



THE KISHKINDA TRUST

RULES FOR VOLUNTEERS

Please Read These Rules carefully and Return the signed copy to the organization

Every volunteer must keep their personal details with TKT office

- ***Name:***
 - ***Year of birth:***
 - ***Passport or DRL copy:***
 - ***Emergency contact:***
 - ***Email id:***
 - ***Reference or agency of who recommended you to volunteer with us:***

 - ***Skills and areas of interest:***
1. As TKT is a Not for Profit organization, there is a fee for Volunteering work & Internship with the organization that goes towards Trust's welfare works. It will be INR 15,000 for Indian Citizens and \$ 300 from Citizens outside of India per month.
 2. Basic food and accommodation may be provided by the organization.
 3. All volunteers are required to cover any other personal costs such as laundry etc. while working for The Kishkinda Trust /INTACH Hampi Anegundi Chapter.
 4. All volunteers are responsible for their own wellbeing, health insurance and care of personal property, entertainment props, camera & film equipment and any other property belonging to them.
 5. To be reliable and punctual – Prior permission with reason is required if you are not available at work or **going somewhere else during out of office**



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hours. The working hours will be from 10:00 am to 6:00 pm. Sunday will be holiday.

6. Reporting for the assigned work is must. Twice in a week, you will have to report to the management regarding your concerned assigned work.
7. To acknowledge and respect the rights of other workers/ service users and their confidentiality.
8. No volunteer can receive any salary/stipend from the Trust.
9. All photography or film footage shot by volunteers during any field operations, must not be published in any way without permission from the Management of the Trust.
10. Volunteers are requested to help raise funding for the Trust.
11. Full-time volunteers, who are not Indian citizens, must apply through the Trust for long term visa, as required by Indian laws and pay all costs for administration and processing of permits and visa.
12. Volunteers must respect the religious, political views and traditions of the people that we serve. Wear appropriate decent clothing and do not espouse your own religious or political opinions when in contact with those people. It is requested to keep your staying clean and Hygiene.
13. Volunteers must not be under the influence of un-prescribed drugs or alcohol while performing volunteer duties for the Trust. Volunteers are not allowed to consume drugs or any alcoholic beverages during the time period they are engaged with TKT, INTACH Hampi Anegundi Chapter.
14. Interns have to submit their final work report before leaving the organization.

**** The Trust does not take any responsibility for the consequences due to violation of any above rule by the Volunteer/Freelancer.***

Volunteer Signature/Date

Volunteer Coordinator Signature/Date