



## Internship / Placement Protocol / Volunteering

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SGT is an organization working with women and young children. SGT works in rural areas of various districts in Gujarat.

SGT has certain protocols for internship. And all those who choose to intern at SGT, will have to abide by these protocols.

1. One month internship/placement program will be as under:
  - Orientation of Organization
  - Visit to the Communities
  - Any other work assigned by organization
  - Desk Research
  - Case compilation, translation, if need be.
  - A final report on their work during the Internship period.
2. Intern/placement candidates should report to the concerned authorised person on day one. You will need to report daily about your work done to the concerned authorised person
3. In case of leave, interns have to inform their supervisors before one / two days which is subject to approval. More than three leaves without informing can result into termination of internship.
4. In case of any interns leaving the organization without completing the term will not be issued certificate from the organization.
5. If interns are from the same college it is not necessary that all would be sent together in a group for the given tasks.
6. In case of any problem interns should directly talk to the Director.
7. Children must take permission from their parents prior to joining the organization.
8. On the completion of internship, program interns will have to submit the report of their work done and their experience before leaving the organization. Certificates will be issued only after the submission of the report.
9. High moral and ethical standards are expected during the period of internship.

Interns, Parents, and the College Authority have to sign the protocol before the commencement of the internship period.



## **ORGANIZATION PROTOCOL FOR VOLUNTEERS**

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As a volunteer I abide by the following rules of the organization to safeguard the interest and respect each person who comes to Saath Gramin Trust, Ahmedabad.

- I will talk respectfully without any prejudice.
- I will acknowledge the independence of the person and provide assistance only when she/he asks for it.
- I will respect cultural/religious beliefs of the person and in no way make him / her feel offended.
- I will take photographs only with the consent of a SGT team.
- I will not contact any person or their family outside the organisation. If under any circumstance, this needs to be done (for research or study) it will be carried out after prior permission from senior team member of SGT.
- I will not be with the woman / child in an isolated environment and would always work with them under supervision of senior team members of SGT.
- I will not share any details of the family with anyone outside the organization.
- If I share case studies for the purpose of advocacy, I will always respect the privacy of the people and refrain from taking the actual names and would respect her/his modesty by not showing case specific photographs.
- I will at every step respect and uphold the vision and mission of Saath Gramin Trust.

Volunteer's Signature

Name:

Address:

Date:

Mobile No: