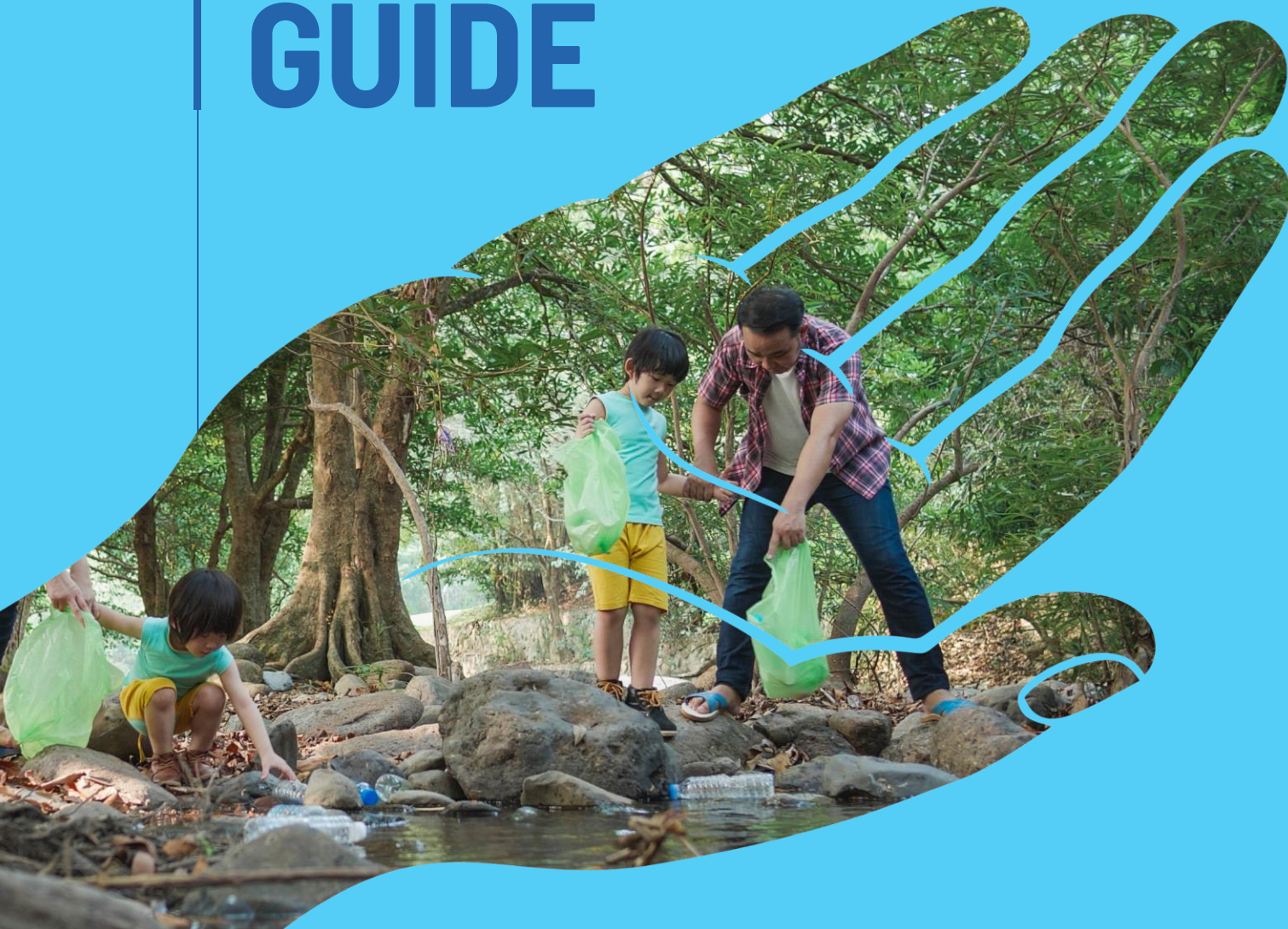


# DO-IT-YOURSELF VOLUNTEERING GUIDE



THE POWER  
TO CHANGE  
THE WORLD  
IS IN YOUR

**HAND**

If you didn't find a  
volunteering activity  
of your choice,



**plan one yourself!**

**TATA**  
**VOLUNTEERING**  
**WEEK** **16**



5<sup>th</sup> September - 7<sup>th</sup> October 2021

THE POWER  
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IS IN YOUR

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# WE NEED TO ACT NOW TO TRIGGER 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



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**WEEK 16**



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**TATA ENGAGE BELIEVES IN USHERING  
IN CHANGE, ONE PERSON AT A TIME.**

**This Do-It-Yourself Guide will help you kick-  
start your ideas and put them into action.**



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IF YOU ARE WILLING  
TO CHALLENGE YOURSELF  
& MAKE A DIFFERENCE,  
**THE FIRST STEP**

**STARTS  
HERE.**



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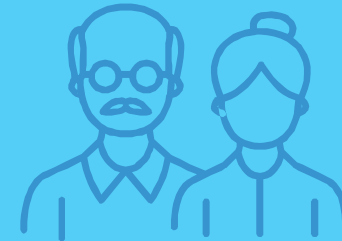
# WHO CAN PARTICIPATE?



ALL TATA  
EMPLOYEES



THEIR FAMILY  
MEMBERS



RETIRED TATA  
EMPLOYEES



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# 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 guide 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 TVW16

---

Write to [tataengage@tata.com](mailto:tataengage@tata.com) to inform us  
Inform your CSR/Volunteering SPOC about it

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# WHERE

## DO I FIND TATA VOLUNTEERING OPPORTUNITIES?

**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

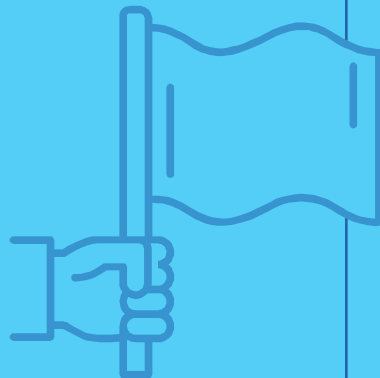
Choose an **activity** that appeals to you the most

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

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# GOING SOLO?

## INFORM

your CSR/Volunteering  
SPOC

## GET

requisite permission from  
your preferred non-profit

## CHECK

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

## REPORT

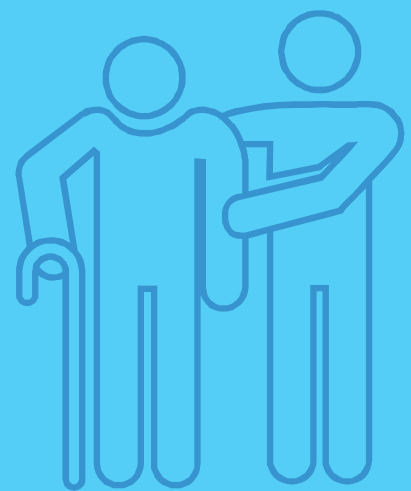
back to your SPOC with a short account and  
photographs of the event that you conduct

## CSR/VOLUNTEERING SPOC

NAME : BINDU DURAIKANNU  
NUMBER : 9920147577 | 9004147513  
EMAIL ID : bindu.duraikannu@tata.com



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# Care for Your Elders

## READY TO RELIVE YOUR CHILDHOOD?

### HOW?

**CONTACT** a local elderly home

---

**OFFER** to organise a few fun games and/or an entertaining evening

---

**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

---

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

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# Be the Cool Teacher!

## 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 on drawing, art and craft

**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?

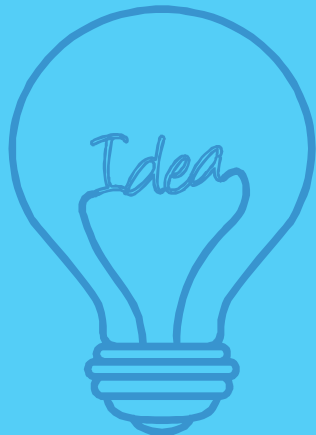
**VISIT** non-profits to conduct age-appropriate storytelling sessions or motivational talks

**TEACH** beneficiaries about road safety through skits

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

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# GET THOSE Creative Juices Flowing READY TO SPARK YOUR IMAGINATION?

## HOW?

**CONTACT** a local school for the underprivileged for online classes

**OFFER** to conduct an interactive session on any creative activity online, be it drawing, painting, guitar lessons or writing workshops

**ENSURE** that you send in a list of requirements for participants, like drawing tools, instruments, etc.

**ENLIST** assistance from the school to organize the online sessions

## WHAT ELSE?

**ORGANISE** an online exhibition of student art and craft or a Zoom jam session

**SPREAD** awareness on various issues by organising a creative poster making activity

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# Help Find 'Fur-ever' Homes!

**READY TO BETTER THE LIVES OF THE VOICELESS?**

## HOW?

**CONTACT** a local animal shelter to help them with their online presence

**OFFER** to help setup adoption drives through social media

**ORGANISE** a photo shoot for the animals up for adoption and make social media posts for each

**ENLIST** assistance from the shelter in collecting images and details

## WHAT ELSE?

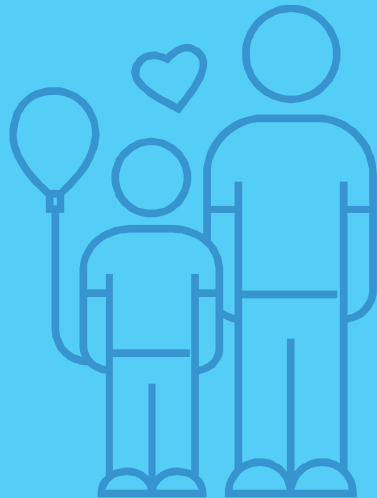
**FOSTER** animals at your home if a shelter is having trouble accommodating them

**WRITE** social media posts for NGOs and help by providing content buckets for the future



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# Have a Good 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

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# Have a Good Trip!

READY TO REDISCOVER THE CHILD  
WITHIN YOU?

## 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** a school in their annual day function

---

**COOK** meals for a group of less fortunate people

---

**SPREAD** awareness on health and hygiene

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# Start With Your 'Hood

## READY TO BRING CHANGE AROUND YOU?

### HOW?

**IDENTIFY** a problem in your neighbourhood – a polluted pond or lake, garbage dump etc.

---

**RALLY** support from your neighbours to join in and participate in a clean-up drive

---

**CREATE** a WhatsApp group, email list or social media group to organise the activities

---

**ENSURE** availability of safety gear and equipment like gloves, masks, trash bags, rakes, pickers, etc.



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# Start With Your 'Hood

READY TO BRING CHANGE AROUND YOU?

## WHAT ELSE?

**ARRANGE** a neighbourhood nature walk to trigger greater appreciation for our natural environment

**TAKE** a survey and identify neighbours who are old and living alone and offer to assist them with any of their chores

**OFFER** to tutor your house help's children in one or more subjects you are familiar with



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# Start With Your 'Hood

READY TO BRING CHANGE AROUND YOU?

## WHAT ELSE?

**CONDUCT** career counselling sessions for youth

**ORGANISE** a neighbourhood safe-disposal group that collects electronic waste

**CONDUCT** a session on financial literacy for people from the lower income community (house helps, cooks, drivers, guards, etc.)



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# 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

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# REPORTING GUIDELINES

## ALL YOU NEED TO DO IS GET GOING

Take screenshots of the online sessions. Click pictures/videos of the activity in a good resolution, if it is an onsite activity.

Post completion of the activity, upload it on Experience Hub on the TataEngage website:  
<https://tataengage.com/Experience-hub.aspx>

Share with Bindu ([bindu.duraikannu@tata.com](mailto:bindu.duraikannu@tata.com)), the screenshots/pictures (as attachments) and a short write-up on what happened (including date & no. of beneficiaries) by emailing at [bindu.duraikannu@tata.com](mailto:bindu.duraikannu@tata.com).

Update participation details if you are organising the activity (no. of participants & duration of activity) against the activity in the reporting format.

You can also report it on Tata Engage website -  
[https://tataengage.com/TVW16\\_VolunteerWeekReg.aspx](https://tataengage.com/TVW16_VolunteerWeekReg.aspx)



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## DO (S)

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

**TREAT** every individual equally without discriminating based on age, race, culture, religion, caste, disability, gender or sexuality

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

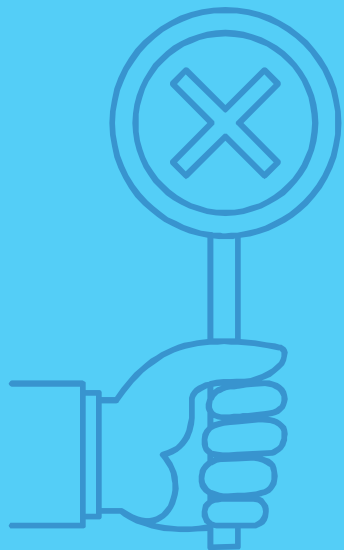
**REFRAIN** from making statements to the media/press

**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

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# 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 other politically incorrect terms

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# DON'T FORGET TO REPORT BACK!

**SHARE YOUR STORY AND INSPIRE OTHERS!  
WE ARE WAITING TO HEAR FROM YOU.**

## **CSR/VOLUNTEERING SPOC**

Name : BINDU DURAIKANNU

Number : 9920147577 | 9004147513

Email ID : bindu.duraikannu@tata.com

YOU MAY ALSO WRITE TO  
**tataengage@tata.com**

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# WHAT ARE YOU WAITING FOR?

**SHOW US THAT YOU ARE IN.**

Log on to

**[www.tataengage.com](http://www.tataengage.com)**

View all the other available opportunities



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