

DO-IT-YOURSELF VOLUNTEERING GUIDE

If you didn't find a volunteering activity of your choice, **plan one yourself!**



TATA
VOLUNTEERING WEEK 18
5th Sep - 7th Oct 2022

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



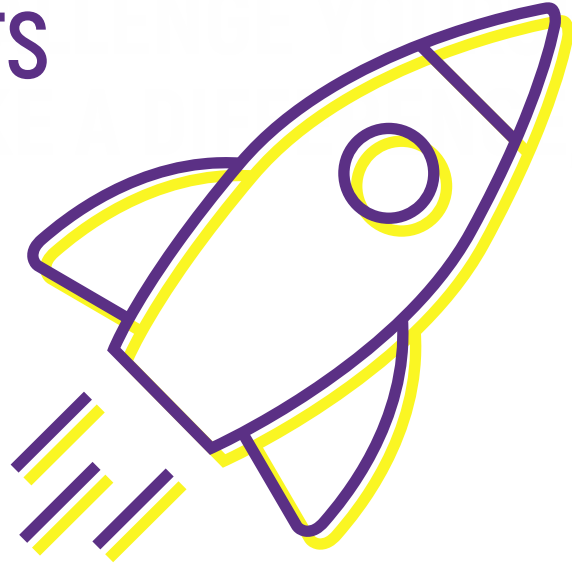
**TATA ENGAGE BELIEVES IN USHERING
IN CHANGE, ONE PERSON AT A TIME.**

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



THE FIRST STEP

STARTS
HERE.



WHO CAN PARTICIPATE?



ALL TATA
EMPLOYEES



THEIR FAMILY
MEMBERS



RETIRED TATA
COLLEAGUES



HOW

TO GO ABOUT IT?

Register/Log in to the Tata Engage Website/App, 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 TVW18.

Write to tataengage@tata.com to keep us informed. Also, inform your CSR/Volunteering SPOC about it.



WHERE

DO I FIND TATA VOLUNTEERING OPPORTUNITIES?

Log in to Tata Engage website using your **official ID**.

Go to Menu > Tata Volunteering Week > **Volunteering Opportunities** tab to browse through the opportunities available for you.

Alternatively **download** and log in to the Tata Engage app.

Filter through the activities and **register** for an activity of your choice.

The opportunities are open to **Employees, Family Members and Retirees**.



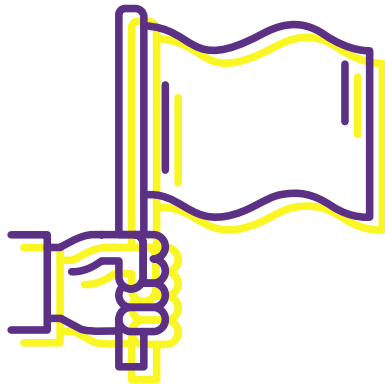
GOING SOLO?

INFORM

your Company
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.

UPLOAD

your volunteering activity details post completion
on the Tata Engage website using the link:
<https://tataengage.com/VolunteeringHours.aspx>



Care for Your Elders

HOW?

CONTACT a local elderly home

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

BRING your 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

HELP out in their daily chores

CELEBRATE a birthday, an anniversary or a special day of the month with seniors at an old age home



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.) or share a list of requirements for participants if it's an online activity

ENLIST assistance from the school if required (access to classrooms, special time, arrangements for online sessions 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

GET CREATIVE with an online exhibition of student art & craft or a Zoom jam session

ORGANISE a creative poster making activity on various social issues



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

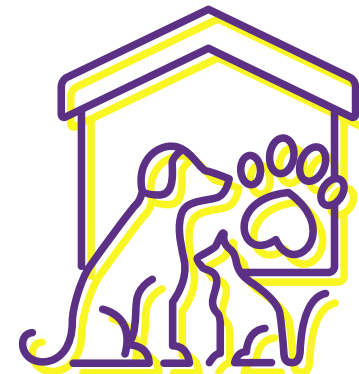
ORGANISE a photo shoot for the animals up for adoption and make social media posts for each

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



Stronger Together!

READY TO SHARE SOMEONE ELSE'S WORKLOAD?

HOW?

CONTACT a non-profit

OFFER to assist with their daily chores (cooking, cleaning, reception duties and so on)

REACH out to other colleagues to join in

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

WHAT ELSE?

CLEAN a local garden and plant a few saplings

PAINT a school and make the learning space colorful and fun



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



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



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.



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



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.)



BE AN EARTH-CHAMPION

READY TO ENCOURAGE A SUSTAINABLE LIFESTYLE?

HOW?

CONDUCT an awareness session on carbon footprint

TALK about the ways in which one can reduce their carbon footprint with small sustainable lifestyle changes

LIST OUT a few activities on reducing carbon footprint that can be done by everyone

SUGGEST activities that can be done individually

ORGANISE a closing session to discuss the impact created through the activities



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



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 the TataEngage website: <https://tataengage.com/VolunteeringHours.aspx>

Share with Tata Engage Team (**tataengage@tata.com**), the screenshots/pictures (as attachments) and a short write-up on what happened (including date and no. of beneficiaries) by emailing at tataengage@tata.com.

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



WHAT CONSTITUTES VOLUNTEERING

Some indicative activities include:

Teaching children

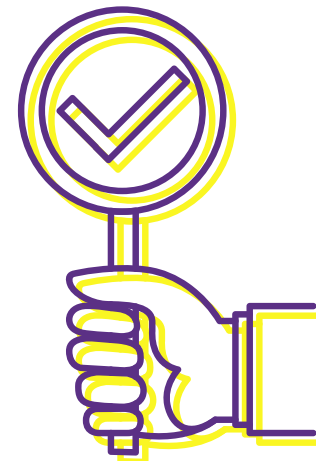
Building and/or painting a school, home or community centre for the underprivileged

Providing career guidance to young people

Donating blood

Planting trees on public land

Providing guidance and advice to non-profits in different capacities including as a board member or an advisor



WHAT

DOES NOT CONSTITUTE VOLUNTEERING

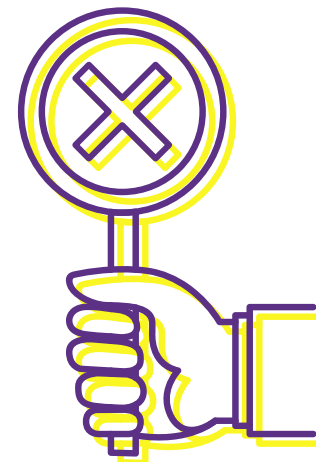
Donating money or articles in kind

Visiting a stall set up by a partner organization and purchasing something

Doing something for friends or family members

Attending events or sessions without playing an active role

Attending company townhalls or department meetings in which volunteering activities are being planned and discussed



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

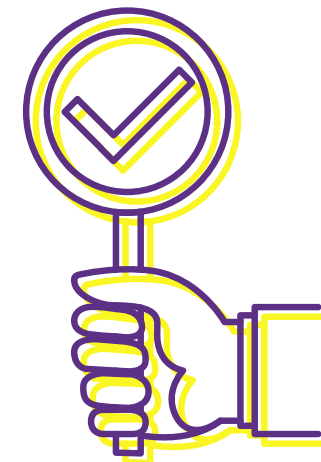
TREAT any sensitive/personal information received during volunteering as confidential

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



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

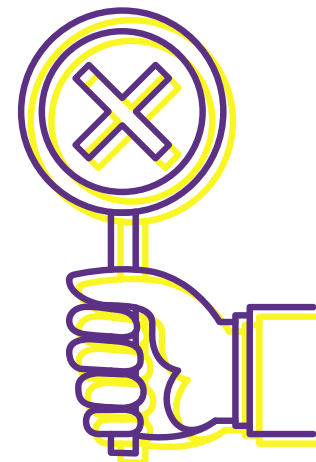
TAKE photographs or videos at the volunteering venue without taking permission of the non-profit and the beneficiaries

HAVE expectations of any special treatment

LOITER at or around the venue of the volunteering activity

DRESS extravagantly and crosstalk in English

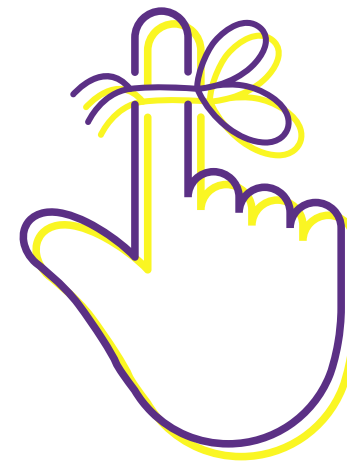
USE words like 'leper', and other politically incorrect terms



DON'T FORGET TO REPORT BACK!

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

YOU MAY WRITE TO
tataengage@tata.com



WHAT ARE YOU WAITING FOR?

SHOW US YOU ARE IN.

Log on to

www.tataengage.com

Or Download the Tata Engage App



GET IT ON
Google Play

Download on the
App Store

