portrait photograph
- ***Chapter Projects (also called Project Instances)***

Projects in a Chapter are

- » Family Services – This is the Flagship Project and will have three components:
 - * Emergency Services,
 - * Health (such as Yoga, Stop Diabetes Mellitus or SDM, Stress Management, Acupressure, etc.) and
 - * Awareness Education (Will writing, 5 Wishes, etc.)
- » Bhutanese Empowerment Program
- » Volunteer Development
 - * Get Inspired, International Yoga Day, Sewa Day
 - * Days of Volunteering - Adopt-a-highway, Knit for Sewa, Food Bank, Soup Kitchen, etc.

- * Other projects - ASPIRE
- » For each Project
 - * 100-word Summary description
 - * One representative image
 - * Event, News, associated with it.
- ***Events***
 - » At least one upcoming event - image, date/time, location, event description (75 word Summary).
 - » Event is tagged to Chapter and Project instance
- ***Chapter Awards***
 - » Image and caption for each award
- ***Chapter Newsletters***
 - » PDF copy of past newsletters
- ***Chapter in News***
 - » News item published in media on chapter activities/event, or volunteers or fundraising. (PDF, video, etc.)
- ***Gallery***
 - » Still images with captions
 - » Videos (with appropriate branding)



8. APPENDIX



The following documents are attached for your reference as an appendix, in the order mentioned below. Wherever applicable, URL for an online copy of the document has been provided.

8.1 Events and Volunteers

8.1.1 Waiver form for Volunteers

A copy of this document is available online at

<https://drive.google.com/open?id=0B0pysdd5NbyZNDNJYy1ldFVQcFk>

8.1.2 Certificate of Insurance

A copy of this document is available online at

<https://drive.google.com/open?id=0B0pysdd5NbyZRlpfMG51V1dNTjA>

8.1.3 Volunteer Signup Sheet

A copy of this document is available online at

<https://drive.google.com/open?id=0B0pysdd5NbyZRTNWWFI3MTk4aWs>

8.1.4 Sewa event feedback form

A copy of this document is available online at

<https://drive.google.com/open?id=0B0pysdd5NbyZQ3ZLcEtTc1gyREk>

8.1.5 Sample Chapter Calendar

A copy of this document is available online at

<https://drive.google.com/file/d/0B0pysdd5NbyZMnVCLUpUX1MxaWM>

8.1.6 Background check process for volunteers working with kids

A copy of this document is available online at

<https://drive.google.com/file/d/0B0pysdd5NbyZQ09oODYyTWpVZIE>

8.2 Finance Process

8.2.1 Receipts to Donors

There are two kinds of receipts based on the donations:

Material Donation

This can be cars, computers, clothes, etc. The material donation receipt is issued locally (see copy enclosed in Appendix).

Check Donation

- Chapter coordinator mails check(s) along with the e-mail list of the donor(s) to Sewa Address:

Sewa International USA,
PO Box 820867,
Houston, TX 77282-0867
email: info@sewausa.org
Phone: 708-872-7392

- The checks are retrieved Accounting office in Houston.
- Accounting enters check and donor information into our QuickBooks Online system before depositing the checks in the bank.
- Receipts are generated automatically by our QuickBooks Online system and automatically e-mailed once they are entered into the system in a batch. This process takes about 2 weeks from the time the checks are received.

Cash collections during fundraising

Having Cash receipt books would create a problem in terms of IRS audit to keep track of them for all chapters – Auditors want to know the starting number and ending numbers of all the receipt books and these receipts may need to be kept for 10 years. The solution

- Create an Excel spreadsheet with Donor details (name, email, Street Address, city, state, Zip) and the amount donated. At the point where the cash is collected, data can be captured on a piece of paper and then entered into a spreadsheet. If amount is collected anonymously (through a hundi system) the donor can be listed as anonymous.
- Cash transfer to Accounting Office. This can be done using either of the two methods

» **METHOD I:**

1. Deposit the cash amount in your personal checking account. Send one check for all the cash collected from your personal account to our Accounting (Houston) office along with the printed copy of the Excel Spreadsheet with Donor details and corresponding amount.
2. Send the Excel Spreadsheet to our Accounting office in Houston along with the Personal Check.

» **METHOD II:**

1. Pay cash into Sewa's Bank of America (BoA) account through a nearby branch (not all states has BoA nor the branches may be accessible) and collect the deposit receipt.
2. Send the Excel Spreadsheet to our Accounting office in Houston along with the scanned receipt.

- After this our Houston office will issue the receipt thru the QuickBooks system directly to the Donor.

8.2.2 Material donation receipt

A copy of this document is available online at

<https://drive.google.com/open?id=0B0pysdd5NbyZWEtLYnVlSXpQeVlk>

8.2.3 Reimbursement for Approved Expenses

Sewa recognizes that volunteers may be required to travel or incur other expenses from time to time to further the mission of this organization. The purpose of this Policy is to ensure that (a) adequate cost controls are in place, (b) travel and other expenditures are appropriate, and (c) to provide a uniform and consistent approach for the timely reimbursement of authorized expenses incurred by volunteers. It is the policy of Sewa to reimburse only reasonable and necessary expenses actually incurred by Volunteer.

When incurring expenses, Sewa expects Volunteer to:

- Exercise discretion and good business judgment with respect to those expenses.
- Be cost conscious and spend Sewa's money as carefully and judiciously as the individual would spend his or her own funds.

- Report expenses, supported by required documentation, as they were actually spent.

The individual requesting reimbursement must submit

- A written Expense Report/Expense Claim Form (Section 8.2.4) The Expense Report, which shall be submitted at least monthly or within two weeks of the incurring the expense and must include all itemized list of all expenses for which reimbursement is requested.
- Receipts are required for all expenditures, preferably billed directly to Sewa.
- For expenses related to an event(conference, mela, etc.), a prior budget must be submitted by the event owner and approved to ensure that the spending for the event is not decided by one individual and is in control.
- All expenses must be approved/ pre approved more than \$200.

8.2.4 Expense Claim form

A copy of this document is available online at

<https://drive.google.com/open?id=0B0pysdd5NbyZUDA2ZG9id0VaMVE>

8.2.5 Credit card payment authorization form

A copy of this document is available online at

<https://drive.google.com/open?id=0B0pysdd5NbyZdDgwVjRfX0FQdFE>

8.3 Sewa International 501(c)(3)

A copy of this document is available online at

<https://drive.google.com/open?id=0B0pysdd5NbyZQkNKRdQ0N1dMS0U>

8.4 Collaboration Request Template for Disaster Relief Fundraising

A copy of this document is available online at

<https://drive.google.com/open?id=0B0pysdd5NbyZWjlMS3ZiQU01aXc>

8.5 Grant Resources for International Projects

8.5.1 Grant Request Form Template

A copy of this document is available online at

<https://drive.google.com/open?id=0B0pysdd5NbyZN2E4UG1FaXB3ems>

8.5.2 Sample Grant Request Form

A copy of this document is available online at

<https://drive.google.com/open?id=0B0pysdd5NbyZZnl6VGotZGRUSU0>

8.5.3 Project Proposal Template

A copy of this document is available online at

<https://drive.google.com/open?id=0B0pysdd5NbyZdFpGLTFTTIFSY2M>

8.5.4 Sample Project Proposal

A copy of this document is available online at

<https://drive.google.com/open?id=0B0pysdd5NbyZLVN0SU15NnQyWnc>

8.5.5 Grant application checklist

A copy of this document is available online at

<https://drive.google.com/open?id=0B0pysdd5NbyZSkk4VnhLbTJXLVU>

8.6 Branding resources

There are a variety of resources such as the Logo, Banners, Brochures, T-shirts and Gift-tags that Chapters can use for marketing. More information on the branding resources are provided in the branding guidelines document at

<https://drive.google.com/open?id=0B0pysdd5NbyZZGp2bW8yd3FoMGs>

8.7 Family Services

8.7.1 Family Services Training Manual

A copy of this document is available online at

<https://drive.google.com/open?id=0B0pysdd5NbyZTzc1NU9wSWhhaFE>

8.7.2 Family Services Workshops Guide

A copy of this document is available online at

<https://drive.google.com/open?id=0B0pysdd5NbyZRzhSRWJrRWpTSFU>

8.7.3 STOP DIABETES MOVEMENT Manual

A copy of this document is available online at

<https://drive.google.com/open?id=0B0pysdd5NbyZU1V6VC16RU9qUW8>

8.8 Youth programs

8.8.1 Lead Manual

A copy of this document is available online at

<https://drive.google.com/open?id=0B0pysdd5NbyZNmgxMHN0TFpZNzg>

8.8.2 School Club Orientation Packet

A copy of this document is available online at

<https://drive.google.com/open?id=0B0pysdd5NbyZS3JsUXdqTml1OFE>



A. GLOSSARY

Some of the terms (italicized) used in the handbook are Samskrit words which do not have an exact translation in English. The following glossary attempts to provide a translation to such untranslatables.

Karyakarta

Karya is work and Karta is the doer. Karyakarta, is loosely translated as a worker or one who acts/does; is someone with a responsibility to get certain work done in the organization.

Pravas

Pravas is a pre-planned visit (to another Sewa chapter in our context).

Pravasi Karyakarta

A Karyakarta who does *pravas* or who visits another Sewa chapter with a specific purpose. Loosely translated as a touring Karyakarta.

Sampark

Informal outreach effort, without any motives, to establish a personal connection and build a trustworthy relationship.

Susutrata

Standardization of the philosophy and methodology across various chapters of an organization, achieved by improving the coordination between chapter leads and the organization's central leadership.





Sewa International USA

(Name of the Chapter)

Tax-Exempt Nonprofit Organization (EID: 20-0638718)

(Address of chapter office, if available, otherwise national office address)

Website: _____

Email: _____

Volunteer Release and Waiver Form

Please print the following information:

Volunteer Name _____

Home Address _____

Home Phone _____ Cell Phone _____

Driver's Lic. No. _____ Date of Birth _____

Please review the following terms and conditions:

1. I hereby consent to my participation in the volunteer charitable activity (the "Activity") conducted by Sewa International, Inc. (the "Company").
2. I hereby acknowledge that during my participation in the Activity, I may have access to confidential or proprietary information, including, by way of illustration but not limitation, the Company's methods of operations and its clients' personal information ("Confidential Information"). As a condition precedent to having access to such Confidential Information, I agree as follows:
 - a. I shall never, directly or indirectly, use or disclose to any person or entity, any Confidential Information for any purpose except as may be required by the Company.
 - b. I shall never, directly or indirectly, copy or remove from the Company's premises, any item of Confidential Information, including, by way of illustration but not limitation, the Company's books, records, client lists, or any other documents or materials ("Confidential Materials"), except as may be required by the Company.
 - c. I shall return all such Confidential Materials to the Company promptly upon the termination of my participation in the Activity.
 - d. I shall not disparage, in any way, the Company or any of its current or former officers, directors, representatives, agents, and employees, except as may be necessary to comply with a valid order, subpoena, or law.
3. I hereby acknowledge that during my participation in the Activity, pictures and videos would be taken for documentation purposes. The Company has the right to use the pictures and videos, taken while doing an activity in external media, internal reports, presentations and any other Public Relation exercise undertaken by the company.
4. I hereby acknowledge that during my participation in the Activity, I may be exposed to a high-crime area. Accordingly, I understand as follows:
 - a. During my participation in the Activity, the Company will **NOT** be responsible for any items of personal property belonging to me which may be lost or stolen.
 - b. I have consented to my participation in the Activity having assumed the risk of bodily injury.
5. As the person identified above, I hereby agree to **RELEASE, INDEMNIFY, AND HOLD HARMLESS** the Company and its current and former officers, directors, representatives, agents, and employees (the "Indemnified Parties") from all claims for damages or injunctive relief resulting from my participation in the Activity, **REGARDLESS OF ANY NEGLIGENCE OR OTHER FAULT OR WRONGDOING** of any of the Indemnified Parties.

Please sign and date below:

Participant Signature

Date

If participant is under the age of 18, parent/legal guardian signature required

Parent's/Guardian's Signature

Parent's/Guardian's Printed Name

Phone



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME:	
	PHONE (A/C, No, Ext):	FAX (A/C, No):
INSURED	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	
	INSURER A:	NAIC #
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL. INSURER	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	GENERAL LIABILITY <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC					EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS					COMBINED SINGLE LIMIT (Per accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICE/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A			WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

The Certificate Holder or Gwinnett County Board of Commissioners is listed as an additional insured with respect to General Liability Policy.

CERTIFICATE HOLDER

CANCELLATION

Gwinnett County Board of Commissioners 75 Langley Drive Lawrenceville, GA 30046-6900	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
--------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

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Sewa International, Inc.
Together we server better.

Workshop/Event Feedback Form

Please take a few minutes to provide your thoughtful response. THANK YOU.

Event: _____ Date: _____ Location: _____

Were you aware of the subject before your attendance? [] No [] Somewhat [] Yes
Did you find the presentation relevant and useful? [] No [] Somewhat [] Yes

Overall Quality (on a scale of 1= Needs improvement, 5=Outstanding)

- A. Sewa introduction [] 1 [] 2 [] 3 [] 4 [] 5
B. Subject & contents [] 1 [] 2 [] 3 [] 4 [] 5
C. Presentation [] 1 [] 2 [] 3 [] 4 [] 5
D. Presentation aids [] 1 [] 2 [] 3 [] 4 [] 5
E. Answer to Questions [] 1 [] 2 [] 3 [] 4 [] 5
F. Location & Duration [] 1 [] 2 [] 3 [] 4 [] 5

Would you be interested in participating in future events sponsored by Sewa?

[] I plan to attend. Please send me invitation / reminder by email.

Would you like to join and support Sewa? (Select all that apply)

- [] a Member. We keep you informed of our activities and accomplishments.
[] an Advocate. You encourage others to be members and tell others about Sewa.
[] a Volunteer. You provide help to others using your skills and available time.

May we share your comments and remarks to promote Sewa's mission and awareness?
Your permission to share your feedback with your name is much more meaningful in
encouraging others participate and support Sewa's programs and activities.

- [] Yes. Feel free to use this info. & you can attribute me as a source. (Preferred)
[] Yes. You can use this comments without identifying me by name
[] No. You can only use this information for your internal evaluation only.

Additional Comments: _____

Your name & Address : _____

Email Address: _____ Phone: _____

May we contact you to discuss this and related Sewa matters? [] Yes [] No

Thank you for attending this event and sharing your feedback.

Sample Chapter Calendar

Chapters can have specific focus areas for each quarter. As an example,

1st Quarter (Jan - Mar): Yearly Planning

2nd Quarter (Apr - Jun): Youth engagement

3rd Quarter (Jul - Sep): Serve & Volunteering

4th Quarter (Oct - Dec): Donor relations & fund-raising

Besides this, Chapters can work on the flagship project throughout the year and contribute in disaster-relief fundraising whenever the need arises.

Background check process for volunteers

Background check refers to a variety of screening processes, such as criminal history background checks, credit checks, reference checks, or the verification of prior employment and higher education. In most of the States in the US, non-profit volunteers are required by law to get verified before working with kids.

Sewa Houston Chapter uses *Verified Volunteers*, an online verification system for volunteer background checks.

Verified Volunteers - www.verifiedvolunteers.com

Chapter volunteer coordinators can set up an account with verified volunteers and set it up for their own chapter. The process is simple. Once an account is set up, you can invite volunteers to go for a background check. This is through a link. At this time, Houston volunteers spend around \$12 for a background check, out of pocket. Once the results come in, in about 10 days, you can access all the information online and any potential red flags as well.



SEWA INTERNATIONAL

Tax-Exempt Nonprofit Organization (EID: 20-0638718)

P.O. Box 820867, Houston TX 77282-0867

Phone: (708) USA-SEWA | Website: www.sewausea.org | Email: info@sewausea.org

MATERIALS RECEIPT

1. CHAPTER INFORMATION

Chapter City: _____ Coordinator's Name: _____

E-mail: _____ Phone: _____

2. DATE & RECEIPT NUMBER

Date: _____ Receipt #: _____

3. DONOR INFORMATION

Business Name: _____ Address: _____

First: _____ MI: ____ Last: _____ City: _____

Email: _____ Phone: _____ State: _____ Zip: _____

4. SEWA INTERNATIONAL USA HAS RECEIVED THE FOLLOWING MATERIALS AS DONATION

SL #	ITEM DESCRIPTION	NUMBER OF ITEMS	CONDITION (Great/Good/Fair)
1.			
2.			
3.			
4.			
5.			
6.			
7.			

5. Thank You _____



EXPENSE CLAIM FORM

INSTRUCTIONS:

- Use one form for each person to be reimbursed.

Requestor Name	
<i>First</i>	<i>Last</i>
Is Requestor a Chapter Officer?	
Email	Phone

*Requestor should be a Chapter Officer or a Sewa Central Office approved Chapter Designee.

Sewa Project for which expenses were incurred**

Project Name	
Chapter	Zone

If expenses are not related to any project, write **General Expenses for *Project Name*.

Sl. No.	Description	Amount
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
Total		

Reimbursee
First Name
Last Name
Address
Phone
Email

NOTE: Attach receipts for each of the above listed expenses. Use another form if it exceeds this list.

I confirm that the above expenses incurred by me for a SEWA International project.

Signature of Reimbursee: _____ Date: _____

Signature of Chapter Officer/Sewa Approved Designee: _____

For Official Use

Issued Check # _____ Date _____ for \$ _____

Sewa Administrative Approval: _____



Sewa International Inc. (USA)
 P.O.BOX 820867, Houston, TX 77282-0867
 Tel: (708) USA SEWA, (708-872-7392) E-mail: info@sewausa.org

Credit Card Payment Authorization Form

Sign and complete this form to authorize Sewa International Inc. (USA) to make a debit to your credit card listed below. By signing this form you give us permission to debit your account for the amount indicated on or after the indicated date.

I _____ authorize Sewa International Inc. (USA) to charge my credit card for the amount and account indicated below thru PayPal or any other payment gateway.

Project name/Purpose _____

Check One:

Recurring Authorization (Monthly) _____

Onetime Authorization _____

Amount: _____

Amount: _____

Billing Address _____

Phone# _____

City, State, Zip _____

Email _____

Account Type: <input type="checkbox"/> Visa				<input type="checkbox"/> MasterCard		<input type="checkbox"/> AMEX		<input type="checkbox"/> Discover	
Cardholder Name(as it appears on the card): _____									
Cardholder's Address: _____									
Account Number _____					Expiration Date(MM/YY) _____				
CVV2 (3 digit number on back of Visa/MC, 4 digits on front of AMEX) _____									

I certify that I am an authorized user of this credit card and that I will not dispute the payment with my credit card company; so long as the transaction corresponds to the terms indicated in this form. This authorization shall remain in effect until Sewa International receives a new form requesting an update or cancellation.

SIGNATURE _____

DATE _____



IRS Department of the Treasury
Internal Revenue Service

P.O. Box 2508, Room 4010
Cincinnati OH 45201

In reply refer to: 4077594588
Mar. 14, 2016 LTR 4168C 0
20-0638718 000000 00

00027207

BODC: TE

SEWA INTERNATIONAL INC
% SRIKANTH KONDA
4510 COLONY HILLS DR
SUGAR LAND TX 77479-3219

013517

Employer ID Number: 20-0638718
Form 990 required: Yes

Dear Taxpayer:

This is in response to your request dated Feb. 25, 2016, regarding your tax-exempt status.

We issued you a determination letter in August 2004, recognizing you as tax-exempt under Internal Revenue Code (IRC) Section 501(c)(03).

Our records also indicate you're not a private foundation as defined under IRC Section 509(a) because you're described in IRC Section 509(a)(2).

Donors can deduct contributions they make to you as provided in IRC Section 170. You're also qualified to receive tax deductible bequests, legacies, devises, transfers, or gifts under IRC Sections 2055, 2106, and 2522.

In the heading of this letter, we indicated whether you must file an annual information return. If a return is required, you must file Form 990, 990-EZ, 990-N, or 990-PF by the 15th day of the fifth month after the end of your annual accounting period. IRC Section 6033(j) provides that, if you don't file a required annual information return or notice for three consecutive years, your exempt status will be automatically revoked on the filing due date of the third required return or notice.

For tax forms, instructions, and publications, visit www.irs.gov or call 1-800-TAX-FORM (1-800-829-3676).

If you have questions, call 1-877-829-5500 between 8 a.m. and 5 p.m., local time, Monday through Friday (Alaska and Hawaii follow Pacific Time).

4077594588
Mar. 14, 2016 LTR 4168C 0
20-0638718 000000 00
00027208

SEWA INTERNATIONAL INC
% SRIKANTH KONDA
4510 COLONY HILLS DR
SUGAR LAND TX 77479-3219

Sincerely yours,



Jeffrey I. Cooper
Director, EO Rulings & Agreement

SEWA INTERNATIONAL

A 501(C)(3) TAX-EXEMPT NONPROFIT CHARITY (ID # 20-0638718)

1712 HWY 6 SOUTH, HOUSTON TX 77077

SERVICE ABOVE SELF

www.sewausea.org info@sewausea.org (708) USA-SEWA



28 April, 2015

To

< Board/President Name for community org >

Subject: Nepal Earthquake Relief – Invitation to Community Meeting on Sunday, May 2nd from 5:15 PM to 6:30 PM at Sunnyvale Hindu Temple.

Sewa International (Sewa) appreciates and thanks your services for many years in support our community. As you are aware there has been a great and urgent need to help the victims of earthquake in Nepal. Many like-minded and kind hearted community organizations and temples would like to help the victims by raising funds and supplying resources. But the need to make the help available quickly on the ground has become an important factor for immediate relief work. Also the short and medium term rehabilitation work will be essential to restore the semblance of normalcy.

Sewa is an international organization with an active chapter in San Francisco Bay Area and has a vibrant sister organization in Nepal called Sewa Nepal. Sewa has already released \$10,000 towards the earthquake relief. Also Sewa has its volunteers on the ground in Nepal providing hands-on relief efforts.

Sewa has many years of experience in providing direct relief and rehabilitation work for disaster victims. Sewa's service and relief efforts during Bhuj (Gujarat) earthquake, Uttarakhand floods and Kashmir floods are well recognized. Sewa is coordinating with many other spiritual, volunteer, cultural and linguistic organizations in the Bay Area to pool the resources and channel their efforts through Sewa to minimize overheads.

To maximize the benefits that can go directly to the people of Nepal and to quickly provide help on the ground, Sewa appeals to <organization name> to partner with Sewa to channel its efforts, resources and funds through Sewa without any added overheads. <Organization name> has been one of the pillars of Indian community in Bay Area for service leadership. Sewa is eager to partner with <organization name> in support of its efforts and request the <organization name> to leverage Sewa's on the ground dedicated volunteer network in Nepal.

Sewa is arranging a community meeting in collaboration with Sunnyvale temple and many other organizations to discuss the objectives, goals, methods etc., to collectively plan the relief and rehabilitation work on <DATE>, from <TIME>. It will be great if you organization can also participate in the meeting and offer your ideas. There will be a <EVENT NAME> from <TIME> to initiate the fund raising efforts. If you have time, please join us for the music concert and dinner.

If you need any other information, please do not hesitate to contact one of the following office bearers from Sewa. Please confirm that you will be able to attend the community event.

<Contact Name 1 AND Phone Number> , <Contact Name2 AND Phone Number> , <Contact Name3 AND Phone Number>



GRANT REQUEST FORM

PART A: COVER SHEET

APPLICATION DATE (MM/DD/YYYY)		FOR SEWA USA USE ONLY SEWA PROPOSAL NUMBER	
IS THIS PROPOSAL BEING SUBMITTED TO ANOTHER ORGANIZATION? <input type="checkbox"/> YES <input type="checkbox"/> NO			
IF "YES" GIVE DETAILS OF THE ORGANIZATION NAME, ADDRESS, PHONE, EMAIL, WEBSITE AND CONTACT INFO OF RESPONSIBLE PERSON IN A SEPARATE SHEET.			
PROPOSAL TITLE			
PROJECT BUDGET REQUESTED FROM SEWA (IN LOCAL CURRENCY)		PROJECT BUDGET TOTAL (ENCLOSE A DETAILED BUDGET) (IN LOCAL CURRENCY)	
SEWA USE ONLY (IN USD)		SEWA USE ONLY (IN USD)	
IS COUNTRY GOVERNMENT APPROVAL NEEDED TO RECEIVE MONEY FROM SEWA INTERNATIONAL?		IF "YES" EXPLAIN	
<input type="checkbox"/> YES <input type="checkbox"/> NO			
PROJECT DURATION (1-36 MONTHS)		START DATE (MM/DD/YYYY)	END DATE (MM/DD/YYYY)
PROJECT LOCATION ADDRESS (STREET, CITY, STATE, PIN/ZIP CODE, COUNTRY)			
BENEFICIARY ORGANIZATION NAME		WERE YOU FUNDED BY SEWA USA IN THE PAST?	
		<input type="checkbox"/> YES <input type="checkbox"/> NO	
BENEFICIARY ORGANIZATION TAX ID NUMBER (US ONLY)		IF "YES" GIVE DETAILS (AMOUNT, PERIOD, PROJECT TITLE)	
		AMOUNT (IN USD)	PERIOD FROM-TO (MM/DD/YY)
		TITLE	
ADDRESS (STREET, CITY, STATE, PIN/ZIP CODE, COUNTRY)			
PHONE	FAX	WEBSITE	EMAIL
PURPOSE OF ORGANIZATION (ATTACH SHEETS IF NECESSARY)			
CREDENTIAL/HISTORY/PREVIOUS REHABILITATION WORK (ATTACH SHEETS IF NECESSARY)			
NON US BENEFICIARY ORGANIZATIONS ONLY (ATTACH APPROPRIATE DOCUMENTATION)			
CHARITABLE NUMBER AND VALIDITY DATE (80-G FOR INDIA)		FOREIGN CURRENCY PERMIT NUMBER AND VALIDITY DATE (FCRA FOR INDIA)	
PROJECT COORDINATOR		SIGNATURE & DATE	
NAME	DESIGNATION	PHONE	EMAIL
OFFICE CONTACT NAME	DESIGNATION	PHONE	EMAIL
CONTACT INFORMATION OF SUPPORTERS IN THE US IF ANY (ATTACH A SHEET IF NECESSARY)			
NAME	PHONE	EMAIL	ADDRESS



PART B: PROJECT SUMMARY

PROJECT SUMMARY (300 WORDS):

Which of the three objectives does the proposed project address?

- Help Humanity in Distress
- Focus on local Issues
- Promote volunteerism

Briefly summarize how your project addresses the above objective.

PART C: REPORTING REQUIREMENTS

FILL OUT THE FOLLOWING TABLE INDICATING EXPECTED REPORTING DATE AND DATES WHEN INSTALLMENT IS REQUIRED. FOR REQUESTED INSTALLMENT DATES CHOOSE FROM EITHER: JANUARY 1, APRIL 1, JULY 1, OR OCTOBER 1. REPORTING SHOULD BE A MINIMUM OF 30 DAYS BEFORE THE REQUESTED INSTALLMENT DATE (SEE INSTRUCTIONS).

INSTALLMENT	REPORTING DATE (MM/DD/YYYY)	INSTALLMENT DATE (MM/DD/YYYY)	AMOUNT (LOCAL CURRENCY)	AMOUNT (USD) SEWA USA USE ONLY
1				
2				
3				
4				
		TOTAL		

REPORTING METHOD: BY E MAIL TO SEWA USA (GRANTS@SEWAUSA.ORG)

I DECLARE (OR CERTIFY, VERIFY, OR STATE) UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE UNITED STATES OF AMERICA THAT THE FOREGOING IS TRUE AND CORRECT.

RESPONSIBLE OFFICER OF BENEFICIARY ORGANIZATION

SIGNATURE & DATE:

NAME

DESIGNATION

PHONE

EMAIL



THIS PAGE SEWA USA OFFICE USE ONLY

DATE REQUEST RECEIVED: _____ **PROJECT AMOUNT (IN USD):** _____

SOURCE OF FUNDING (I.E. GENERAL FUND, RELIEF & REHABILITATION FUND, ETC.):

STATUS:

- | | |
|----------------------------------------------|-------------------------------------------------|
| <input type="checkbox"/> APPROVED | <input type="checkbox"/> NOT REVIEWED |
| <input type="checkbox"/> REJECTED | <input type="checkbox"/> DEFERRED |
| <input type="checkbox"/> UNDER CONSIDERATION | <input type="checkbox"/> OTHER (SPECIFY): _____ |

COMMENTS:

APPROVED BY (NAME, SIGNATURE AND DATE)

_____	_____	_____
GRC CHAIR	VP ORGANIZATION	PRESIDENT

MONEY TRANSFER INFORMATION

INSTALLMENT	FIRST	SECOND	THIRD	FOURTH	FIFTH	SIXTH
AMOUNT (IN USD)						
TRANSFER DATE						
SEWA BANK IN US						
GRANTEE'S BANK						
TRANSFERRED BY (SEWA OFFICER'S NAME)						
CONFIRMATION NUMBER						
DATE GRANTEE RECEIVED FUNDS						

REPORT STATUS

REPORT	RECEIVED DATE	FORMAT			
		EMAIL	HARDCOPY	AUDIO	VIDEO
FIRST					
SECOND					
THIRD					
FINAL					

DESCRIPTION OF GRANT REQUEST FORM

PURPOSE OF THE FORM

This form is intended to provide SEWA USA with information regarding the funding requested by your organization and the intended use of funds. You can use the form for application for funding renewal.

INSTRUCTIONS

1. Provide all the information accurately and thoroughly.
2. Fill up the Grant Request Form (GRF) using MS Word¹.
3. Print the GRF, sign it and scan it.
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 - 9.A *Installment Disbursement*: The grant will be disbursed in installments based upon an agreed upon schedule. All grant installment disbursements will start at the beginning of a quarter, that is grants are disbursed only on: January 1, April 1, July 1, and October 1. Exceptions will be rare and need to be cleared with Sewa USA. Plan in advance. If installment requirement plan changes during the project contact Sewa USA as soon as possible. We will do our best to accommodate.
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 - 9.D *Use of Materials*: The Beneficiary organization will agree to allow Sewa International USA to use the report and any supporting material provided along with written report (i.e. videos, photos, testimonials etc.) as Sewa International USA determines, including for marketing purposes.
9. The proposal details:
 - a. **Format**: Double-spaced; 11-point font; Times Roman or equivalent font; 1 inch margin on all sides.
 - b. **Table of Contents** should be included.
 - c. **Main Body of Proposal (10 pages)**: Objective; Project Benefits; Relevant Past work of the Organization; Approach; Project Description; Resources needed (labor, materials/supplies, equipment, etc.); Total number of recipients of the Project Benefits; Metrics (quantitative and qualitative indicators of success); and Timeline.
 - d. **Budget and Budget Justification**
 - e. **Short Bio of the Project Coordinator and other key members of the team.**
10. Questions? Contact Sewa International at grants@sewausea.org.

¹ Optional Appendix can include additional information (brochure, reports, photos, etc.).

² Do not send large reports as attachments. A summary is adequate. Avoid sending hardcopies. If you have to send materials such as DVD etc., use the corporate address below.

³ Required to comply with Internal Revenue Service (IRS) rules on documentation in the USA.

GUIDELINES FOR GRANTMAKING

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This document describes the procedures and requirements for a project. ***To respond to changing needs and governmental regulations, Sewa reserves the right to change the guidelines at any time without explanation.***

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- Minimum annual amount funded (floor) is \$2200
- Maximum annual amount funded (ceiling) is \$100,000

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Sewa incurs 4%–10% administrative cost in grantmaking depending on the size of the project funded. Administrative costs include bank transfer fees, accounting, legal, project management, donor management, and general office maintenance costs among others.

The estimated administrative cost on a sliding scale basis is given in the table below:

Project Amount	Administrative Costs
\$2200-5000	10%
\$5001-\$10,000	8%
\$10,001-\$25,000	6%
\$25,001 - \$50,000	5%
\$50,001 and above	4%

C. BENEFICIARY ORGANIZATION QUALIFICATIONS AND REQUIREMENTS:

- Organization must be a registered nonprofit organization.
 - In the US the beneficiary organization must be a 501(c)(3) nonprofit, charitable organization in good standing with the IRS and the state of registration.
 - In India the organization must be a registered as a 80G organization.
 - Other countries check with Sewa.
- Organization must be legally able to receive donation
 - In India the organization must have FCRA (Foreign Currency Regulation Act) clearance certification as per the Indian Governmental regulations.
- Organization must be pre-approved by Sewa International.
- Organization should not discriminate based of race, color, creed, caste, religion, gender, or, nationality.
- Organization must allow representatives of Sewa International review the funded project.
- Organization is required to provide agreed upon quarterly and annual periodic updates, and, a completion report to Sewa International



GRANT REQUEST FORM

PART A: COVER SHEET

APPLICATION DATE 08/25/2015		FOR SEWA USA USE ONLY SEWA PROPOSAL NUMBER	
IS THIS PROPOSAL BEING SUBMITTED TO ANOTHER ORGANIZATION? <input type="checkbox"/> YES <input type="checkbox"/> <u>No</u>		IF "YES" GIVE DETAILS OF THE ORGANIZATION NAME, ADDRESS, PHONE, EMAIL, WEBSITE AND CONTACT INFO OF RESPONSIBLE PERSON IN A SEPARATE SHEET.	
PROPOSAL TITLE SPONSOR EDUCATION FOR GIRLS IN NAND LAL GEETA VIDYA MANDIR SCHOOL AT AMBALA			
PROJECT BUDGET REQUESTED FROM SEWA (IN LOCAL CURRENCY) 2,91,000		PROJECT BUDGET TOTAL (ENCLOSE A DETAILED BUDGET) (IN LOCAL CURRENCY) 3,15,000	
SEWA USE ONLY (IN USD)		SEWA USE ONLY (IN USD)	
IS COUNTRY GOVERNMENT APPROVAL NEEDED TO RECEIVE MONEY FROM SEWA INTERNATIONAL? <input type="checkbox"/> YES <input type="checkbox"/> <u>No</u>	IF "YES" EXPLAIN		
PROJECT DURATION (1-36 MONTHS) 36 MONTHS	START DATE (MM/DD/YYYY) 08/26/2015	END DATE (MM/DD/YYYY) 08/26/2018	
PROJECT LOCATION ADDRESS (STREET, CITY, STATE, PIN/ZIP CODE, COUNTRY) Nandlal Geeta Vidya Mandir Sr.Sec. School, Tepla, Ambala, Haryana, Postal Code: 133104. India			
BENEFICIARY ORGANIZATION NAME SEWA INTERNATIONAL BHARAT		WERE YOU FUNDED BY SEWA USA IN THE PAST? <input type="checkbox"/> YES <input type="checkbox"/> <u>No</u>	
BENEFICIARY ORGANIZATION TAX ID NUMBER (US ONLY)		IF "YES" GIVE DETAILS (AMOUNT, PERIOD, PROJECT TITLE) AMOUNT (IN USD) PERIOD FROM-TO (MM/DD/YY) TITLE	
ADDRESS (STREET, CITY, STATE, PIN/ZIP CODE, COUNTRY) 49, DEENDAYAL UPADHYAY MARG, NEW DELHI - 110002, INDIA			
PHONE +91-11-43007650	FAX	WEBSITE WWW.SEWAINTERNATIONAL.ORG	EMAIL SEWAINTERNATIONALDELHI@GMAIL.COM
PURPOSE OF ORGANIZATION (ATTACH SHEETS IF NECESSARY) TO PROVIDE EDUCATION TO UNDERPRIVILEGED KIDS IN RURAL AREAS			
CREDENTIAL/HISTORY/PREVIOUS REHABILITATION WORK (ATTACH SHEETS IF NECESSARY)			
NON US BENEFICIARY ORGANIZATIONS ONLY (ATTACH APPROPRIATE DOCUMENTATION)			
CHARITABLE NUMBER AND VALIDITY DATE (80-G FOR INDIA) NO. DIT(E)2008-2009/s-2184/1637		FOREIGN CURRENCY PERMIT NUMBER AND VALIDITY DATE (FCRA FOR INDIA) 231660106	
PROJECT COORDINATOR		SIGNATURE & DATE	
NAME NISHANT AGGARWAL	DESIGNATION PROGRAMME MANAGER	PHONE +91-9910550176	EMAIL NISHANT.AGGARWAL@GMAIL.COM
OFFICE CONTACT NAME DEEPAK SINGH	DESIGNATION OFFICE ASSISTANT	PHONE +91-9654116997	EMAIL DIPAKSINGH49@GMAIL.COM
CONTACT INFORMATION OF SUPPORTERS IN THE US IF ANY (ATTACH A SHEET IF NECESSARY)			
NAME	PHONE	EMAIL	ADDRESS



PART B: PROJECT SUMMARY

PROJECT SUMMARY (300 WORDS):

Which of the three objectives does the proposed project address?

- Help Humanity in Distress
- Focus on local Issues**
- Promote volunteerism

Briefly summarize how your project addresses the above objective.

Sewa International Bharat plans to work with Nand Lal Geeta School for providing education to underprivileged kids. The school will adopt five needy girl students and this donation will utilize on their tuition fee as well as annual charges. All these students are from the financially weaker sections of our society and having talented virtue. The annual charges and monthly tuition fee of each student is stated Rs 21000/-annum. Sewa International will provide support for 3 years for the given students..

PART C: REPORTING REQUIREMENTS

FILL OUT THE FOLLOWING TABLE INDICATING EXPECTED REPORTING DATE AND DATES WHEN INSTALLMENT IS REQUIRED. FOR REQUESTED INSTALLMENT DATES CHOOSE FROM EITHER: JANUARY 1, APRIL 1, JULY 1, OR OCTOBER 1. REPORTING SHOULD BE A MINIMUM OF 30 DAYS BEFORE THE REQUESTED INSTALLMENT DATE (SEE INSTRUCTIONS).

INSTALLMENT	REPORTING DATE (MM/DD/YYYY)	INSTALLMENT DATE (MM/DD/YYYY)	AMOUNT (LOCAL CURRENCY)	AMOUNT (USD) SEWA USA USE ONLY
1		08/26/2015	2,91,000	
2				
3				
TOTAL			2,91,000	

REPORTING METHOD: BY E MAIL TO SEWA USA (GRANTS@SEWAUSA.ORG)

I DECLARE (OR CERTIFY, VERIFY, OR STATE) UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE UNITED STATES OF AMERICA THAT THE FOREGOING IS TRUE AND CORRECT.

RESPONSIBLE OFFICER OF BENEFICIARY ORGANIZATION

SIGNATURE & DATE:

NAME
K. G. PARANDE

DESIGNATION
SECRETARY

PHONE
+91-9811392777

EMAIL
SHYAMPARANDE@GMAIL.COM



THIS PAGE SEWA USA OFFICE USE ONLY

DATE REQUEST RECEIVED: _____ **PROJECT AMOUNT (IN USD):** _____

SOURCE OF FUNDING (I.E. GENERAL FUND, RELIEF & REHABILITATION FUND, ETC.):

STATUS:

- | | |
|----------------------------------------------|-------------------------------------------------|
| <input type="checkbox"/> APPROVED | <input type="checkbox"/> NOT REVIEWED |
| <input type="checkbox"/> REJECTED | <input type="checkbox"/> DEFERRED |
| <input type="checkbox"/> UNDER CONSIDERATION | <input type="checkbox"/> OTHER (SPECIFY): _____ |

COMMENTS:

APPROVED BY (NAME, SIGNATURE AND DATE)

_____	_____	_____
GRC CHAIR	VP ORGANIZATION	PRESIDENT

MONEY TRANSFER INFORMATION

INSTALLMENT	FIRST	SECOND	THIRD	FOURTH	FIFTH	SIXTH
AMOUNT (IN USD)						
TRANSFER DATE						
SEWA BANK IN US						
GRANTEE'S BANK						
TRANSFERRED BY (SEWA OFFICER'S NAME)						
CONFIRMATION NUMBER						
DATE GRANTEE RECEIVED FUNDS						

REPORT STATUS

REPORT	RECEIVED DATE	FORMAT			
		EMAIL	HARDCOPY	AUDIO	VIDEO
FIRST					
SECOND					
THIRD					
FINAL					

DESCRIPTION OF GRANT REQUEST FORM

PURPOSE OF THE FORM

This form is intended to provide SEWA USA with information regarding the funding requested by your organization and the intended use of funds. You can use the form for application for funding renewal.

INSTRUCTIONS

1. Provide all the information accurately and thoroughly.
2. Fill up the Grant Request Form (GRF) using MS Word¹.
3. Print the GRF, sign it and scan it.
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PROJECT PROPOSAL

FOR

<< NAME OF THE PROJECT >>

SUBMITTED TO



SEWA INTERNATIONAL, USA

SUBMITTED BY

<< NAME OF THE NGO >>

<< Address of the NGO >>

<< Address of the NGO >>

<< Address of the NGO >>

Tel: +91-

Email:

URL:

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3. TARGET AREA BACKGROUND	4
4. OBJECTIVES OF THE PROJECT	4
5. DESCRIPTION OF THE PROJECT / METHODOLOGY	4
6. MONITORING, REPORTING AND EVALUATION	4
7. EXPECTED OUTCOME OF THE PROJECT	4
8. PROJECT BUDGET	4
9. ANNEXURE 1 – MAP OF TARGET AREA	4

1. GENERAL DATA

Project Title :

Applying Organization :

Mailing Address :

Email : **Tel: +91-**

Contact Person : Smt./Shri.

Function/Responsibility :

Organization's Legal Status : Registered under

Other Registrations : Registered under

Income Tax Exemption for Donations :

Project Location : **Village:**
District:
State:

Target Group :

Time-frame for use of requested funds :

Project Budget : **Rs.** (Rupees _____ only)

Grant Requested : **Rs.** (Rupees _____ only)

2. BACKGROUND OF THE ORGANIZATION

<< A short Note on the background of the organization>>

3. TARGET AREA BACKGROUND

<< A brief of the target area where the project will be executed>>

4. OBJECTIVES OF THE PROJECT

1. <<State the project objectives as bulleted points>>

5. DESCRIPTION OF THE PROJECT / METHODOLOGY

<<Project description and methodology employed to execute the project>>

6. MONITORING, REPORTING AND EVALUATION

Monitoring

<<State how the project will be monitored>>.

Reporting

<<State how the project Reporting will be carried out >>

Evaluation

<<State the criteria used to evaluate the project >>

7. EXPECTED OUTCOME OF THE PROJECT

<<State the expected outcome of the project>>

8. PROJECT BUDGET

<<Provide a detailed project budget >>

9. Annexure 1 – Map of target area

<<Enclose a map of the Project location >>

PROJECT PROPOSAL

FOR

INFRASTRUCTURE DEVELOPMENT AT SAMSKRUTA GURUKULA,
NELLORE, ANDHRA PRADESH

SUBMITTED TO



SEWA INTERNATIONAL, USA

SUBMITTED BY

SAMSKRUTA GURUKULA

No.14/75, Gurukula Dhama,
Mahabodhi Street, Old Market Area
Nellore-524 001, Nellore District,
Andhra Pradesh

Tel: +91- 98765 43210 **Email:** sudarshanrao@gurukula.com **URL:** www.gurukula.com

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7. EXPECTED OUTCOME OF THE PROJECT	6
8. PROJECT BUDGET.....	6
9. ANNEXURE 1 – MAP OF TARGET AREA.....	7

1. GENERAL DATA

Project Title	: Infrastructure Development at Samskruta Gurukula
Applying Organization	: Samskruta Gurukula
Mailing Address	: No.14/75, Gurukula Dhama, Mahabodhi Street, Old Market Area Nellore-524 001, Nellore District Andhra Pradesh Tel: +91- 98765 43210
Email	: sudarshanrao@gurukula.com
Contact Person	: Shri. Sudarshan Rao Sriramulu
Function/Responsibility	: Manager
Organization's Legal Status	: Registered under Societies Registration Act
Other Registrations	: Registered under FCRA (No. AB/10987)
Income Tax Exemption for Donations	: 80G
Project Location	: Village: Kaligiri District: Nellore State: Andhra Pradesh
Target Group	: Visiting Resource persons and guests & special invitees.
Time-frame for use of requested funds	: One year
Project Budget	: Rs.23,55,000/- (Rupees Twenty Three Lakhs Fifty Five Thousand only)
Grant Requested	: Rs.15,00,000/- (Rupees Fifteen Lakhs only)

2. BACKGROUND OF THE ORGANIZATION

Samskruta Gurukula was started in the year 1972 to provide value based education to Hindu boys and girls above the age of 10 years. The entire education together with boarding and lodging is provided free to all students irrespective of their background, social status, caste/class. The gurukula campus where students live, work and study is situated amidst a serene atmosphere spread over 250 acres. The medium of instruction is Telugu and the students communicate in fluent Samskrit. Admission is limited to 20 boys and 20 girls each year for the course duration of 10 years.

The alternate education system offered by Samskruta Gurukula allows for healthy, holistic and integral development of the child. They seek to recover the guru-shishya relationship which is based on trust, devotion, and mutual affection between the teacher and the students. In Bharat, where the family forms the core of the social life, parents occupy a pivotal position. Keeping this in mind, Samskruta Gurukula concentrates on education of boys and girls to empower future adults to imbibe in them several lasting values of our civilization and the skills & knowledge required to become good parents and able social leaders in modern contemporary life.

Some of the salient features of the education system provided at the gurukula -

- Facilitates blossoming of the inner potency of the child
- Aids in Holistic development of the child
- Imparts learning with a spiritual outlook
- Promotes behavioural learning through emulation of elders
- Facilitates belief in self through self-study, self-thinking, self-discipline and self-dependence
- Imparts ancient knowledge judiciously blended with modern information – Veda, Yoga, Agriculture and Modern science form the core subjects of this multidimensional curriculum
- Orientation in the use of English and Hindi
- Encouragement and facilities to study literature, music and other fine arts for desirous students

3. TARGET AREA BACKGROUND

The gurukula is situated on a vast verdant area and serene atmosphere on a 250 acre campus called Shanti Dhama in Kaligiri village of Nellore district in the south eastern state of Andhra Pradesh, India. Agriculture is the major occupation of people in this region and people either work on lands – either their own or that of landlords. Many people also work as construction laborers and coolies in nearby villages. A handful of them have completed their primary schooling. Majority of the women folk are illiterate.

4. OBJECTIVES OF THE PROJECT

1. To provide office space to be used for administrative work
2. To provide accommodation for visiting resource personnel
3. To make provision for accommodation of guests and special invitees

5. DESCRIPTION OF THE PROJECT / METHODOLOGY

It is proposed to construct a two storied building to be used as office premises and for residence of visiting resource persons. It is planned to build one office room and 2 rooms with en suite on the ground floor, 3 rooms with en suite on the first floor, one verandah on each of the floors. The estimated cost of construction is cost is **Rs.23,55,000/-** (Rupees Twenty three lakhs fifty five thousand only).

a) Proposed building plan



b) Proposed building Structure

- i. Area of Ground floor : 101.20 sq meters
 - ii. Areas of first Floor : 101.20 sq meters
- Total area of construction : **202.40 sq meters**

c) Land

The proposed building would be constructed in the existing gurukula campus. The existing borewell would take care of the water needed for construction and also for the day-to-day activities after the construction is completed. Existing connection of electricity would be extended to cater to the needs of the new building.

6. MONITORING, REPORTING AND EVALUATION

Monitoring

A designated person would monitor the construction on a weekly basis against the sanctioned plan. In addition, s/he would also monitor the progress for quality of work and schedule.

Reporting

The designated person would submit a monthly Internal report on the progress made to Samskruta Gurukula office bearers. On a quarterly basis, a Progress Report would be sent to Sewa International Bharat, to keep them updated of the progress, issues & risks if any. Milestone Reports would be submitted at key milestones i.e. on completion of - foundation; ground floor roofing; first floor roofing; plastering, electrical, plumbing works. On completion of the project, a final completion report would also be submitted. Photographs showing progress of work would also accompany all reports.

Evaluation

The project would be evaluated with the consultation and guidelines of the granting agency. On completion of the project, it would be evaluated for three critical parameters – Time, Cost and Quality.

7. EXPECTED OUTCOME OF THE PROJECT

- Office space for administrative purpose would be made available
- 5 ensuite rooms for visiting resource persons and guests.

8. PROJECT BUDGET

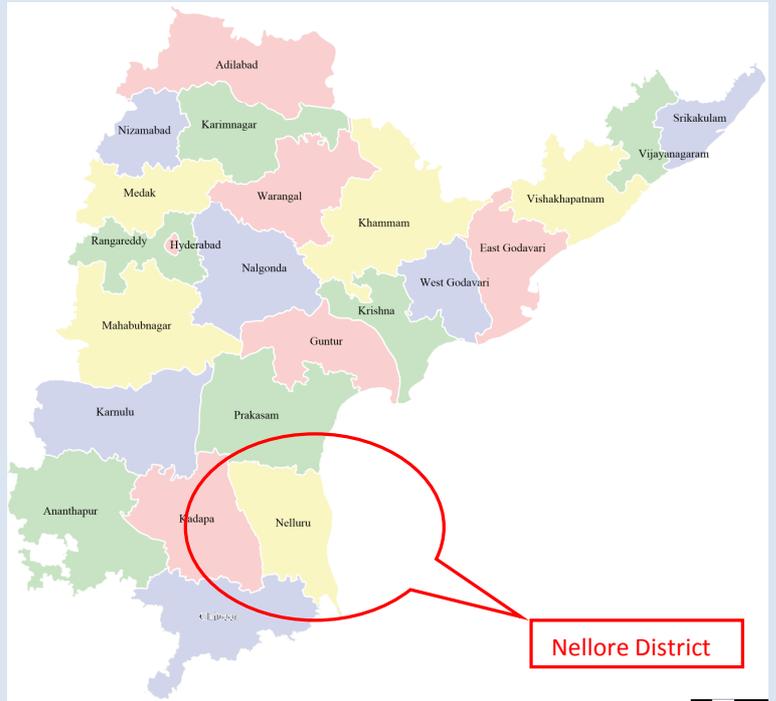
Sl.No.	Particulars	Amount (in Rs.)
I	Ground Floor	
1	Earth work excavation	18,427.65
2	Providing and laying CC Bed in 1:4:8	23,646.00
3	Providing and construction of CR masonry	137,235.00
4	Providing and laying DPC in 1:4:8	12,262.50
5	Providing and construction of Laterite stone masonry	123,487.00
	RCC Works	
6	Providing and placing for RCC	148,837.50
7	Providing steel for RCC work including bar bending	84,000.00
8	Providing and fixing Hard Wood Door frames with Jack wood shutters	85,000.00
9	Providing and fixing Hard Wood Window frames with Jack wood shutters	195,000.00
10	Providing plastering to exposed surfaces of masonry and RCC works	100,835.25
11	Providing flooring with Ceramic tiles	91,080.00
	Miscellaneous Works	
12	Earth filling inside the basement	50,000.00
13	Electrical work	65,000.00
14	Plumbing and Sanitary work	75,000.00
15	White wash, color wash and Painting	65,000.00
16	Unforeseen expenses like plan, estimates, sanctions	5,189.10
II	First Floor	1,075,000.00
	Total	2,355,000.00

(Rupees Twenty three Lakh fifty five thousand only)

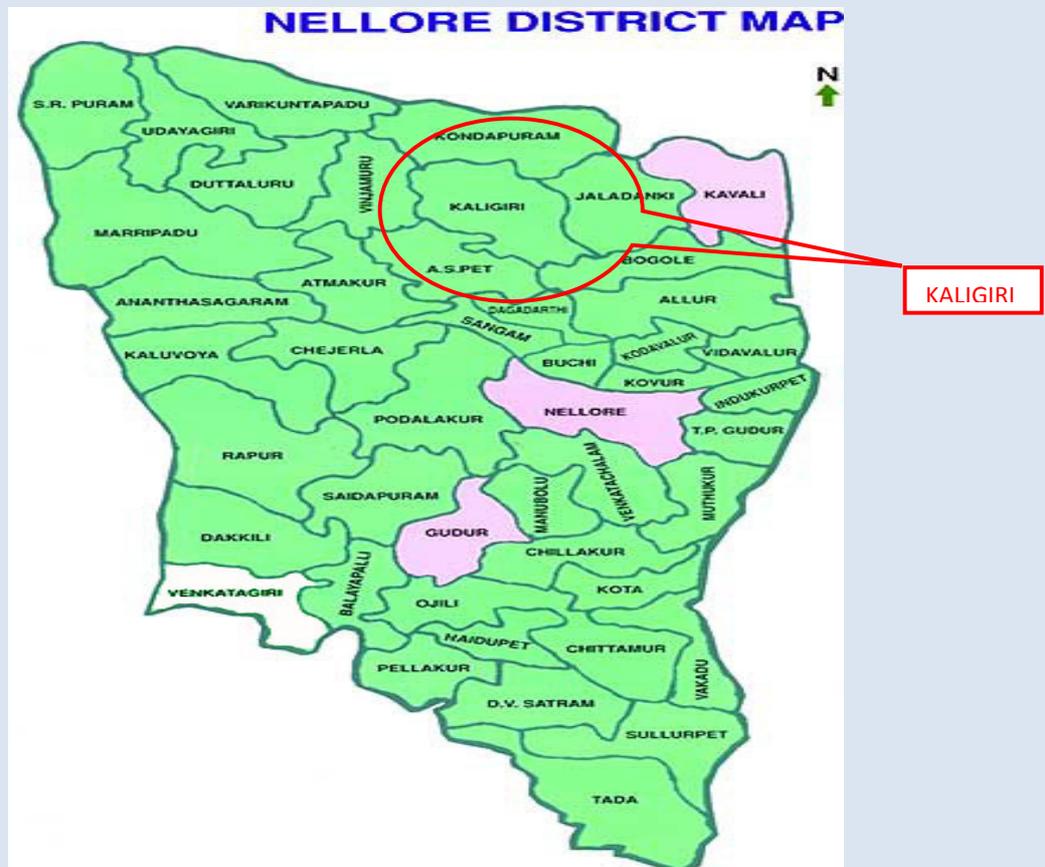
9. Annexure 1 – Map of target area



1. India map with outline of Andhra Pradesh



2. Andhra Pradesh map showing Nellore district



3. Nellore map showing Kaligiri village



Sewa International Bharat

1. Organization Details

Organization Name	
Project Name	
Contact Person	
Contact phone	
Email	

2. Funding Pre-requisite Checklist

Sl.No.	Document	Whether submitted	Remarks
1	REQUEST LETTER FOR DONATION		
2	COPY OF 80G		
3	COPY OF 12A		
	COPY OF 35AC (if any)		
4	COPY OF FCRA CERTIFICATE		
5	COPY OF PAN CARD		
6	COPY OF TAN CARD - Tax Deduction Account Number Card (if any)		
7	COPY OF TRUST DEED (IF A REGISTERED TRUST)		
8	COPY OF MEMORANDUM AND RULES (IF A REGISTERED SOCIETY)		
9	RESOLUTION IF ANY		
10	SIGNIFICANT CHANGES IN GOVERNANCE		
11	LIST OF TRUSTEES OR DIRECTORS		
12	ANNUAL REPORT OF PAST ONE YEAR DETAILING ACTIVITIES CARRIED OUT		
13	AUDITED BALANCE SHEET FOR LAST 3 FY		
14	INCOME & EXPENDITURE STATEMENT FOR LAST 3 FY		
15	COPY OF INCOME TAX RETURN FOR LAST FY		
16	COPY OF FC-6 RETURN FOR PREVIOUS FY (Indian organizations receiving foreign funds have to file FCRA returns end October every FY). Failure to comply can result in a loss of FCRA registration		
17	LIST OF INTERNATIONAL DONORS WITH AMOUNT		
18	COPY OF BROCHURE OR MARKETING MATERIAL		
19	COMPLETED GRF FORM		
20	DETAILED PROJECT PROPOSAL		
21	Bank Details Bank Name: Bank Address: Account No.: Account Name: SWIFT Code :		

Documents Checked by

Documents Verified by



Sewa USA

Brand Guidelines

Sewa USA

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- 5. Banners and Brochures.....10
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1. What is Sewa USA?

In the ancient Indian language of Sanskrit, Sewa means Service.

Sewa USA is committed to working in areas which suffer from humanitarian disasters and tragedies, to provide immediate relief and rehabilitation, by mobilizing technical assistance to relief operations, and by investing in building infrastructure and services in the aftermath of natural disasters.

We work in places that are less privileged than the USA or the Western World to help make a difference to the quality of lives of those suffering from what can only be described as misfortune.

Sewa International is a charity of Indian origin that came into prominence in the 90s when huge natural disasters affected India. Working in partnership with business leaders, politicians, civic society and local communities, Sewa International has raised substantial funds for various calamities internationally. As a result of partnership with local NGO's, we seek to rebuild communities, with their long term prosperity in mind.

Sewa USA is a Hindu faith-based humanitarian non-profit service organization with 501(C)(3) registration in the US providing service to all, irrespective of race, nationality, religion, or gender

Sewa USA is proud to have the support of people of all backgrounds for our campaigns, appeals and volunteering projects.

2. Why brand Sewa USA?

Like any other brand, **Sewa USA** has been created to raise awareness of the need for service and provide immediate relief and rehabilitation. The visual identity needs to be recognized and something which anyone can relate to immediately.

With the brand being used more and more extensively and across various media, it is important that we provide a means to ensure that the consistency of the brand and the charity are followed across all media.

How do I use this toolkit?

This toolkit provides you with everything you need to start developing marketing materials for **Sewa USA**.

If you have any questions relating to any of the details covered in this guide, please contact info@sewausa.org

View this toolkit on screen or print it out (in A4 format).

3. The Logo



Our logo is unique, we believe that light and hope can help uplift & inspire the human spirit.

The flame in our logo refers to the light we bring at times of extreme distress and the bird denotes the human spirit being lifted by hope.

Through this logo, we seek to establish our identity as a progressive charity that provides humanitarian assistance at times of tragedies and disasters.

3.1 The Logo



The **Sewa USA** logo has been designed to work in a single color and black. The color has appropriately been named as ‘sewa_purple’

Sewa_purple can be made up using the following colors:

C=100 M=100 Y=25 K=25 - sewa_purple

When reproducing the logo in black, the black should be made up of the following:

C=100 M=100 Y=100 K=100 - Black

Do not attempt to reproduce the logo in any other color.

	100%	60%	40%	sewa_purple
	100%	60%	40%	Black

Sewa USA logo sewa_purple

Sewa USA Logo Black



Example: logo reversed out on sewa_purple

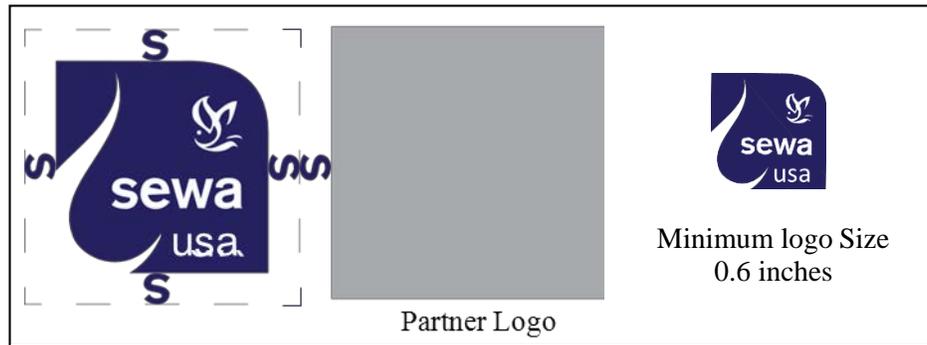


Example: logo reversed out on Black

The tints mentioned above can be used to add some variation

The logo can also be ‘reversed’ out in white. This means that the logo will be in white and on a background color. This will either be sewa_purple, or black.

3.2 Clearance area and Minimum size



Clearance area: A height of 's' should be maintained as a clearance area

The distance between the Sewa USA logo and other partner logos, needs to be at least the height of 2 's'

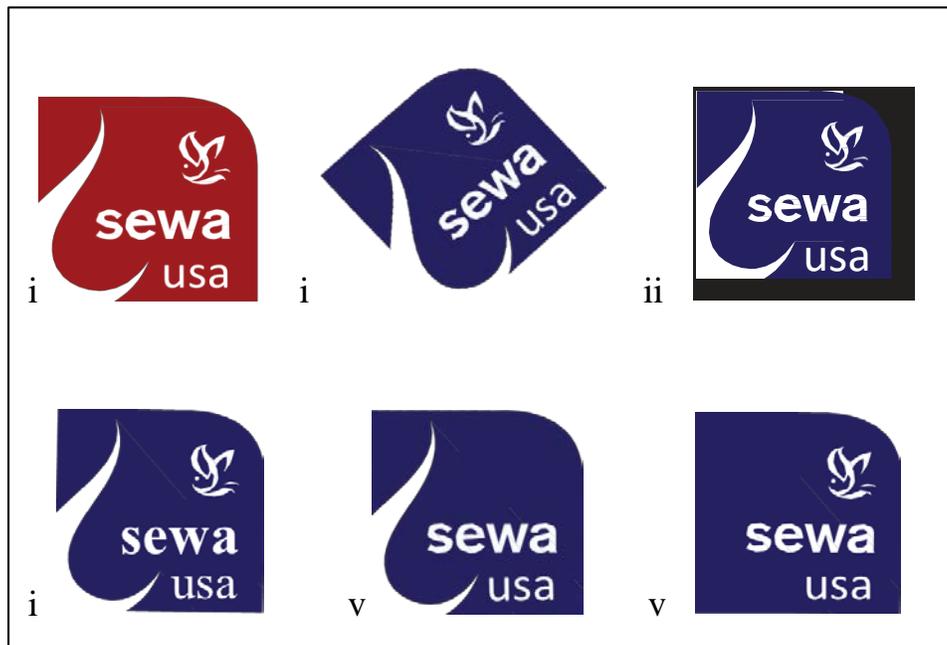
Clearance area

When using the logo alongside other logos, or images it important to maintain enough room around the logo to breathe. The clearance around the logo should be equal to at least the height of the 's' in the logo.

Minimum size

The minimum size that the logo can be used in print should be no less than 15mm in width. It can be reproduced (to scale) to any larger size. When used with partner logos or used in communications materials, this should be adhered to.

3.3 What to avoid



Small modifications to a logo can have a great impact on the identity of a logo. It is important NOT to modify the logo. Below lists restrictions on the use of the logo:

- Do not change the color of the logo. When using in color, it needs to remain in the sewa_purple color
- Do not tilt the logo at an angle
- Do not add any effects to the logo such as drop shadows, gradients or glows
- Do not change the way in which 'Sewa USA' has been applied to the logo
- Do not remove any elements from the logo.
- Do not fill in the curve to the left of the logo.
- The curve should remain constant

This is not a conclusive list; however if you have any questions as to how the logo can be used, please contact info@sewausa.org

3.4 Typography

Print

The main font used in the logo for Sewa USA communications is **Berthold Akzidenz Grotesk**. This is a clear font set which compliments the essence of Sewa USA.

There are several variations in the Berthold Akzidenz Grotesk set, however any materials designed for Sewa USA should use only the following:

Berthold Akzidenz Grotesk - Regular

This should be used for any body text or short descriptions

Berthold Akzidenz Grotesk - Bold

This should be used for highlighting any important key words, titles or information when used with regular body text

Berthold Akzidenz Grotesk - Super

This version of the font is quite strong in character and should be used sparingly. If there is a headline or main title or on the title of a brochure for example.

The minimum size at which a font can be used is 10pt for body text and a minimum size of 5pt for captions

Web

Berthold Akzidenz Grotesk is not available as a web font, therefore an alternative needs to be used. In this case any textual information needs to be set into Arial.

Arial is a popular web font and is clear which fits well as an alternative to Berthold Akzidenz Grotesk, the font used in print.

Arial Regular

abcdefghijklmnopqrstvwxyz

Arial Bold

abcdefghijklmnopqrstuv

3.5 Guidelines on using Sewa logo

For want of space, many times needs to be stretched horizontally or vertically. In any circumstance Sewa log has to be in the ratio of 1:1

Some groups approach Sewa Karyakartas and request Sewa International to organize programs to promote their work in “Sewa” name. There are also instances where we are asked to include Sewa Logo as supporting organization. Please evaluate such requests at local level using the following guidelines:

- Is the work or project we are endorsing directly related to any Sewa work? Is it aligned with our mission of aiding local communities, serving humanity in distress?
- If the initiative is directly related to Sewa, we can endorse the initiative and allow usage of Sewa Logo in the marketing material. In some cases we can also organize or jointly organize such programs.
- If the project is not directly related to Sewa then we should politely refuse use of Sewa Logo.
- All Sewa Karyakartas can support any event in personal capacity.

The logo is available for download at

<https://drive.google.com/open?id=0B0pysdd5NbyZTWRQQWtoN0JVbzA>

4. Sewa's name for branding

Few points to keep in mind when using Sewa's name for branding:

We are registered as "Sewa International". A lot of times we say/use Sewa International USA or Sewa USA. We need to say Sewa International. (The logo can say Sewa USA).

Use of Sewa International in any other form other than "Sewa International" is not right. For example do not use all uppercase letters like "SEWA". We need to use Sewa (only **S** in upper case, *ewa* to be in lowercase).

5. Banners and Brochures

To meet the demands of the growing number of active Sewa chapters, Sewa's National team prints banners and brochures in bulk from time-to-time. Some project-specific brochures are also printed on a regular basis. Please respond promptly to the emails sent by the Sewa leadership asking for your chapter needs. If your chapter has an immediate need of any of these print materials, please contact the Sewa leadership.

6. T-shirts

Most of the chapters order t-shirts depending on the chapter needs – volunteer tshirts, event related tshirts etc. Sewa has a central repository with all the previous tshirt designs that a chapter could use. The Sewa t-shirt design folder is located at <https://drive.google.com/drive/u/0/folders/0B9yuCJPmEkBnaVRjYIVJX2ZrWIU>

7. Gift-tags

The following documents provide information on how to use gift-tags for branding.

<https://drive.google.com/open?id=0B0pysdd5NbyZRnlsSC1wX0ZSQIMyeEhldk5YMUNyT2RyaVBj>

<https://drive.google.com/open?id=0B0pysdd5NbyZcVdRbncxNmljUzFkbFY3SEY0cHdaN2NzRGIB>

<https://drive.google.com/open?id=0B0pysdd5NbyZRNh0eVg5NWR2RUpMbHRYaFhydGY3Z2FiZmlj>

8. Sewa Anthem

Sewa "Anthem" is 'Sewa hai yagna kund' and can be found in along with lyrics in Devanagari and Hindi.

<http://www.geetganga.org/seva-hai-yagna-kund>



Sewa International Houston Chapter FS Training Manual

This training Manual has been designed to help you understand the concept of “Family Services” and the conditions of Volunteering with Houston Chapter of the Sewa International; Family Services initiative.

Information in this manual is designed to assist the FS Volunteer to clarify the doubts and answer questions of the consumers calling at our Hotline Number – **(832) 900- 9354** in order to make the process convenient and effective. Also, listed are the various opportunities where you can participate and contribute to this wonderful program. Please read and understand the instructions carefully. If you have any questions, please bring them to the attention of the Volunteer Coordinator. The Chapter reserves the right to revise, supplement or rescind this Booklet or any of the policies herein at anytime.

I. “SEWA” - Introduction

Sewa - pronounced 'say wah' - in Sanskrit language translates to service above self - essentially Selfless Efforts for Welfare of All. Sewa International in the USA is a 501(c)(3) nonprofit charity with a chapter in Houston, TX as well as 37 other chapters in 20 metros and 21 states in the United States. In Houston, Sewa serves as a grass-root organization aspiring to spread the message of service. **'Family Services'** is one of the premier projects of Sewa International. This Program is launched to assist community members seeking immediate help and expert guidance in an emergency situation.

Vision for Family Services

'Families are the building block for a harmonious society' Keeping this in mind, family services program will strive to support families in achieving the purpose of a family as an institution in society. Therefore, Sewa takes a holistic view in helping families in distress

What is Family Services?

Family Services Program is a Support Structure for the community and by the community to help families in urgent situations. We will work with the community to help facilitate people in need with helpful information or by providing a volunteer that can help.

Why we need Family Services?

Usually we are not prepared to handle life's unexpected situations alone, so we approach our family and closest friends for support and assistance. However, we may find that we do not have suitable resources within this small circle either due to a lack of relevant skills or constraints of time & distance. Therefore, with the help of family Services we plan to expand this circle by empowering the community to meet their urgent needs.

Goal of Family Services

To help individuals and their families get through difficult times or crisis situations. Thereby, making their journey less stressful and manageable with the caring and compassionate support of the Family Services volunteers. Immediate goal is create an information repository, provide a helpline and build local volunteer base with expertise to advice community members in need.

A. Areas that will be served (Online &/ Or In-Person Help)

1. Health/Medical Guidance & Preventive Health: Guidance and support for Medical Care. Referral to other charity clinic & medical professionals for guidance may be provided. Information about Health Camps, Seminars, Yoga camps etc. will be provided online.
2. Hospital and Doctors office visits: volunteers may provide direct support during Doctor's visits, Respite care and Hospital visits. Directing and coordinating support from other agencies and community organizations.
3. Home Visits: Volunteers may provide general support for sick individual. Directing and coordinating support from other agencies and community organizations.
4. Crisis Support (Funeral arrangements, support to grieving family and referrals.)
5. Health Insurance & other Services Access (Guidance with insurance and other health care resources. Advocacy for patient and their families)
6. Food Preparation & Meals Delivery (Provide meals during the time of hospitalization and serious illness.)
7. Transportation (Transportation for medical necessities)
8. Spiritual Counseling & Moral Support (Religious and spiritual counseling during bereavement as well as life threatening sickness)
9. Online resource library would include relevant subjects such as:
 - Medical resources
 - Preventive healthcare information
 - Funeral Processes
 - Will & Testament services
 - Service Organizations
 - County, State, & Federal services

II. YOU

A. Where can you contribute?

Field Volunteers: Take action ASAP and then report back to the organization by providing a feedback.

1. Home Visits
2. Translation
3. Food Preparation for the ailing Clients
4. Crisis Support (Funeral arrangement)
5. Moral Support (During Crisis situations)
6. Health & Medical guidance through phone

Case Volunteers

Information from the Phone manning volunteer will be taken and analyzed. The case Volunteer takes the decision for, if we can provide the help. The relevant need will be transferred to the Field Volunteer to provide the help. If the specific Volunteer is not available the Case Volunteer will find another Field volunteer but will not close the loop till he/she finds the connection.

Outreach Opportunities & Volunteer Recruitment

- Booths at various Indian and Non-Indian events – At least 2 every Month for advocacy and volunteer generation
- Presentations to various organizations for collaboration & support

Operational Help (In Office- Minimum 3 hours a day/three days a week)

- Phone Manning
- Updating New Information
- Updating Job description according to the need
- Volunteer Training
- Database management
- Website update

Public Relations

- Organize events
- Sewa Newsletter
- Mass emails about the events
- Organizing Volunteers Meetings
- Creating templates for meetings and events
- Radio Advertisement
- Monthly article in the Newspapers

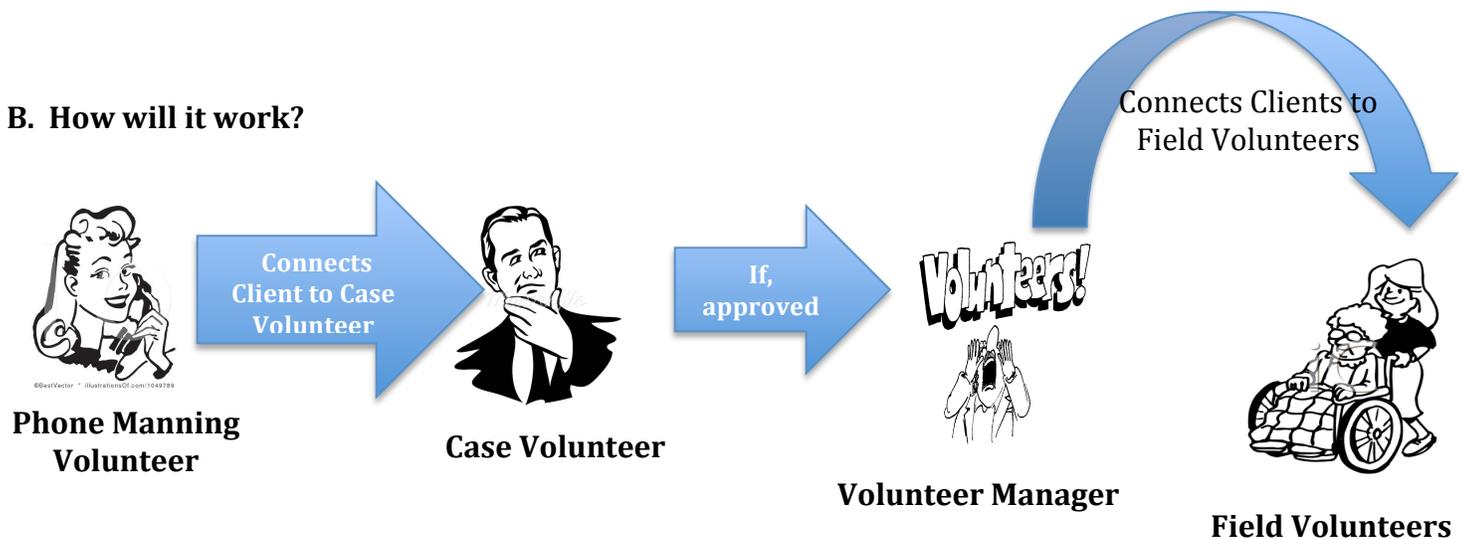
Research

- Senior Citizen Services
- Different resources available for service organization
- Community service organization
- Online Medical resources
- Government resources & service organization
- Will & Testament services
- Funeral agencies

Grant Writing

- Research relevant Grants
- Write Concept paper
- Follow up on the Grants

B. How will it work?



- Phone Manning Volunteers:** They will provide online information to the caller and feed-in the client's information by filling the client information form. Hence this being a specific profile the volunteers has to undergo a specialized training for manning the phone. They will also connect the clients to the Case Workers for further proceedings.
- Case Volunteers:** They are the decision makers to weather FS team can support the requested help. They will ask questions like: Is it a relevant request? OR can FS team provide this service? Once clarity on this is achieved and the request is processed, the request is forwarded to the Volunteer manager to provide field help. The case is called close on their discretion and they make sure that the documentation is complete.
- Volunteer Managers:** They contact the field volunteers and connects them to the client, also makes sure that the feedback forms, client forms and any other documentation is collected and documented under the respective case.
- Field Volunteers:** They directly attend the needy or provide the required help to the client. They also fill out the feedback form and submit to the Volunteer managers.

C. What can you expect?

As a volunteer you will work with variety of Sewa Staff, volunteers and Clients. The President and the Program Owner serves as your supervisor and the point of contact. The Program owners or the assigned authority will give you an orientation of the program; an explanation of your volunteer duties and any individual training required performing the job. You will be given guidance and support necessary to complete the job. If you have any questions regarding your volunteer's work, please direct them to the Program owner.

D. Program Owners/ To go people for this Program

- Dharam Arya; dparya@gmail.com - 281-745-2547
- Dinesh Shah; dineshshah108@yahoo.com - 281-636-2134
- Sarojini Gupta; sarojini195287@gmail.com - 832-5675-251

E. Volunteer learning and reflection

Once in two months we would want the volunteers to please put down their experience and share it with other volunteers

F. Self-analysis

We would want the volunteers to write a self-expression and all the learning's and understating during their journey with the journey and us with a client.

G. Case history

The Program being the first in Houston has no critical case history to share for now. But we would like to share some of the volunteer achievements of our supporting organization Our "Indian Circle Of Caring"- ouricc.org in Boston having a similar program

- (a) *Problem:* A young Man in NH going through cardiac condition and hospitalization
Help Provided: Worked with the family to coordinate medical care, diagnosis and reviews of patient chart and suggestions for continuing care.
- (b) *Problem:* Out of state visitor at Lahey emergency room
Help Provided: Translation and care coordination, resulting tests and diagnosis allowed proper treatment and medication, provided food while in ER
- (c) *Problem:* Mom with 30 year old son with cerebral palsy at Walpole, MA
Help Provided: Taught her techniques to help keep herself and her son healthy
- (d) *Problem:* A young man, 44 year old died in Worcester, MA following a short illness and emergency surgeries
Help Provided: Helped his wife with funeral, last rites and cremation coordination and support
- (e) *Problem:* Family with a critically sick father preparing to take him back to India. Needed emergency visa from Indian consulate for a two-month-old daughter.
Help Provided: Supported family in coordinating getting visa at Indian Counsel in NY
- (f) *Problem:* A Massachusetts family's encounter in New Hampshire with police on unwanted legal issues and difficulties

Help Provided: Provided understanding, support and guidance, secured expert advice from a number of sources, support to family to get through this nightmare, ultimately case dropped by the prosecutor

(g) *Problem:* A young women, 35 year old in Burlington, MA with brain cancer

Help Provided: Coordination care and treatment, introduced and established primary care physician, medical professional communications and follow ups, helped admission of chemo therapy for over 9 months, emergency surgery and hospitalization support, hospice team coordination and support, communications among various health care providers and support groups, coordination and family support during final rites and funeral.

H. Time sheet

If you log onto www.familyserviceshouston.org you will find Time sheets on the left. Wherein you have to make an account and sign in your Volunteer hours.

I. Chapter Office Hours

Office Time: 9AM-4PM (MON, WED, FRI)

J. Time Commitment

Volunteer's times vary with each job and services. Though as a general guideline, we expect you to volunteer with us for few months (least 3 months) to make sure you find your niche to contribute your best and learn beyond.

K. Address:

Office Location

1712 HWY 6 South

Houston, TX 77077

Website: www.familyserviceshouston.org

Program Email address: houston-fs@sewausa.org

Mailing Address

P.O Box 820867

Houston TX, 77082-0867

* Please ask for a Volunteer Manual for general Sewa procedure!!



Sewa
International
Together We Serve Better

Sewa Family Services Workshop Planning Guide 2015

 This document can serve as a guide on how we can plan for the Monthly Workshops under Family Services Project in our Chapters.

Revised by: Kriti Dogra, Aug 6th, 2015

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What are Family Services Workshops?

One important dimension of family services program are the educational workshops useful for the families. These workshops are focused on sharing with the families about the opportunities and resources available for the families in their neighborhood. Some of the examples could be financial planning, parenting, college guidance for children, Living Will, etc. NOTE: These workshops are not focused on vocational training or skill building programs like learning computers, public speaking, personality development, etc. but addresses the needs of family for health, wellness and other educational aspect for happy family. Happy Family = Happy society.

Why are we conducting these workshops?

We are conducting these workshops for multiple reasons. Although, the primary reason for these workshops is the welfare of the families in community but there are other organizational benefits which are essential for our organization. Below are some of the advantages:

1. **Strengthen the community:** Through these workshops we want to provide a platform for the families to be aware of various resources already available in the community and also provide them the opportunity to learn about important aspect for a happy family in a safe environment.
2. **Sewa partnership:** This is an excellent opportunity for us to network and partner with other organizations. We should make an effort to work with other organizations because such collaborations will help us reach out to new audience as well as help us build credibility in the community.
3. **Volunteer recruitment & Sewa publicity:** Again, this will also provide us the opportunity to talk to new potential volunteers for sewa. It also gives us the opportunity to reach out to a wider community and educate them about sewa and its local projects.
4. **Team building:** Such workshops will give Sewa team an opportunity to work together and know each other better. It's a great way to build and strengthen the Sewa team. When projects like these are conducted, the conviction and understanding of team increases. It also builds cohesion, mutual respect and trust.

 Following are the steps for conducting successful Family Services workshops.

1. Plan Ahead

Why should we plan ahead?

- **Maximum Attendance:** One way of making the most out of family services workshops is to plan far in advance for different months and include these events in Sewa's calendar at the beginning of the year. This will allow people who are interested in participating in these workshops to reserve that time in advance, and therefore promote a greater turnout of audience!
- **Keep the momentum going:** Knowing the events ahead of time gets people excited and keeps Sewa in focus for all. Planning the workshop ahead of time with adequate gaps so that the volunteers/participants are not exhausted and look forward for the event.

How do we plan ahead?

A. **Identify Resources:** By resources we mean professionals who can conduct the workshops on different issues related to family as a unit or family members. It could be specific to health, children, marriage, etc. It will take couple of hours and few phone calls to find people in your network that can help us with such workshops. We may also be able to reach out to professionals who may be happy and willing to volunteer their time by offering this type of workshop to the community for free.

Some of the professionals you can look out for are:

- a. Family Counselor,
- b. Physician/Health Expert,
- c. Child Development Expert,
- d. School counselor,
- e. Financial Management Expert,
- f. Yoga Expert,
- g. Management Expert, etc.

B. List down the topics for the workshops: Once you have identified few resources, then list down the topics for the workshop and the target audience. This will help you understand the kind of audience you have to target for the event and also will help in finding the right venue.

➤ **You can be creative and look out for more interesting and relevant workshop topics.**

Below is a list of the workshops we have had in Houston for your reference:

1. Five Wishes: Five Wishes is a workshop about Living will created by a non-profit organization “Aging with Dignity”. Sewa has purchased several copies from them to conduct these workshops for our community. It is an easy-to-complete form that talks about your personal, emotional, spiritual needs, and medical wishes. Five wishes workshop will enable people to complete this form and communicate their wishes to their relatives and care giver to decide if they are not in a position to decide for themselves due to a medical condition.

a. Target Audience: Ages 18 and above

b. Imp. Resources:

i. Copies of the Five Wishes document - You can get it from Sewa office, Houston.

ii. Trained presenter – You can get training from Houston volunteers.

Note: Sewa National team can train a volunteer to conduct this particular workshop at your chapter level.

2. Happy families with healthy relationship: This workshop covers various aspects of healthy communication for happy marriages and happy families

a. Target Audience: young couples / middle age couples

b. Imp. Resources:

i. Family Counselors - You can find through Sewa network or find someone online and request for a free workshop.

3. Towards better understanding in relationship through MBTI: MBTI is a very useful world-renowned personal inventory behavioral tool for understanding preferences and difference in preferences. This workshop uses this tool to better understand themselves and their family members and help use the differences creatively for happy and healthy relationship.

a. Target Audience: Families including children over 13 yrs. Age

b. Imp. Resources:

i. MBTI Instructor – Arunji from Houston is a trained instructor and could be a possible resource. Other options is to find someone through Sewa network or online.

ii. MBTI test prints: You will find these online.

4. Parenting: Early childhood development and learning OR Raising young adults
- 9 spiritual qualities that we can teach our children.
 - a. Target Audience: Young/New Parents
 - b. Imp. Resources:
 - i. School Counselor/Family counselor/Teen Mentors – You can find them through Sewa network or on the website of school districts.

5. Teenage years ~challenges and opportunities: Teenagers are full of energy and passion. The energy needs to be channeled properly so that it is used for constructive and healthy opportunities. This workshop helps teenager to understand their challenges and opportunities and help them navigate through their own thought process.
 - a. Target Audience: Parents
 - b. Imp. Resources:
 - i. School Counselor/Family counselor/Teen Mentors – You can find them through Sewa network or on the website of school districts.

6. Financial pulse/ Legal Matters for Families: Basic records that all members in family should be aware off.
 - a. Target Audience: Families
 - b. Imp. Resources:
 - i. Financial Advisor – You can find them through Sewa network or on the website of school districts.

7. High school plan for success: This workshop can be very valuable for students going into high school to students going into College. Students and parents will learn the American High School system, how to plan early and avoid stresses during final years of high school, What counselors don't tell you? Importance of Standardized Testing; How to know what careers to consider and associated college major? What are real costs of college? How colleges select students? Where competition for my student lies and how to prepare for it?
 - a. Target Audience: High School students and their parents
 - b. Imp. Resources:
 - i. School Counselor/Family counselor/Teen Mentors – You can find them through Sewa network or on the website of school districts. Other options could be Kaplan Test centers/ College Prep Institute, etc.
Note: Sometime the college prep institutions offer very specific but free sessions for students.

8. Stress Management through Yoga: The workshop will entail basic yogic techniques, including postures (asanas), breathing techniques (pranayamas), and locks (bandhas) which help to awaken the Relaxation Response in the body; along with basic Mindfulness techniques which are very effective in long term management of stress.
 - a. Target Audience: Young professionals and Yoga Enthusiasts.
 - b. Imp. Resources:
 - i. Yoga Instructor – You can reach out to HSS, Yoga Institute and Sewa network to find someone who can conduct the workshop for free.
 9. Time Management workshop: The workshop will help the audience to identify various ways to manage time effectively especially the household errand and chores.
 - a. Target Audience: Young professionals & Home keepers
 - b. Imp. Resources:
 - i. Management Gurus – You can find them through Sewa network or reach out to your management team and find out if somebody would like to give a talk.
- C. **Save the date:** It's extremely important to reach out the speaker ahead of time and have them save the date for the event. It's suggested to make a calendar and have it circulated through your Sewa database so that everybody is aware about the events and can save the dates for his or her preferred workshops. Things to do:
- a. Develop a Calendar for the workshop.
 - b. Reach out and schedule workshops with speakers.

2. Book the venue:

How to identify the best venue?

- **Find the appropriate venue:** Finding the right venue for our audience is critical. That's going to decide whether your event is successful or not. Try to find a location convenient to all mostly a central place. In case you see that the demand is high you can keep multiple workshops for the same topic. Before you book a venue, you should ask the following two questions
 1. Will this venue be useful in either developing partnership or building up a relationship with an organization?
 2. Are we able to get some additional audience beyond our own reach because of this venue?

- Possible venues are below:
 - **Temple:** Partnering with Temple or other community organization that have their own facility is **THE BEST** and most recommended option. This helps in increasing attendance. The temple or the organization also gets involved in promoting it in their membership and we get additional audience by our regular promotion thru email / social media / radio / newspaper etc. This also helps in building better relationship with other organizations, which is immensely helpful for us in multiple ways to promote our other programs as well as during fund raising campaigns. As we are able to add value by conducting useful workshops, it helps in building relationship based on mutual trust and values.
Community Centers: If you book the community center in advance you can reserve it for free in most cases.
 - **Local Library:** This option is least preferred although most easy to manage and procure as it does not require any relationship or partnership. It has its own advantage but in overall scheme of things, it puts total burden of getting audience on our efforts only. We also lose a valuable **opportunity to develop** partnership with other organization. If we are able to collaborate with library **or CITY and offer** this program as a combined offering then certainly this option is also equally good.

When do we contact these places?

- **Initial contact:** should happen at least two months, **if not earlier**, in advance. Ideally, Sewa will put out a calendar of FS workshops at the beginning of the year. That means that planning and reaching out to places for the New Year should start in November.
- **Schedule and save the date:** During the months of November and December, the person planning workshops for the year should be reaching out to organizations/temples/libraries and trying to schedule a date in advance for Sewa.

Step 3: Market the Workshop

- **Develop the publicity material:** With the help of our national team or local team, you can create flyers. Print flyers for distribution through various channels and also promote using email and social media.
- **Reach out to the venue audience through the venue staff.** This means if you were to conduct the workshop in a temple have the flyers distributed in the temple and have the staff do announcements for it. Make sure a Sewa representative is present during the announcements for further questions from the audience.
- **Publish the flyer on your local Facebook page,** your chapter's volunteer database.
- **Reach out to the volunteers for the event day,** volunteers for:
 - Introduction of the speaker and about Sewa International – MC
 - Photography
 - Technical support
 - Pick and drop for the speaker (if required)
 - Setting up and winding down
 - Buying flowers/bouquet for the speaker

Step 4: Follow up:

When?

- **15 days** before we are scheduled to conduct a at a location. 15 days in advance, you can make a call or send an email to let the contact person know that you are looking forward to conduct the workshop and would like to know if there is any specific information we should be aware of beforehand.
- **One week& one day** before send out a reminder to the attendees and the venue staff.

Why?

- To **remind** them that the workshop is on and for last minute registrations. This builds good rapport with the venue coordinator and the attendees. Also, if they are disorganized, or had changes in administration, they may not remember or know we had the workshop scheduled.
- To **check** to see if any of the logistics (hall size, number of chairs, projector, etc.) have changed since the initial point of contact. In your email or phone call, go over all of the logistics that you are aware of about the event. That way, if they read over it or listen and realized that they misinformed you or something has changed, both parties can be informed before the day of the event.

Step 5: Workshop day & Post Event Activities:

- **Plan ahead to take a few good pictures** of the event preferably with the Sewa Banners. Take consent from the volunteers ahead of time.
- **Acknowledge the speakers:** You should always acknowledge the speakers either with a memento or flowers.
- **Take feedback from the attendees;** have them write quotes for your documentation and press release. You can also take videos of the feedback from the attendees for promotional purposes. Encourage the regular volunteers to file a project report after each event. These reports are up to 350 words and usually give the reader an overview of the days volunteering events. Keep the tone of this article light and inspirational.
- **Follow up with the attendees:** After the event, please share the pictures and reports with the Sewa Board occasionally these reports will be published in the newspapers as a press release. Also, it's a great time to connect with the attendees and seek volunteers for your local projects.

a) Sample workshop format for all the workshops could be the following:

Pre- preparations:

- ✓ Prepare the Sign-up sheet for the volunteers
- ✓ Print out the details and information about the upcoming workshop or event
- ✓ Assign someone to click pictures of the event

On the Day of the event:

- Welcome the Audience
- 3 minute presentation about Sewa (This could be either in the beginning or at the end. It's your team's call.
 - Here is the link to the Sewa video that you use:
<https://www.youtube.com/watch?v=FSY0JPoN3vY> - You can edit and make it short according to your time slot, also we would suggest you to reach out to the Sewa national team for any latest Sewa video.
 - Sewa Houston PPT for reference:
https://www.dropbox.com/s/s5hnei8en4zy1lv/Sewa_Overview_Presentation_-_Houston.pptx?dl=0. You can download it and customize it according to your chapter's projects.
 - Link to the flyer (Soft copy): https://drive.google.com/drive/folders/0B3z-y6Maul3_VFotSUE0N2tJaWM
- Introduction of the speaker
- Workshop
- Thank the speaker and acknowledge them with a gift
- Briefly talk about Sewa and the local projects - encourage people to join us (specific roles and duties will be helpful in recruiting new volunteers) (this can also be done at the beginning based on your judgment and logistics)
- Vote of Thanks

❖ Speak to at least 10 people personally and get their feedback and explore their interest after the workshop.

Post Event follow-up

- ✓ Send out a thank you email to all the attendees with information about the next event along with a link to the event pictures.
- ✓ Share the event report with the Sewa team, local chapter board with pictures
- ✓ Send the report to Sewa media outlets locally to be published in local newspaper, etc.

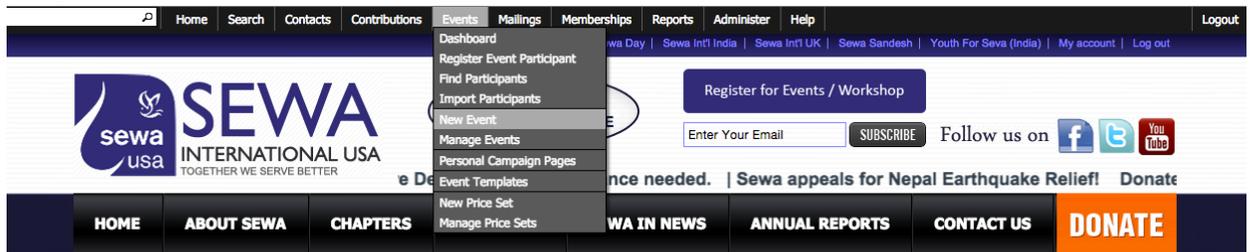
Note: All the communication and registration of the attendees can be done through our website using Civicrm system.

b) Steps to create a workshop event on the Civicrm system/our website are as follows:

1. Log onto our website. You can get your username and ID from Rakeshji – our media team.
2. Once you are logged in, Click on Civicrm on the top right of the tool bar. Below is the image:



3. When the Civicrm tool bar opens, click on Events and then New Events. Below is the image:



4. A form will open up then, fill out all the relevant information about the workshop and just follow the instructions on the form. Scroll down and don't miss to check mark the following options:

Start Date: 07/02/2015 Time: 04:34PM (clear)

End Date / Time: Time: 12:00AM (clear)

Max Number of Participants: [input field]

Include Map to Event Location?

Public Event?

Include this event in iCalendar feeds?

Allow sharing through social media?

When enabled, links allowing people to share this event with their social network will be displayed (e.g. Facebook "Like", Google+, and Twitter).

Is this Event Active?

Continue >> Cancel

Access Keys: [icon]

Powered by CivicRM 4.1.3. CivicRM is openly available under the [GNU Affero General Public License \(GNU AGPL\)](#).
[Download source.](#) [View issues and report bugs.](#) [Online documentation.](#)

5. Click on continue and fill out the rest of the form like: Location, fees, registration, etc.

Configure Event - Free workshop

Event Links Find Participants

Info and Settings **Event Location** Fees Online Registration Schedule Reminders Tell a Friend Personal Campaigns

Info and Settings configure the location and optional contact information for the event. This information will be displayed on the Event Information page. It will also be included in online registration pages and confirmation emails if these features are enabled.

Save Save and Done Cancel

Choose Location Create new location Use existing location

Address

Address Name

Name of this address block like "My House, Work Place,..." which can be used in address book

Street Address

Street number, street name, apartment/unit/suite - OR P.O. box

Add'l Address 1

Supplemental address info, e.g. c/o, department name, building name, etc.

6. Once the event information is added save it. As soon as you save you will land on the Managing event page. See below:

Home Search Contacts Contributions Events Mailings Memberships Reports Administer Help Logout

→ ABOUT SEWA
 → CHAPTERS
 → PROGRAMS
 → SEWA IN NEWS
 → ANNUAL REPORTS
 → CONTACT US
 → DONATE

Manage Events

EventInfo information has been saved.

Find Events Event Type
 Conference
 Exhibition
 Fundraiser
 Meeting
 Performance

Complete OR partial Event name
 Show Current and Upcoming Events
 Search All or by Date Range

Add Event

Event	City	State/Province	Public?	Starts	Ends	Active?	
Serve Houston at Childrens Museum of Houston (ID: 65)	Houston	Texas	Yes	Jul 18, 2015 10:00 AM	Jul 18, 2015 2:00 PM	Yes	Configure Participants Event Links more
Free workshop (ID: 66)			Yes	Jul 10, 2015 5:39 PM		Yes	Configure Participants Event Links more
Houston Workshop: Stop Diabetes Movement - July 2015 (ID: 64)	Houston	Texas	Yes	May 23, 2015 1:30 PM	Jul 31, 2015 4:00 PM		Register Participant Event Info Event Links more

7. Click on "Event links" to either register participants or click on event info (social media links) and you can share the links on your Facebook page.

8. To find out about the number of participants and to send a reminder email you can just click on the “ Participants” tab and then select the participants you want to send emails to. Below are the images respectively.

Event	City	State/Province	Public?	Starts	Ends	Active?	
Serve Houston at Childrens Museum of Houston (ID: 65)	Houston	Texas	Yes	Jul 18, 2015 10:00 AM	Jul 18, 2015 2:00 PM	Yes	Configure Participants Event Links more
Free workshop (ID: 66)			Yes	Jul 10, 2015 5:39 PM		Yes	Configure Participants
"JAZBA" For Arogya Mitra Desi Rock Band (ID: 67)	Portland	Oregon	Yes	Jul 03, 2015 12:43 AM	Aug 29, 2015 12:00 AM		Registered, Attended, Pending from pay later No-show, Cancelled, Pending from incomplete transaction, Expired, Pending in cart
Houston Workshop: Stop Diabetes Movement - Julv 2015 (ID: 64)	Houston	Texas	Yes	May 23, 2015 1:30 PM	Jul 31, 2015 4:00 PM	Yes	Configure Participants

Find Participants

5 Results

Event = Serve Houston at Childrens Museum of Houston ...AND... Participant Status IN Registered or Attended or Pending from pay later

Select Records: All 5 records Selected records only

Print **Go**

- Batch Update Participants Via Profile
- Cancel Registration
- Change Participant Status
- Delete Participants
- Export Participants
- New Smart Group
- Print Event Name Badges
- Send Email to Contacts

Fee Level	Amount	Registered	Event Date(s)	Status	Role	
(no fee)		July 2nd, 2015	July 18th, 2015	Registered	Volunteer	View Edit Delete
(no fee)		July 2nd, 2015	July 18th, 2015	Registered	Volunteer	View Edit Delete
(no fee)		July 2nd, 2015	July 18th, 2015	Registered	Volunteer	View Edit Delete
(no fee)		July 2nd, 2015	July 18th, 2015	Registered	Volunteer	View Edit Delete
(no fee)		July 1st, 2015	July 18th, 2015	Registered	Volunteer	View Edit Delete

c) SAMPLE FLYER

- Workshop conducted in collaboration with AryaSamajMandir.



SEWA Houston Family Services Workshop



Arya Samaj & SEWA Houston presents
Plan for Success : High School, College and Career



Presenters:
Anuradha Nigam
High school Counselor
Anshuman Desai
Formerly with Choosing
College Success

On Sunday, September 7th, 2014 at Arya Samaj,
(14375 Schiller Rd, Houston, TX 77082)
from 2:00 to 4:30 PM

FREE WORKSHOP

This 2 hours workshop can be very valuable for students going into high school & students going into College.
It will help parents who are not fully aware of the American high school system.

- Plan early to avoid stresses during final years of high school
- What should you consider for 9th, 10-11th & 12th grades
- Importance and preparations for standardized testing
- Choosing career, major & college
- Preparing for and working college application process

Target Audience:
Students - Grades 8 through 12
Parents - Valuable for parents with first child in HS

Contact Us:
workshops@sewausa.org
Rajeshree Jaiswal: 281-804-9759
Umesh Kapur: 713-591-2912
Anshuman Desai: 832-641-1117

WEB REGISTRATION PREFERRED - <http://www.sewausa.org/program-registration>
WALK-IN-WELCOME

Fall | 2015



Stop Diabetes Campaign (SDM) by Sewa International, USA & S-vyasa University, Bangaluru

It's a yoga camp to manage Diabetes, which includes pre-med screenings and doctor's lectures.

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2	Steps to a successful SDM camp	5-8
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4	FAQ's	9
5	Annexures	10-11
	<ul style="list-style-type: none"> • Checklist for SDM • Sample format for lectures/seminars • Editable Flyer • Video's • Forms <ul style="list-style-type: none"> ✓ Sign –up sheet ✓ SDM consent form ✓ General Health Questionnaire ✓ Perceived Stress Scale ✓ Pre- screening forms ✓ Participant Feedback form • Instructions for the participants <ul style="list-style-type: none"> Sample Emails to be send out to the SDM participants 	

What is SDM?

Stop Diabetes Movement, is a 10-12-weeklong-yoga camp to manage Type II Diabetes, which includes pre-med screenings and doctor's lectures. **The SDM camps aim to help pre-diabetic or diabetic individuals control or manage type II diabetes through yoga practices.** The camp is designed based on the research done in India by Dr. Nagendra from S- Vyasa University in Bangaluru. Hence, in 2013, Sewa International and Vivekananda Yoga Anusandhana Samsthana (VYASA) Sewa Houston joined hands to lead the SDM camps in the city of Houston, which soon was taken up by other Sewa chapters all over the US.

During the camp, participants are trained in yoga through a 20-hour module spread over the span of 10 consecutive days, followed by 10 weekly sessions. In total, they complete 40 hours of yoga practices. After the conclusion of the camp, participants are strongly encouraged to continue yoga practices on a daily basis to receive maximum benefits. A final follow-up with their physicians is suggested after 3 months, as this will allow for medication updates.

Yoga and Diabetes, why SDM?

Diabetes is a major health issue in today's society; according to a 2014 study by the Center for Disease Control and Prevention, there were 29.1 million people in the United with diabetes, which constitutes 9.3% of the population. 21 million of those individuals were diagnosed while 8.1 million individuals were not. Often times, people decide to periodically take oral medication to control diabetes. However, the intake of such substances is not the best solution to the issue due to their numerous harmful side effects such as metabolic disturbances, organ damage, and eye, kidney, nervous, and vascular dysfunction. It is therefore suggested that physical exercise be used in place of potentially harmful medicines to simultaneously improve lifestyle as well as the body's defense against diabetes.

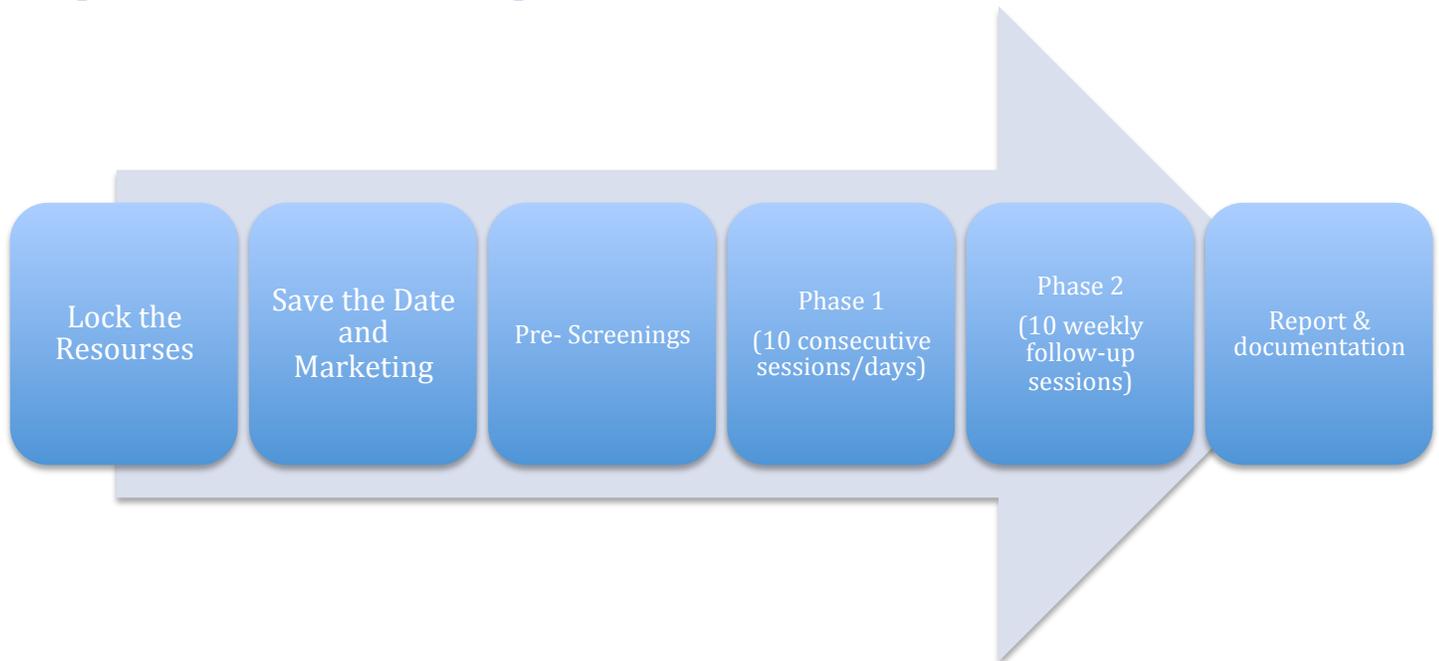
Yoga provides the solution through physical and spiritual avenues that can reverse and prevent the illness from engendering. It can be done by individuals of all ages without the need of costly equipment or professional personnel. From research studies lead by S-VYASA for the past 30 years, yoga has proven to help normalize blood glucose and glycated hemoglobin (HbA1C) levels, reduce bad cholesterol, increase good cholesterol, normalize weight and BMI, reduce the need for oral medication, reduce anxiety and depression, and most importantly, improve the quality of life.

How do we measure success?

The success of the camps are generally gauged based on the medical procedure of taking the fasting (FBS) and the post-prandial blood sugar levels (PPBS) at the beginning and end of the camp which are then compared to determine the extent of the SDM camp's success in helping maintain the attendee's blood sugar in the context of their pre-diabetic or diabetic status. Below are few examples of the cities where the camps were run successfully in 2014-2015.

Year	City	Number of Camps	Number of people benefited	Average Blood Glucose change/ Feedback from the workshop Attendees.
2014-15	Houston	6	Over 100	Average drop in the blood glucose levels fasting was from 135 to 115. PPBS were from 157 to 138. The camp also resonated change within the mental and emotional aspects of the attendees, who felt rejuvenated from the practices.
2015	Chicago	3	Over 50	The overall experience was rejuvenating and many of the attendees continue their practice with online help from the yoga teacher.
2015	San Diego	1	30	

6 Steps to a successful SDM camp



I. Lock the Resources

- Find, reach out to all the five imp resources mentioned below and get their availability.

Imp. Resources for SDM:

1. Yoga therapist.

- Qualification/Expectation
 - Should be trained in SDM Yoga module taught by S-Vyasa.
 - Should be able to teach Yoga and be available for all the sessions.
- How to find one:
 - You can check with Arun ji and find out if there are any visiting Yoga therapists from S-Vyasa who can conduct the camp.
 - You can reach out to the local S-Vyasa Chapter and tie up with them to find a therapist. Here's the website: <http://vyasausa.org/>
- Need:
 - One can easily take care of the camp, although it depends on the number of camps, distance and flexibility of the therapist. As general guideline appoint one therapist per 10 to 12 attendees if possible.

2. Medical Practitioner could be family practitioner or endocrinologist.

- Qualification/Expectation:
 - Could be a general physician but should have an understanding of Yoga, diabetes and how yoga can benefit diabetes.

- ii. Should be able to conduct seminars/lectures on diabetes and info sessions for the participants during the camp. Resources such as DVD are available for use by the physicians and other medical practitioners.
- b. How to find one:
 - i. Through personal contacts or Sewa pool.
 - ii. Reach out to Indian doctors association in your local community for help.
- c. Need:
 - i. Ideal would be 3 but minimum 2 medical professionals is mandatory.

3. Volunteers

- a. Expectation:
 - i. To be present during the screening sessions, to help fill out the screening forms provided by Sewa
 - ii. To be present during SDM sessions, to help the yoga therapist.
 - iii. Email coordination, at the time of publicity, enrollment and during the camp for communications with the attendees as needed.
- b. How to find them
 - i. Sewa volunteer pool or reach out to temples and other orgs.
- c. Need: Total 6
 - i. 3 volunteers for screening sessions,
 - ii. 1 volunteer for the classes during all the sessions,
 - iii. 2 volunteers for email coordination

4. Venue

- a. Expectation:
 - i. Should be available for 20 hours/20 days
 - 1. 10 consecutive days for Phase 1.
 - 2. 10 weekends for Phase 2.
 - ii. Should accommodate at least 15-20 people
- b. How to find one
 - i. Reach out to temples or Local Community Centers
- c. Need
 - i. If you are a beginner then recommendation is to start with just one location.
 - ii. We would need water and Yoga mats at the venue. The attendees are advised to bring their own mats if possible. Some snack (crackers, etc.) is useful.
 - iii. Might need projector for the lectures, depends on how the doctors want to conduct the session.

5. Cost (Below are two the possible areas of expense)

- a. Yoga Therapist
 - i. It is suggested to give some token of appreciation to the yoga therapist & the health practitioner. The local team can decide and give what ever they want. In past, we have given \$500/ to the yoga therapist in Houston for conducting 6 camps.

b. Venue

- i.** We should try and find free locations like temples, etc. But, in case you rent a place then you may have to add that to the cost.

II. Save the Date and Marketing

- Before preparing for the Marketing material you can decide whether you want to keep some fee or a refundable deposit for the camp.
- We highly recommend you to keep some refundable deposit to ensure attendance and seriousness of the participants. Below are few examples:
 - Houston: No fee. \$350/- deposit refundable, if they complete all the sessions. Most of the participants donated the fee at the end of the camp.
 - Chicago: No fee. \$150/- deposit refundable, the experience was not very good. Participants felt tied up and saw it as a punishment. Having said that, the camps were still successful.
 - San Diego: No fee. \$150/- deposit refundable on 80% attendance. 95% of the participants donated their deposits at the end.
- Develop Marketing material and start publicity using the following mediums (See Annexures for samples to use):
 - Online registration form – You can take the help of National Team, here's are few example:
 - <https://www.eventbrite.com/e/pre-registration-for-stop-diabetes-movement-camp-wheeling-from-july-10-19-and-6-8-am-tickets-17388361056> - Using Eventbrite (free event feature)
 - Flyers
 - Announcements at the local radio station
 - Word of mouth
 - Indian Newspaper
 - Announcements at the Venues like temples, etc.

III. Pre-screenings

- People with recent heart surgeries, severe cardiac problems, vision problems, and obesity issues are restricted from attending as some of the exercise's may not be safe for them. All participants are encouraged to visit their physician prior to the camps to clarify if they have any questions or doubts about their participation. **One week prior to the camp**, there is a screening session during which preliminary health information and data such as blood glucose levels is collected from each participant. It is highly recommended that the attendee bring in a copy of their latest (6 months or later) blood report if available. First three forms indicated in the list below need to be filled out during the screening with blood glucose levels.
- Checklist for the Pre-screening (Forms are available under Annexures):
 - Forms

- Pre-Screening form
 - General Health Questionnaire
 - Perceived Stress Scale
 - Consent forms (Mandatory) – To be signed by the participants
 - Health practitioners/ Doctors for screening the Participants
 - Glucose meters to check the blood glucose levels. – You can request the doctors to get it with them.
- Once we have the data then we reach out to the participants about their eligibility via email. We then invite the eligible participants to come join us for the camp.

IV. Phase 1

- The 10 day, 2 hour long SDM sessions will begin in this phase. During Phase 1, participants will have the opportunity to learn about the physical and emotional dimensions and effects of yoga on diabetes. Hence, the focus will be on the following:
- Yoga Postures/ breathing exercises
 - Health Seminars conducted by the Health practitioners
 - The health seminars will cover topics like the importance of diet; lifestyle changes, breathing practices, etc. Link is provided for the sample list of lecture on page 9.
- Typically, Phase 1 = 20 hours/10 days which would be 1.5 hour yoga and half hour seminar/lecture

V. Phase 2

- These are the follow up sessions, which spans for another 10 weeks for 2 hours. Giving the participants a complete 40-hours of Yoga training. The focus here is yoga postures/breathing exercises and training the participants so that they can continue yoga practice once they leave the camp. It is mandatory to attend all sessions with exception of medical or other emergency situation.

VI. Report & Documentation

- At end of the camp, the SDM coordinator should write a report and document all the pre and post blood glucose levels/results of the participants. The coordinator should share the report with the national team.

Frequently Asked Questions

1. How should we start, what are the next steps?
 - You should form a local SDM team and then plan a conference call with one representative of the National team and one representative from Houston, Chicago or San Diego for some guidance. Then just follow the guide.
2. How much time should we keep to publicize the event to get good participation?
 - At least 1 month to get good participation.
3. When do we get the forms filled out?
 - All the necessary forms needs to be filled out during the screening. It is advised to get the forms filled out by the participants before they see the doctors. If you can do the screening early morning, and you can arrange to get a few blood glucose monitoring meters and check the participants as they come in. Else, ask the participants to check themselves and write the values on the form.
4. What is the importance of Pre-screening?
 - It is extremely important because that's the time when you find out weather the participant is eligible or not for the camp. You can also use this time to collect the security deposit after the doctor have screened the participant and given a green signal.
5. How much time does the screening takes?
 - It usually takes 15-20 minutes.
6. How would the doctor know what to look for?
 - Experienced Sewa Chapter's and the National team can arrange for your team's doctor to speak with their (SDM Experienced) doctors to get a better understanding on what to look for.
7. When do we take the refundable deposit from the participants?
 - It's usually collected at the Pre- screening in the form of check or cash.
8. How do we make the online registration forms?
 - You can either use Eventbrite and other sites like that or our Sewa website.
9. Have Sewa taken care of any legal issues associated with SDM?
 - There are no legal issues involved with this program. But, we have developed the consent form (Under Annexures), which needs to be signed by the participants before they joining the camps. It is extremely important and mandatory to keep us away from any legal battles later.
10. Can we customize the forms?
 - No, You should not!! All the forms are carefully developed for the SDM program.

Annexures

(Links are provided for each of the following)

- ✓ Checklist for SDM:
<https://drive.google.com/file/d/0B7eY1ZavuDqeUUDCWXINUE1rck0/view?usp=sharing>
- ✓ Sample format for lectures/seminars:
<https://drive.google.com/file/d/0B7eY1ZavuDqebzBsRS1oeGU2MzIacFIXQUJZWERPRek5TU00/view?usp=sharing>
- ✓ Editable Flyer:
<https://drive.google.com/file/d/0B7eY1ZavuDqeQ1Z0N3NGbUpFMnJQbkF6OHJNcEQtSEFHdk1V/view?usp=sharing>
- ✓ Video
 - What is SDM:
<https://www.youtube.com/watch?v=aRnqIOmL2oo&index=1&list=PLPNfR949eqkc0W5pRoyklFptjeneSRY07>
 - SDM Yoga Part 1:
https://www.youtube.com/watch?v=6P9MeQH8k&index=1&list=PLPNfR949eqkc0W5pRoyklFptjeneSRY07_wkqMYnhCVqLytd
- ✓ Forms
 - Sign –up sheet:
<https://drive.google.com/file/d/0B7eY1ZavuDqeQ29Ydmd4VGhESm5mMmd4S0ItZWIIZ1ZGZHhz/view?usp=sharing>
 - SDM consent form:
<https://drive.google.com/file/d/0B7eY1ZavuDqeeTg4VDVYTXkzRnM/view?usp=sharing>
 - General Health Questionnaire:
<https://drive.google.com/file/d/0B7eY1ZavuDqeMIZheUZULVN0U0E/view?usp=sharing>
 - Perceived Stress Scale:
<https://drive.google.com/file/d/0B7eY1ZavuDqeUFNKSIBfVTBScIE/view?usp=sharing>
 - Pre- screening forms:
<https://drive.google.com/file/d/0B7eY1ZavuDqealJXdmJQMIZ5V28/view?usp=sharing>
 - Participant Feedback form:
<https://drive.google.com/file/d/0B7eY1ZavuDqeUWtsZnJoRnNmdE8xLWxXOWFrR2pNUnl4Mjcw/view?usp=sharing>
- ✓ Instructions for the participants (To be given at Phase1):
<https://drive.google.com/file/d/0B7eY1ZavuDqebzBPSkhJZ1doakcycFNQaF94QnFNRV9QYzhn/view?usp=sharing>

- ✓ Sample Emails to be send out to the SDM participants:
<https://drive.google.com/folderview?id=0B7eY1ZavuDqeaWhxdFpIbEpMMVE&usp=sharing>



Lead - 2016

Manual for Chapter Coordinators



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Lead Overview

Lead program was started in 2011 as a pilot program in Houston for the high school students and get inspired interns in summer. The program was launched to help Sewa's enthusiastic youth interns become better involved in the greater community while learning more about vast career opportunities and network with leading professionals in various industries.

What is Lead program?

Lead Houston is a symposium which immerses the highly motivated Interns & high school volunteers of Sewa International with community leaders, industrialists, educationists and dynamic successful professionals. It also provides various volunteer opportunities to work for the local community.

Mission

To provide a platform for mutual sharing of knowledge, professional proficiencies, and life experiences, of experts from various backgrounds. The Lead program allows youth to build relationships and networks in the community - relationships that assist the youth in developing programs to address various vulnerable needs in our society.

Goals of Lead

- To empower the youth with leadership skills with the help of community leaders.
- To develop a strong sense of inspiration and motivation amongst the participants as they interact with renowned, motivational professionals from the community.
- To allow the participants to gain a wider understanding of the realities of the society in which they live.
- To connect lead participants with industry experts whom they can work with to develop programs to meet the needs of the vulnerable communities.

What do you need to get started?

- A team of 2-3 coordinators.
- 4-5 identified community leaders (Successful in their area with an inclination towards community work)
- Venue (can be the speakers workplace, that generally works the best)
- Refreshments (only if required)
- Audience (high school or college students)

Steps:

1. Form a lead team
2. Identify local community leaders etc. local court judge, local police sheriff, Sewa major donor, etc.
3. Reach out to them and send them the invitation letter to find out their availability. Annexure 1
4. According to their availability, chalk out a calendar and prepare the PR material. It is well received when we write who are the speakers on our PR material. Annexure 2
5. Start enrolling students for the session.
6. Organize a small orientation for the Lead group. Orientation packet – Annexure 3.
7. Get confirmations of the student a week in advance.
8. Arrange for Car pool and try to have the venue at the speaker's office. This is critical because when a session includes a field trip it attracts a lot of attention and leads to having a bigger group.
9. On the day of the event click pictures with the speaker and invite them to your upcoming event or fundraiser. You can also arrange for a token of appreciation and a folder with Sewa's information.

Expectations from the lead team:

- Minimum 4-5 hours a week for preparation. Max 2-3 week preparation required.
- Minimum 2-3 hours a week during the program. Max 4 week program, depending upon the number of lectures you organize.
- Constant coordination with the speakers
- Coordination with the students
- Network, collaborate and reach out!

ANNEXURE 1 – Invitation Letter to the speaker



SEWA INTERNATIONAL USA

(Houston Chapter)

Tax-Exempt Nonprofit Organization (EID: 20-0638718)

Houston Office: 1712 HWY 6 South, Houston TX 77077

Website: www.sewahouston.org | Email: houston@sewausa.org

Dear respected Bobby Kapoor,

Sewa International is a 501 (c)(3) non-profit organization with a chapter in Houston as well as 37 other chapters across 21 states. Sewa International's overall aim is to serve humanity in distress irrespective of race, color, religion, gender or nationality, and is based on the Hindu principle of "Service to Humanity is Service to God" (Nar Sewa Narayan Sewa).

The Houston chapter of Sewa has actively been assisting the community for the past 5 years. Sewa have served the community through its projects including its Refugee Empowerment Program for Bhutanese Refugees, Family Services for the South Asian Population and has empowered numerous youth and volunteers by providing them opportunities to give back with programs like Local Volunteering Events and the Get Inspired Houston Internship Program.

In the same light, Sewa International, Houston would like to request your honorable presence in our Lead Houston program.

"Lead Houston" is a summer engagement program for current High School students & College youth. Through this program highly motivated young students interact with community leaders and successful professionals through engaging symposiums and field visits throughout the months of June and July.

Program: An interactive session of 1 hour

Time: at the convenience

Proposed Day of the week: Friday

Description: Community Leaders will discuss their success stories and various ways and strategies they use to strike a balance in their professional ventures and their social commitments and how volunteer work in community has helped them shape their individual success stories. Through these dialogues with active community leaders, we hope to ingrain social conciseness in the youth and further in the community.

It would be an honor if we could visit you, hear your life story and hear about your successes in our community. Your stories will empower these students to not only gain a greater understanding of the community around them, but it will motivate them to gain a greater appreciation of the work of the community leaders in this great city we all call home.

We thank you for your time.

Sincerely

A handwritten signature in black ink that reads "Manju Gupta".

Manju Gupta

President

Sewa International, Houston

ANNEXURE 2 – Flyer for Lead

Front & Back



Mailing Address:
P.O Box 820867, Houston TX 77282-0867
Physical Address:
1712 HWY 6 South, Houston, TX 77077

LEAD HOUSTON

Lead Houston is a program which has been successful in helping Sewa's enthusiastic High School volunteers become better involved in the greater community while learning more about vast career opportunities and networking with leading professionals in various industries.

What is Lead Houston?

"Lead Houston" is a summer engagement program for current High School students. Through this program highly motivated high school students interact with community leaders and successful professionals through engaging symposiums and field visits.

This year the Lead Houston program will introduce students to professionals from a wide spectrum of industries, and as such, students will learn about the individuals' life experiences, stories of professional success, social service engagements, and other community endeavors.

Goals of Lead Houston

- To develop a strong sense of inspiration and motivation on the part of High School students as they interact with renowned, motivational professionals from the community
- To allow students to gain a wider understanding of the realities of the society in which they live
- To connect interns with industry experts whom they can work with to develop programs to meet the needs of Houston's vulnerable communities
- To expose the interns to various professions and industry leaders in these professions

APPLY TODAY

FOR MORE INFORMATION PLEASE VISIT
WWW.SEWAHOUSTON.ORG/LEAD-HOUSTON

Email us your resume:

gjh@sewausa.org

TURN OVER FOR TO LEARN MORE ABOUT PAST SPEAKERS

Deadline To Apply: May 20th

In 2011, Sewa International, Houston operated a five-part lecture series as a part of the "Lead Houston" program. This program introduced Sewa's summer interns to the experiences of a doctor, two industrialists, an Honorable Judge and a professor, all of whom are leading professionals from within the Greater Houston community.

2011 SPEAKERS



Dr. Bobby Kapur
Baylor College of
Medicine (BCM)

G. Bobby Kapur, MD, MPH, is the Associate Chief for Academic Affairs for the Section of Emergency Medicine at Baylor College of Medicine (BCM) since April 2009. Dr. Kapur developed and launched the new Emergency Medicine residency training program at BCM that began in July 2010, and he currently serves as the director of the residency program. Dr. Kapur also serves as the Director of Educational Affairs for the Emergency Center at Ben Taub General Hospital in Houston, Texas.

Judge Emmett has a wide breadth of experience in transportation and logistics policy. He was named one of the Top 20 Logistics Professionals by the Logistics Forum in 2003, and the Transportation Clubs International gave him its "Transportation Person of the Year" award in 2005. Judge Emmett also is director of Harris County's Office of Homeland Security and Emergency Management, a role that took on special significance when Hurricane Ike struck the Gulf Coast in September 2008.



**The Honorable Mr. Edward
M. Emmett**
Harris County Judge



Mr. Ramesh Bhutada
President of Star Pipe Products

Ramesh Bhutada has been President of Star Pipe Products in Houston, Texas for the last 25 years. He was the founding Director of the Alief Independent School District Education Foundation and has served as the Founder/Director of the Indo American Chamber of Commerce.

He was also the Founding President of SVYASA (Swami Vivekananda Yoga Anusandhana Samsthana) Research Foundation and is a supporter of the Southwest Vipasana Meditation Center. He has been a strong supporter of the DAV Montessori School, an up and coming Montessori School, specializing in bilingual education for Asian American children. Currently, he is serving as President of the Hindu Swayamsevak Sangh (HSS) Southwest USA Division.

ANNEXURE 3- Orientation packet for lead participants



Lead - 2014

Orientation Packet



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Sewa International Lead 2014 Orientation Packet

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Sewa Introduction

Sewa Globally

- Education projects
- Medical projects
- Rural development in South Asia and Africa
- Self-reliance projects

Sewa Locally

- Family Services
- Refugee Empowerment
- Local Sewa Events (monthly volunteer events)
- Internship programs



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Sewa International Lead 2014 Orientation Packet

Lead Overview

General Information

What is Lead Houston?

Lead Houston is a symposium which immerses the highly motivated young adults with community leaders, industrialists, educationists and dynamic successful professionals. It also provides various volunteer opportunities to work for the Houston community through our local Houston projects.

Mission of Lead Houston

To provide a platform for mutual sharing of knowledge, professional proficiencies, and life experiences, of experts from various backgrounds. The Lead Houston program allows youth to build relationships and networks in the greater Houston community - relationships that assist the youth in developing programs to address various vulnerable needs in our society.

Goals of Lead Houston

- To empower the youth with leadership skills with the help of community leaders.
- To develop a strong sense of inspiration and motivation amongst the participants as they interact with renowned, motivational professionals from the community.
- To allow the participants to gain a wider understanding of the realities of the society in which they live.
- To connect lead participants with industry experts whom they can work with to develop programs to meet the needs of Houston's vulnerable communities.

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Sewa International Lead 2014 Orientation Packet

Team Lead Houston 2014

Advisors:

- Kavita Tewari
@ kavi5424@gmail.com
- Maneesh Mehra
@mehram100@gmail.com
- Sharda Gadiya
@shardagadiya@hotmail.com

Coordinators:

- Kaushiki Tewary
@kaushiki.tewary@gmail.com
- Pranav Thanki
@thanki_pranav@yahoo.com

Lead Groups 2014

	Group 1	Group 2	Group 3
Team Leads	Smit Patel	Krishna Marepalli	Somit Soni
Participants	Vandan	Sara Joshi	Arnav Chatterji
	Jimish Patel	Vennela Pathugunta	Rushil Mistry
	Shail Gajjar	Partha Aggarwal	Avinash Patel
	Yash Desai	Anuj Kankani	
	Tilak Amin	Pranav Thanki	

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Sewa International Lead 2014 Orientation Packet

Schedule:

Clear off your calendar for the following :

DATE	TIME	EVENT	LOCATION
June 10 th , 2014	1:30 pm- 3:30 pm	Session with Sugarland police chief: Chief Trever	TBD
June 16 th , 2014	9 am - 5 pm.	Volunteer Activity	Sewa Houston Office 1712 Highway 6 S
June 30 th , 2014	TBD	Volunteer with refugee summer camp	Sewa Houston Office 1712 Highway 6 S
July 8 th , 2014	TBD	Vaccination drives	Los Arcos Apt 11315Fondren Rd
July 10 th , 2014	10:30 am to 12 :00 pm	Session with the editor of India Herald: Sheshadri Kumar	Sewa Houston Office 1712 Highway 6 S
July 14 th , 2014	TBD	Volunteer with refugee summer camp	Sewa Houston Office 1712 Highway 6 S
July 18 th , 2014	Noon – evning (Lunch included)	Session with Dr. Bobby Kapoor	Ben Taub Hospital
June 19 th , 2014	9 am - 12 pm	Vaccination drives	Alief ISD 12501 High Star Drive
July 23 rd , 2014	3:00 pm	Session with Dr. Latha Ramachandran from University of Houston	Sewa office 1712 highway 6 S Houston
July 29 th , 2014	9 am - 12 pm	Vaccination drives	Los Arcos Apt 11315Fondren Rd
July 27 th , 2014	TBD	Finale Lead program	TBD

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Sewa International Lead 2014 Orientation Packet

Expectations

- Reach on time for the Event.
- Maintain discipline and practice best of behaviour during the lectures.
- Attend all the lectures and community events.
- Submit a 200 word reflection of your experience after each lecture to Mr. Maneesh Mehra.
- Submit a report at the end of of lead program.

Procedures

Dress Code

- Please dress formal for the lectures.
- Wear Sewa- Tshirt for the community activity or comfortable casuals.

Transportation

- Participants are expected to arrange for their own transportation.

Absentice

- Give one week notice
- Find a replacement, if required

Documentation

- Upload all pictures/videos to **shared** drive with the Lead coordinators
- Upload final reports to **shared** drive

Steps to take within the next week:

- Bring your enthusiastic self to the next planned lecture ☺
- Join our Facebook group and follow us on Twitter
- Have fun!!

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Sewa International Lead 2014 Orientation Packet

Cultural Orientation

UN video on Bhutanese refugees

- URL: <http://goo.gl/wl2iKX>

Overview of population at Los Arcos

- 200+ Bhutanese families live in this complex
- Typical family structure: elderly live with grown children and grandchildren, young adults provide and care for elderly parents and children; extended families live together
- Religion: most families are Hindu; some are Buddhist; few are converted Christians
- Work: many adults are employed at factories; women with small babies generally stay at home
- Language level: most of the men speak English with greater fluency than the women of the same age; kids who have been to school in the US speak the most English in the family

Interacting with people

- Greeting: people do not generally shake hands; say "hi" to younger people(kids - adults); say "Namaste" to older/elderly men and women
- Visiting: you must take off shoes outside when entering someone's home
- Eating: accept food and drink that is offered to you as long as you are able; it is very insulting to refuse food
- Mention that you are part of Sewa when interacting with parents of children at the summer camp classes or at the immunization.

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Sewa International Lead 2014 Orientation Packet



Sewa School Club 2016

Orientation Packet

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Sewa Introduction

Sewa Globally

- Education projects
- Medical projects
- Rural development in South Asia and Africa
- Self-reliance projects

Sewa Locally

- Family Services
- Refugee Empowerment
- Hand-On Events (monthly volunteer events)
- Internship programs



Major Projects in different cities started by Youth

1. Community Outreach Projects

- a) Tutoring the refugee students.
- b) Hands- On Volunteer Activity every other Month
- c) Conducting Health and Hygiene Workshops for the refugee and immigrant populations.
- d) Collaborate and work with other clubs like Boys & Girls Club, etc.

2. Sewa Fundraiser

- a) Sports for Sewa : Organise Cricket, Volleyball, etc
- b) Run For Sewa (Only for High School Students)



Club Overview

In order to train leaders of tomorrow's society, we have to engage our young generation with today's social issues. If young people take up the challenge of meeting various needs of the society today, they will be proud of their social involvement and be encouraged to take up larger projects later. Such individuals will provide a better leadership for tomorrow by being inspired to make positive changes in our society. Sewa Club aspires to engage tomorrow's leaders with today's society to meet the goals of sustainable development in selected areas of the community.

Why Sewa Club?

- ✓ Gain Experience and leadership Skills.
- ✓ Learn about global issues and their interventions.
- ✓ Accumulate enough volunteer hours.
- ✓ Can be a recipient of President's Volunteer Award.
- ✓ Sewa volunteer certificate – Can be attained on request.

Goal

- To involve local Seattle youth in community service by providing service opportunities throughout the school year.
- To support local Sewa chapter with their refugee empowerment program.

Proposed Activities:

- ✓ Monthly Volunteer Activity
 - Coordinate with Sewa Team and organize a volunteer event every other month
- ✓ Tutoring the refugees adults
 - Sunday sessions at the Tukwila Library: Twice a Month
- ✓ Fundraising
 - Car Wash
 - Cheese and Nacho Sale
- ✓ Club Socials
 - Decide the frequency!
 - Examples: Watch documentary about refugees, world issues, ice cream, popcorn, etc.
- ✓ Meetings
 - Every 2 weeks for 45 minutes
 - Tuesdays or Mondays

Contact Information

National Youth Coordinator

Kriti Dogra

yfs@sewausa.org

281-796-3029

Each Chapter would have a youth coordinator, you are requested to contact Kriti and she will connect you with the coordinator of that city. Thanks.

Member Expectations

- 15 hours/ Semester minimum
- Attend/Organise Volunteer activity at least once a month
- Weekly meetings as per the schedule
- Monthly blog posts – You can nominate or volunteer to do this activity (1 or 2 memebtrs can lead this)
 - URL : You create one if the chapter does not have it.
 - Username: _____
 - Password: _____
 - Posts should highlight what was worked on during the month/progress in project
 - At minimum one paragraph

Club Expectations

- Minimum Requirements
 - Organise at least 2 volunteer hands-on activities with the help of Sewa International
 - Particiapte in one ongoing Sewa service project
 - Organise one social and one Fundraiser for the club members

Procedures

Timesheet

- Time sheets to be submitted online every Sunday before midnight on Google Forms – Link will be shared! (Optional, depends on the Chapter youth coordinator)
- Taking time off from your duties:
 - Give one week notice
 - Find a replacement

Documentation – Access to the shared google drive will be given to the **Club president** for all the required documentation by the youth Coordinator.

- Upload all pictures/videos to shared Google drive
- Upload final reports to shared Google drive
- Create/update contacts list for all 2016 Club members on shared Google drive
- You will be given access to the shared Google drive. Please create gmail account if you do not have one.

Reimbursement – **We highly recommend to raise funds for any expenses occurred by the Sewa Club!**

- Get an approval from Sewa before making any Sewa related expenses
- Create shared excel document to keep track of expenses
- For reimbursements, fill out the reimbursement form (see pg. 9 for an example)
- Get the form approved by your city's youth coordinator

Steps to take within the next week:

- Decide on meeting time for team/general
- Explore the Google shared drive – Club President
- Join our Facebook group and follow us on Twitter
- Have fun!!

SEWA International USA

Expense Claim Form

Requester

Payment to be made to (leave blank if same as requester)

Name:	
Email	Phone:

Program Details*

*If expenses are not related to program, write **necessary detail** in program name

Sr. No.	Description	Amount	Reimburse Name & Address	Reimburse Phone & Email
Total				

NOTE: Please attach receipt for each of the above listed expenses.

I confirm that the above expenses incurred by me for SEWA International.

Signature: _____ Date: _____ Approved By(Name): _____

For Official Use _____ Chapter _____

Issued Check # _____ Date _____ for \$ _____

Officer:

VISION

Sewa International desires a world of equality, where everyone is happy, enjoying good health, and living in harmony with nature. Sewa will be called in and would be among the first to serve in case of a disaster.

MISSION

- ❁ **Serve humanity in distress**
- ❁ **Aid Local communities**
- ❁ **Promote volunteerism**

Sewa International,

P.O. Box 820867, Houston, TX 77282-0867



www.sewausea.org | info@sewausea.org | (708) 872-7392

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