



Our organization encourages the participation of volunteers who support our mission. If you agree with our mission and are willing to be interviewed and trained in our procedures, we encourage you to complete this application. The information on this form will be kept confidential and will help us find the most satisfying and appropriate volunteer opportunity for you. Thank you for your interest in our organization.

Name .....  
Address .....  
City ..... State ..... Pin Code .....  
Phone no. .... Email .....  
Student : Level of study .....  
Employer ..... Position: .....

Any special talents or skill you have that you feel would benefit our organization?  
.....

**Interests:** Please tell us in which areas you are interested in volunteering

- Administration
- Deliveries
- Events
- Communication
- Fundraising
- Field level activities

**Guidelines :** A brief concept note highlighting event concept, target audience, publicity campaign plans, fund-generation plans, costs, funds monitoring systems, what % proceeds to DITO, needs to be sent to DITO at least a month in advance. After approval from DITO, you may proceed with organizing the event. Literature to be displayed will be provided by DITO.

**New Ideas:**

A concept note to be sent to DITO for approval.  
Post approval of concept, literature/posters etc will be supplied by DITO.

Please indicate days available: **Mon Tues Wed Thur Fri Sat**  
Times available: From ..... to .....  
Any physical limitations? .....  
In case of emergency contact: .....

DITO norms that a volunteer should adhere to:

No cash donations may be collected by any volunteer. As far as possible, motivate people to send their donations via Cheques/DDs directly to DITO.

Volunteers are not permitted to use DITO stationery as their own.

All DITO literature will be developed by DITO. Any modifications must have DITO’s prior approval.

Volunteers may not release any material pertaining to DITO, in the media (TV/ radio/magazines/ newspapers/newsletters etc.), without seeking DITO’s prior approval.

All DITO activities should be coordinated through the contact point in DITO. Please do not directly interface on projects, and with other departments of DITO.

Volunteers wishing to visit any DITO project, to please allow at least 2 months notice. All related costs (travel, local travel, boarding and lodging etc) to be borne by them.

As a volunteer of our organization I agree to abide by the policies and procedures. I understand that I will be volunteering at my own risk and that the organization, its employees and affiliates, cannot assume any responsibility for any liability for any accident, injury or health problem which may arise from any volunteer work I perform for the organization. I agree that all the work I do is on a volunteer basis and I am not eligible to receive any monetary payment or reward.

Signature: .....

Date: .....

FOR OFFICE USE ONLY:

Volunteer No.:

Date of joining:

City:

Country:

For more information, please do get in touch with Mr. Abin Dutta at these coordinates:

Please submit the form online/ return the filled in form to :

DITO Social Welfare Association

22, Keyatala Road, Siddhi Building 4th Floor

Kolkata- 700029

Web: <http://www.ditoindia.org> Email: [po@ditoindia.org](mailto:po@ditoindia.org)