

VOLUNTEER MEMBERSHIP

1.0 Eligibility Norms

1. **InDEE** “Volunteer Member” is a dedicated individual with a passion to serve on issues related to environment, sustainable development, social wellbeing and betterment of humanity.
2. They are deemed fitting to the services of **InDEE** as mentioned in website www.indee.net or Institute Profile.
3. For volunteerism academic qualification is not a criterion. We need volunteers with a **“strong desire and willingness to serve unconditionally”**, so if you want to be a part of it and also bring along your vision that would add value.
4. As an **InDEE** ‘Volunteer Member’ you should be comfortable with going off the beaten path, and regard setbacks as necessary obstacles on the route to great and lasting achievement.

1.2 Expected Roles and Responsibilities

1. **InDEE** ‘Volunteer Member’ has responsibility to contribute with an aim of attaining environmentally sustainable development and make our ‘Earth’ only livable planet a safe place for the future generation to thrive and abiding to ‘Our Vision’: “Prosperity with Love, Peace, Harmony and Environmental Integrity”.
2. By registering as an **InDEE** ‘Volunteer Member’, you offer your effort, expertise and time on a voluntary basis.
3. As an **InDEE** ‘Volunteer Members’ you have the opportunity to be role model towards "reducing your footprint" on pollution.
4. **InDEE** ‘Volunteer Members’ picture, name, affiliation and short resume (130 to 150 words) will be shown on InDEE websites.
5. **InDEE** ‘Volunteer Members’ have chances to interact with various personalities and groups.
6. You may propose to organize and chair a new or existing **InDEE** conference.
7. Encouraged to attend **InDEE** organized events. You may register for the **InDEE** conferences, training, and seminars with a discounted price.
8. You may organize awareness events - lectures, conferences, seminars, workshop, skill training, etc. at your location or any Institute with a proposal submitted to **InDEE**. The activities will be under the jurisdiction of **InDEE**. You will be part of the organizing committee.
9. You may be part of the Committee for **InDEE** initiated program.
10. You may assist **InDEE** to promote activities such as - conferences, training, seminars, workshop, and publications, publicize useful information, etc.

1.3 Expectations from Volunteer

1. Be reliable, punctual and disciplined.
2. Maintain Integrity.
3. Respect confidentiality.
4. Respect the rights of people you work with.
5. Have a non-judgmental approach.
6. Carry out the task mentioned in specified job description.
7. Give feedback (i.e. participate in evaluation when asked).
8. Be accountable, responsible and accept feedback.
9. Be devoted and committed to the programs.
10. Avoid overextending yourself.
11. Acknowledge decisions made by staff or the organization or institute.
12. Ask for support and guidance when needed.

13. Stay safe on the job; for example make sure that you are never alone.
14. Carry out the duties listed in your volunteer position description.
15. Give prior notice if your availability changes or you are leaving the organization.
16. Report any hazards or risks or unsafe environment that you notice in the workplace well in advance.
17. Adhere to the **InDEE's** policies and procedures
18. Deal with complaints or grievances patiently and with appropriate approach
19. Undertake training as requested
20. Always support other team members.

1.4 Rights of Volunteer

1. Receive accurate and full information about the program and agency.
2. Receive and understand clear, comprehensive job description.
3. Have choices and feel bold and comfortable about saying “no”.
4. For any risk of physical, emotional, and mental injury to volunteer in such circumstances volunteer have the right to withdraw from the tasks or position through written notice submitted to **InDEE**.
5. Be consulted on matters that directly or indirectly affect you and your work.
6. Receive feedback on your work.
7. Receive acknowledgement on your contribution
8. Have your personal information kept confidential.
9. Healthy and safe environment.
10. Be trusted with confidential information if it is necessary in order to do your job.
11. Be aware with the information about the organization you are working for, including policies and procedures.
12. Be provided with sufficient training, supervision and guidance.
13. Have your personal information dealt with in a confidential manner

1.3 Terms and Conditions

1. **InDEE** ‘Volunteer Membership’ is for a period of three years from the confirmation date. It may be renewed for consecutive terms with new confirmations.
2. By registering as a volunteer, you offer your expertise and time on a voluntary basis. Our goal is to initiate volunteers on various developmental issues. We aren’t like a regular foundation.
3. ‘Membership Certificate’ will be provided by **InDEE**.
4. **InDEE** Management has the authority and right to terminate or remove anyone from Volunteer member without any prior notice or conditions or permissions.
5. The services of Volunteer Member’ to **InDEE** are provided strictly on voluntary capacity and without any express or implied promise of salary, compensation or other payment of any kind whatsoever unless and until with separate contract signed by responsible **InDEE** Signatory Authority.
6. Interaction of **InDEE** ‘Volunteer Member’ with third part would strictly abide by norms and consent from **InDEE**.
7. However, for exceptional and certain services, proper credit or compensation or payment will be provided based on task-to-task basis agreed through contract signed from the parties involved, prior to the starting of the services.
8. **InDEE** ‘Volunteer Member’ responsible for their own experience and accountable for their own progress / development.
9. Your CV may be provided to **InDEE** client on request without any notice to you or permissions if related to any projects which may involve you.
10. We will save your data in our database and contact you as soon as we are in need of people with your specific expertise.
11. **InDEE** ‘Volunteer Member’ should uphold the values and objectives of the organization / institute.

12. **InDEE** reserves the right to modify any service at any time as part of our policy of meeting the highest possible standards. The relevant modification and changes will be informed. Consent will be acquired in case of requirement and based on relevance.
13. Volunteer position's, responsibilities and duties will be provided and would define what is expected from the volunteer.
14. **InDEE** will come up with very clear and concrete in listing qualifications for any volunteer position. Include education, personal characteristics, skills, abilities and/or experience required.
15. **InDEE** will provide volunteers straightforward limitations, boundaries and structures with clear lines of reporting. So that Volunteers benefit from understanding the limits and expectations of their position in the organization.
16. Volunteer role descriptions can look lot like paid job position or job descriptions however it is not. Unless specifically and clearly mentioned about salaries and monitory part.
17. If you want us to remove your personal details and withdraw from Volunteer membership, please send an email to: info@indee.net and receive confirmation.

1.4 Membership Requirements

1. Application Form (soft copy) duly filled for 'Volunteer Membership'.
2. Separate picture (high resolution) as per the format.
3. Short resume strictly within 130 to 150 words.
4. Complete CV for data bank and incase of client requirements.
5. Scanned copies of certificates and supporting documents.
6. All documents submitted should be in soft copy.



Institute for Delve & Evolution for Excellence

**APPLICATION FORM
Volunteer Membership**

- ❖ Please Type-fill the membership form.
- ❖ Font size 11 and Times New Roman.
- ❖ To select mark by 'tick' or 'star' where ever required
- ❖ All application must be submitted in soft copies.
- ❖ Submit with all the requirements listed in Para no. 7.

Color Photographs

1. Name:

Prof./Dr./ Mr./Mrs./Ms./ Eng./Etc.	First Name	Middle Name	Surname

2. Current Position

Position	
Affiliation and Address	

3. Gender:

Male	Female

4. Date of Birth:

DD	MM	YYYY

5. Languages Known

S.N.	Language	Write	Read	Speak
01				
02				
03				
04				
05				
<i>Excellent: A; Good: B; Average: C; Not capable: D</i>				

6. Permanent Residential Address:

Building / Office / Company Name	
House No.	
Street	
Post Box No. / PIN	
City	
District	
State / Province	
Country	
Land Line No.	
Mobile No.	
Fax	
Email	

7. Requirements Submitted:

S. N.	Particulars	Yes	No
01	Short Resume (Strictly 130 to 150 words)		
02	Complete CV		
03	Photograph as per format		
04	Highest Degree (Qualification) Certificates		

DECLARATION

- I hereby declare I have read completely the Sections A (Eligibility Norms), Section B (Roles and Responsibilities) and Section C (Terms and Conditions) and hereby agree and abide to it.
- I have willingly joined the **InDEE** 'Volunteer Membership' and not forced into it. I am committed to it.
- I hereby declare that all the statements made by me in the application form and information in the documents and certificates submitted are true and complete to the best of my knowledge and belief and nothing has been concealed or suppressed.
- I also understand that in case, any of my statements is found untrue during any stage thereafter, I shall be disqualified for the post and I shall be liable for action.

Signature	
Date	
Place	