

DO IT YOURSELF. VOLUNTEERING TOOLKIT

If you didn't find a volunteering activity of your liking, go ahead and plan it yourself!

3RD MARCH - 31ST MARCH 2020



WE NEED TO ACT NOW, TO INITIATE CHANGE

THE WORLD NEEDS OUR COMBINED
EFFORTS TO MAKE IT A BETTER PLACE. SO,

- Voice your ideas
- Gather more people
- Make a plan
- And jump into action



Tata Engage believes in ushering in change, one person at a time. This Do-it-Yourself toolkit will help you kick start your ideas and put them into action.



**IF YOU HAVE
THE WILL TO ACT NOW,
THE FIRST STEP
STARTS HERE.**



WHO CAN PARTICIPATE?

- TATA EMPLOYEES
- FAMILY MEMBERS
- RETIRED TATA EMPLOYEES



HOW TO GO ABOUT IT?

Register/Log in to the Tata Engage website,
or contact your CSR/Volunteering Specific Point of Contact (SPOC)

or conduct your **own volunteering activity**.
This **toolkit** will help you plan it.

If you are already volunteering at a **non-profit** during TVW,
tell us what activity you are conducting and where.
We will be thrilled to include it as a part of TVW13.

Write to tataengage@tata.com to inform us. Inform your CSR/ Volunteering SPOC about it.



WHAT ELSE DO I NEED TO KNOW?

Register/Log in to the Tata Engage website with your official email ID. Family members and retired Tata employees can also register with their **personal email ID**.

Go to the **Volunteering Opportunities page** and filter the results by the company, location and/or date.

Choose an **activity** that appeals to you the most.

Get in touch with the **SPOC** to confirm your participation.

You can participate in any **Tata company organised activity** and/or conduct your own too.



GOING SOLO?

INFORM

your
CSR/Volunteering
SPOC.

CHECK

with your SPOC for help in
finding a non-profit that suits
your area of interest.

GET

requisite permission
from your preferred
non-profit.

REPORT

back to your SPOC with a
short account and
photographs of the event
that you conduct.

CSR/VOLUNTEERING SPOC

NAME
KINJAL JAIN

NUMBER
022 66657295

EMAIL ID
tataengage@tata.com



YOUR

IDEEA

LAUNCHPAD



CHILDHOOD MEMORIES.

READY TO RELIVE YOUR CHILDHOOD?

HOW?

CONTACT a local children's home.

OFFER to organise a few fun games and/or a friendly sports competition.

BRING your own family and friends along.

ARRANGE for food, snacks and beverages if the non-profit permits.

WHAT ELSE?

VISIT old age homes to simply have a conversation over tea and lend a patient ear.

SPEND the day caring for animals at a shelter.

CELEBRATE a birthday, an anniversary or a special day of the month at any local non-profit for women, senior citizens or children.



FUN WITH LEARNING.

READY TO MAKE LEARNING FUN?

HOW?

CONTACT a local school for the underprivileged or the specially abled.

OFFER to conduct a fun and interactive session that engages the students.

ENSURE that you carry all the requisite supporting apparatus (stationery, etc.).

ENLIST assistance from the school if required (access to classrooms, special time, etc.).

WHAT ELSE?

VISIT non-profits to conduct age-appropriate storytelling sessions or motivational talks.

TEACH beneficiaries about road safety through skits.

SPREAD awareness on recycling and show the various ways through which waste can be minimised.



THE HELPING HAND.

READY TO SHARE SOMEONE ELSE'S WORKLOAD?

HOW?

CONTACT a non-profit.

OFFER to assist with their daily chores
(cooking, cleaning, reception duties and soon).

REACH out to other colleagues to join in.

HELP update their website information or
pump up their social media presence.

WHAT ELSE?

ORGANISE non-profits to conduct age appropriate
storytelling sessions or motivational talks.

PAINT a school and make the learning space colorful
and fun.

CLEAN a local garden and plant a few saplings.



THE FIELD TRIP.

READY TO REDISCOVER THE CHILD WITHIN YOU?

HOW?

CHOOSE a non-profit where you can volunteer to lead a children's expedition group to a nearby zoo, museum, etc.

TAKE support from their staff members for the purpose of safety

BEAR in mind that you would need to keep a head count.

ENSURE availability of safe and hygienic food and beverages, and arrange adequate transport options for everyone.

WHAT ELSE?

ARRANGE a picnic for children in your society's playground.

TAKE children to a kids' book reading session or a children's theatre workshop.

ASSIST school in their annual day function.

COOK meals for a group of less fortunate people.

SPREAD awareness on health and hygiene.



THE LIST IS ENDLESS, ALL YOU NEED TO DO IS GET GOING

DONATE blood.

GATHER old and unused toys, clothes, furniture and appliances and share them with a non-profit.

ARRANGE a book exchange where one can bring in their old books and share them with less fortunate kids.

PLANT seedlings to increase green cover of a place.

MOTIVATE your friends, family members and colleagues to act now.



DO(s)

ACT responsibly and sensibly towards the communities and non-profit staff.

TREAT every individual equally without discriminating on the basis of age, race, culture, religion, caste, disability, gender or sexuality.

TREAT any sensitive/personal information received during volunteering as confidential.

REFRAIN from making statements to the media/press.

TAKE responsibility for your and your wards' safety, especially during field visits, if any.

MAINTAIN proper conduct as you are representing your company.

REFRAIN from any activity that will affect the reputation/image of the company or Tata group.



DO NOT(s)

SHOW any kind of affiliation to any religious or political institution.

PROMISE anything to the non-profit on behalf of the Tata Group or your company.

MAKE commitments you may find difficult to keep.

TAKE photographs or videos at the volunteering venue without taking permission of the non-profit and the beneficiaries.

HAVE expectations of any special treatment.

LOITER at or around the venue of the volunteering activity.

DRESS extravagantly and crosstalk in English.

BUILD a relation (if you do so, make sure you can give time to the relation).

USE words like 'leper', 'disabled' and so on.



GO THE EXTRA MILE ON THESE DAYS

03 Mar Founders Day,
World Wildlife Day

08 Mar International Women's Day

18 Mar Global Recycling Day

20 Mar International Day of Happiness

21 Mar World Down Syndrome Day,
International Day of Forest

22 Mar World Water Day

24 Mar World Tuberculosis Day

Create
JOY
OFFLINE

DON'T FORGET TO REPORT BACK!
SHARE YOUR STORY AND INSPIRE OTHERS!
WE ARE WAITING TO HEAR FROM YOU.

CSR/VOLUNTEERING SPOC

NAME	NUMBER	EMAIL ID
KINJAL JAIN	022 66657295	tataengage@tata.com

YOU MAY ALSO WRITE TO

tataengage@tata.com



**WHAT ARE YOU
WAITING FOR?
SHOW US YOU ARE IN.**

Log on to
www.tataengage.com

view all the other available opportunities

