



Youth Foundation for Society

The power of Youth.....



HAND BOOK



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1. Youth Foundation for Society:

1.1. Our Inspiration:



The man behind the formation of Youth Foundation for Society is Mr.L.Bhaskar Rao.

He was born in Penasam village, Vizianagaram district in the year 1977.His father L.Ramu Naidu was a farmer. From his childhood he used to have ideas about Social Service especially to Orphan Children and Old people. He completed his education in Bobbili, Vizianagaram district and started his Job career as a Government health assistant in Vizianagaram.

Thus he found a way to do service to people. He had a dream of starting an old age home and educating some children. But financial difficulties and family problems prevented him to fulfil his dream.

After few years he got a news that his Job was going to be permanent.

This made him fortunate as this would provide him a path to do service to more people. He thought of adopting two orphan children and make them well educated under his guidance. But unfortunately he fell ill.

This incident shattered his dreams. He died of extreme fever in the year 2011. After his sudden death we thought of thinking of him.

His last wish made us to initiate an organisation-
"Youth foundation for Society ".

1.2 Introduction:

Youth Foundation for Society is a social organisation that came from the hearts of youth. Youth foundation for society was started in 2013 in Vijayawada.

The main aim of this organisation is to fight against social evils prevailing in the society and giving aid to the poor.

Our motto is "Development is our Vision, Charity is our Mission".

The main Youth Foundation for Society are encouraging the youth to do social service, eliminating social problems from India, providing support to the poor, helping children to study etc.

The Youth now-a-days know each and every injustice happening before them. They know social evils prevailing in the society. So youth must take every responsibility for the development of the country. The main reason behind the focus on youth is they have much energy to fight against the evils and enrich the Country.

"The Development of a country Depends on its Youth. By bringing youth under a platform, YFS wishes to lead them to do different services.

We offer services in every field. Ours is a highly flexible organization. We try to bring up a solution for social, environmental, political problems. To fulfil the ideas of great people and to make their dreams about "Future India" come true we strive our level best.

1.3. Vision and Mission:

Youth aiding for progress of nation

Empowering the youth and inculcating the fervour for social responsibility and enrichment of nation's pride in their minds.

1.4) Logo description



1. Royal blue colour indicates honesty, loyalty, Peace, Hope, Growth, change, Faith and Trust.

2. Red indicates a revolutionary endeavour.

3. Globe indicates that we care not only about specific region but also for the entire world of the beings.

4. Star indicates Work of our volunteer which fills the world with bright light like a sun by removing the darkness and ignorance in the society.

5. White indicates peace and harmony which makes the world to live with love and co-operation.

6. The 10 pictures between the spokes of the star indicate our 10 missions to strengthen the society.

7. Finally a brief look resembles a wheel steering, which is used to run the organization in this society continuously throughout the life cycle/ where each volunteer is a driver to the society for driving it to reach a correct destiny.

2. YFS Missions

Vidya

Education is the most powerful weapon which you can use to change the world.

Vidya mission especially promotes education to the children.

According to Indian constitution article no.21, free and compulsory education must be provided to children between ages 6-14 years.

Vidya mission strives to provide free educative classes for children.

Some rural students who have very good talents are unable to study further because of poverty. Under this mission YFS volunteers financial aid as per ability.

Vidya mission also focuses on all round development of a child by the age of his/her maturity.

Free distribution of books, pens and other equipment include under this mission.

Vaidya

Vaidya mission launches medical camps in village areas at different parts of the state.

Health is the overall condition of an organism at a given time. Thinking of people, health consists of a complete state of physical, social, and mental wellbeing.

Health permits people to lead an individually, socially and economically productive life.

Health awareness is the basic concept of living a healthy life that makes sure that you do not get sick and are able to live an optimal life style.

Vaidya focuses on nutrition, medical and health assistance to the people

Free distribution of medicines, first aid kits to old people & for needy.

Awareness campaigns on diseases, healthy and hygienic surroundings will be provided.

Jaswan

Service to Un-Privileged and orphans.

The lack of parents leaves the characters to pursue more interesting and adventurous lives, by freeing them from familial obligations and controls, and depriving them of more prosaic lives.

It creates characters that are self-contained and introspective and who strive for affection.

Abandon from the parents / Children makes the character's difficulties more severe.

Poor people suffer more in meeting basic needs. YFS make them to meet their needs.

We will approach them as a Foster Parent, there are a multitude of ways we can make a real difference in the lives of orphaned children. Clothes distribution & providing assistance to the Old & Needy.

Showing new opportunities to unemployed people.

Grameena

India is an agriculture based nation. Farmers strive hard to produce food.

Rural development generally refers to the process of improving the quality of life and economic well-being of people living in relatively isolated and sparsely populated areas.

Rural development has traditionally centered on the exploitation of land-intensive natural resources such as agriculture and forestry. However, changes in global production networks and increased urbanization have changed the character of rural areas.

If the village perishes India will perish too. India will be no more India. Her own mission in the world will get lost. The revival of the village is possible only when it is no more exploited.

Industrialization on a mass scale will necessarily lead to passive or active exploitation of the villagers as the problems of competition and marketing come in.

Therefore we have to concentrate on the village being self-contained, manufacturing mainly for use. Provided this character of the village industry is maintained, there would be no objection to villagers using even the modern machines and tools that they can make and can afford to use.

Grameena mission promotes the development and incorporation of modern agricultural methods in present agriculture.

Educative classes for problems in farming by professionals.

Supplying pesticides & mentioning the uses to the farmers.

Awareness on cleanliness in village localities.

PRERANA

YFS mainly concentrates on empowering the youth to involve themselves in serving the weaker sections of society and contribute to their maximum extent for the development of our nation.

Mission Prerana conducts the motivational lectures by renowned speakers especially for the children and youth to know their social responsibilities and how to enrich themselves and ultimately their nation.

Giving frequent, early, positive feedback that supports students' beliefs that they can do well.

Ensuring opportunities for students' success by assigning tasks that are neither too easy nor too difficult.

Helping student's find personal meaning and value in the material.

Creating an atmosphere that is open and positive.

Making students feel that they are valued members of a learning community.

PARYAVARAN

Present day most burning issue is population and hence increase in pollution.

Climate change is a significant and emerging threat to public health, and changes the way we must look at protecting vulnerable populations.

Large-scale and global environmental hazards to human health include climate change, stratospheric ozone depletion, changes in ecosystems due to loss of biodiversity, changes in hydrological systems and the supplies of freshwater, land degradation, urbanization, and stresses on food-producing systems.

Appreciation of this scale and type of influence on human health requires a new perspective which focuses on ecosystems and on the recognition that the foundations of long-term good health in populations rely in great part on the continued stability and functioning of the biosphere's life-supporting systems. It also brings an appreciation of the complexity of the

Systems upon which we depend.

Protecting health from global environmental change requires management at many levels, from the social and economic drivers of environmental change, to the resulting hazards and exposures for human populations.

We support this linkage of environmental and health agendas, for example by providing health expertise into the Indian Conventions on Climate Change, Biological Diversity and Desertification, and by advising the health sector on the necessary responses to address the health risks posed by large-scale environmental change.

Mission Paryavaran mainly deals with the effects of pollution on health and preventive methods.

Environmental campaigns and planting trees in the polluted areas.

KREEDA

A person may be mentally depressed if he lags in physical exercise and relief.

Sport (or sports) is all forms of usually competitive physical activity which through casual or organised participation, aim to use, maintain or improve physical ability and skills while providing entertainment to participants, and in some cases, spectators.

Youth sports present children with opportunities for fun, socialization, forming peer relationships, physical fitness, and athletic scholarships. Activists for education encourage youth sports as a means to increase educational participation and to fight against social issues.

Sports are necessary for a good education, we equate a broad education with a good education, and physical education is a necessary part of that. Academics aren't the end all.

Music

And art would also fall into this category. If they're missing entirely, someone doesn't have a broad, well-rounded education.

As of now in the present day educational system do not facilitate such training in many of the cases YFS has included Kreedas as one of its mission.

We conduct sports competitions in schools and encourages students to participate in games.

Research shows that schools with strong athletic programs have higher test scores and lower drop-out rates.

STHRI SHAKTHI

This Mission focusses on Women Empowerment in India. Women play a key role in development of a human being by serving in several roles like mother, sister and wife. In ancient India, woman is worshipped as goddess and given utmost respect. But Day by day violence on women is increasing. Girl child is treated as a catastrophe and is killed in infancy.

Mahatma Gandhi dreamt of a nation in which women can step out of their house and walk without fear. Where women is respected, there prosperity flourishes. There is a need of supporting them to overcome the hurdles faced by them in the country.

This mission gives support to women by conducting camps, fighting against odds in maintaining gender equality and celebrating women festivals.

'Sthri' = 'Power'

'Girl child is pride of India. Let's protect her'.

BHOJANA

This mission is meant to prevent Food wastage

As the food crisis increases around the world, it makes sense for us to reduce the amount of food we waste. People can reduce their food waste output at points-of-purchase and in their homes by adopting some simple measures; planning when shopping for food is important, and spontaneous purchases are shown as often the most wasteful.

Lot of food wasted in function halls and hostel messes. This food can be supplied to the

needy by reacting in right time.

Proper knowledge of food storage reduces foods becoming inedible and thrown away.

UTSAV

India has diversified religions and many national festivals.

A festival is an event which is celebrated collectively for celebrating a cause. Festivals are mostly celebrated to propagate the cultural heritage of nations.

Festivals highlight various aspects of a society.

Festivals at national level help to promote solidarity and patriotic spirit in the society.

Religious festivals all around the world bring convergence and propagate acceptance of all kinds of religions in different geographical segments.

Owing to the fact that world has become a global village, celebrations of all kinds of festivals in a country improves the overall image of the country and shows the acceptance of cultural diversity in the country.

We help keeping alive the older traditions and provide entertainment to the people celebrating events in different parts of the world.

All the festivals that we celebrate have some profound meaning in it and they have some pragmatic purpose also.

Since India is Secularist country it accepts any of the culture and tries to merge it with our culture.

Unfortunately in the name of secularism the people of India are forgetting own cultures and national prosperity.

Thus YFS has added UTSAV as one of its mission to celebrate all the national and cultural festivals and keep their Legendry Glory.

3. A YFS Volunteer

3.1. Who is a Volunteer?

A volunteer is the person who contributes his/her skill, time and experience, without any monetary benefit, for the well-being of the community and society, and in doing so, helps influence positive social change.

3.2. Why a volunteer?

- They are motivated by charity, not money
- Having more people to help allows an organisation to achieve its aims more effectively and rapidly
- They bring a human touch to our organisation
- Volunteer is an empowerment and ensures as a true owner of projects in a locality
- Volunteers are not financially dependent on organisations.
- The more people involved with an organisation, the larger becomes the organisation's sphere of influence.

3.3. Qualities:

- To work within the ethos and guidelines of our organisation
- To maintain and uphold the good name and reputation of the organisation
- To co-operate with senior members , to listen and learn from what they have to say to achieve the aims of the organisation
- To aim for high standards of efficiency, reliability and quality in all aspects of their contribution; be committed and punctual
- To encourage two-way communication with other volunteers and senior members, fostering a pleasant and friendly atmosphere
- To provide reasonable notice, where possible, if the volunteer is unable to undertake those duties for whatever reason;
- To adhere to the confidentiality, equality and diversity, general behaviour and health & safety policies and procedures of our organisation, in accordance with our volunteer policy.
- Attend essential training and support sessions with punctuality.
- Treat colleagues with courtesy, and with respect for their rights, duties and aspirations
- Maintain cordial relations with co Volunteers
- Be courteous & helpful with the audience
- Perform personal duties with skill, care and diligence
- Perform their duties professionally, and not physically assault or insult, threaten or malign colleagues or behave in such a way that brings the organisation into disrepute
- Observe our organisation's policies and procedures
- Spread awareness about the NGO's activities

3.4. Types of Volunteers:

- 1) Electron Volunteer: As electron represents energy and pro-activeness, these volunteers possess similar behavior and actively participate in all the meetings and events. They also inculcate all the self-developing skills that help them to achieve heights in every aspect.
- 2) Proton Volunteer: With resemblance to proton that has charge but no movement, these volunteers though participate in events but never participate in meetings and other administration activities. These volunteers will get on-field experience but miss the self-developing skill such as talking skills, team building skills, etc.
- 3) Online Volunteer: These volunteers provide their services through online by maintaining organization pages and website, publicizing all our ideas and works in different social networking sites, etc.
- 4) Intern Volunteer: These volunteers provide their services for only a particular period after regular intervals.
- 5) Bala Volunteer: These volunteers are those who are in their schooling. These volunteers will have more experience as they will be involved in activities from their childhood.

- 6) Virtual Volunteer: As the name implies these volunteers provide their support and services to the organization in different forms according to their interests. These volunteers don't have any mandatory rules to follow. They include all employees, house wives and other elder people.

4. Rights and Responsibilities of Volunteers:

As a volunteer, you have the RIGHT to,

1. Expect that your efforts contribute to the organization's objectives.
2. Receive the necessary orientation, training, and supervision to complete the assigned task at the organisation.
3. Be treated with respect.
4. Expect that your time will not be wasted by poor planning.
5. Ask relevant questions and give suggestions about the work you are doing.
6. be trusted with confidential information necessary to do your work.
7. Be appreciated for the work you have done.
8. Be given written proof or evaluation of your work, if you request it.

As a volunteer, you have the RESPONSIBILITY to

1. Understand thoroughly the assigned task.
2. Observe the deadlines with the best quality of work suited to one's ability and knowledge.
3. Discuss with the organisation and team leaders about any significant change in assigned work.
4. Prepare and submit regular reports about progress of your work.
5. be sincere and committed in the service you offer.
6. Trust ability to bring about positive change through skilled contribution.
7. Loyal towards organization, its staff, and organisational goals.
8. Maintain dignity and integrity of the organization.
9. Maintain professional working relationship with colleagues and representatives in the community,
10. Contribute to supervision through self-evaluation and willingness to ask
11. Maintain cordial relations with employees and other stakeholders of the NGO while you work with them
12. be responsible and professional. Inform the NGO of late arrival, absence or planning to discontinue.
13. Leave your address & contact details with the NGO.
14. be proactive in starting new and better initiatives.
15. Spread awareness about the NGO and its activities.
16. Communicate your concerns to the reporting officer of that particular section.
17. Train yourself well before committing to volunteer for special causes such as teaching physically challenged students.
18. Don't involve yourself in sensitive internal matters at the NGO.
19. Don't communicate confidential or prohibited information of the NGO.
20. Any volunteer problem or complaint should be directed to **Director HR.**

Do's

1. Maintain cordial relations with all employees of the NGO you work with bring to desired behaviour
2. Speak appropriately to the audience (especially when working with individuals with special needs)
3. given enough time & space before committing to volunteer for special causes
4. Take initiative to starting something new or better
5. Spread awareness about your NGO's activities

Don'ts

1. Do not over commit to the NGO.
2. Do not set unreasonable goals
3. Do not get involved in NGO internal matters this point can be included in responsibilities
4. Do not communicate NGO's confidential information to outsiders this point can be included in responsibilities

5. YFS Members Recruitment:

5.1 Recruitment

Volunteers will be recruited using an equal opportunities approach and using a variety of different methods to make the broadest possible range of people aware of the volunteering opportunities offered by our organisation.

Our organisation recognises that it may be approached with offers of help from potential volunteers. In such cases a representative of our organisation will talk to the potential volunteer to discuss ways in which they may be able to help, and where possible and appropriate, an opportunity may be created.

The following are the broad steps involved in recruiting volunteers at our organisation:

Step 1: candidate should apply to the NGO

Candidates can get application form through various sources viz. online application in the website, normal application at our office, in colleges at the time of recruitment. Interested candidate must fill the application.

Step 2: Telephone interview

After applying to the organization, there exists a telephonic interview to test your spontaneity and speaking skills.

Step 3: written test for interview

There exists a written test where questions related to personality development, problem solving skills and analytical and critical thinking.

Step 4: Group discussion

Here volunteers are given a topic about various problems in society, current affairs, etc. This round is introduced to know the team spirit, managing qualities, creative ideas and solutions to present day problems.

Step 5: HR Interview

Here the person is tested for his/her patience, temper, attitude and sincerity. This qualifies the candidate to be a part of the organization.

7.2. Training and development

It is the responsibility of the volunteer manager to introduce, orient, and integrate office volunteers to their new work situation.

An induction includes:

- ❖ The organisation's vision, mission, structure chart and strategic plan to provide a context for the role
- ❖ Duties and responsibilities
- ❖ The standards of work, attendance, and conduct expected of the volunteer
- ❖ Workplace rules and procedures
- ❖ A copy of the volunteer handbook

6. Areas of volunteering

6.1. Public Relations & Development:

As name suggests this department works by interacting with public. This department internally monitor credit system, events information and meetings, special wishes, volunteer database, e-mails and messages. A healthy relation with sponsors and supporters comes under their external affairs. A recruitment cell also come under this department.

6.2. Sponsorship & Fundraising:

This department deals with creating and maintaining sponsor ships to provide funds for the organization. This department also deals with organising fun raising events.

6.3. Multimedia & Technical:

This department deals with 3 domains: posters and magazines designing, short films, events videos and documentaries editing, film making and capturing working stills and event pictures.

6.4. Event Organize:

This department deals with executing the event according to the prepared plan without any deviations. The responsibility of organising and participating in the event to make it successful lies with this department.

6.5. Publicity:

Generally publicity can be done in 3 domains; social networking, media and public speaking. So this department maintains and develops all these 3 domains throughout the year. They play major role in bringing the organization into the people.

6.6. Drafting:

This department deals with reporting events, magazines, posters, and power point preparation. Their main objective is to prepare all the activities in the written format.

6.7. Surveying & Planning:

This department's objective is to visit various locations and do the literature survey on various social issues. They also provide the factual data and requirements for any future event which will help in preparing an event plan and an event report.

6.8. Administration Department

This department deals with all the administrative work such as maintaining office, tracking and storing all the information regarding every event and participation in all administrative activities which acts as a backbone of an organization.

7. Awards and Rewards:

- Volunteers are awarded "star of month" & "stat of the year" according to the credits they have achieved throughout their working period.
- Volunteer could be evaluated by VCS (Volunteer Credit System), his/her involvement through funding and active participation in the events.
- Volunteer must possess +5 credits which were awarded for his/her participation in events and +1 for meetings by the end of year. If volunteer attends an event's he will be awarded with +3 credits and his/her absence will be considered as -2 credits while for meetings +1 and -1 will be awarded.
- The programme is task oriented within a stipulated period of 1-year. On completion of a volunteer academic year, a Certificate of Participation will be awarded. A certificate of Merit will be awarded for exceptional work. Certificate for Innovation for creativity shown.
- Volunteering offers incredible networking opportunities.
- Volunteering helps sharpen your soft skills
- Volunteering helps you develop and discover new skills.
- Volunteering offers opportunities to practice skills in a relatively risk free environment.
- Volunteering can help you expand your horizons and explore new career options.
- Volunteering give you satisfaction and makes you feel proud.
- Volunteering gives you visibility
- Volunteering demonstrates a wide range of skills, which could enhance your resume.

8.Grievance:

- A grievance or complaint raised by a volunteer will be examined quickly and effectively. A mutually agreeable resolution will be sought at each stage:
- Stage one: The volunteers should put their grievance to their manager. Where the grievance is against the manager the matter should be raised with a more senior manager.
- Stage two: if there is no satisfactory resolution at stage one, the volunteer should put their grievance to a Senior Manager, up to and including the Chief Executive. A written response will be provided within ten working days.