SEVALAYA

Kasuva Village, Pakkam (P.O.), Thiruninravur Via – 602 024.

Volunteer Service Options

Area of work	Type of work	Time to be required	Skill to be required
Data Entry	 Library School students data entry 	Regular work	Computer Knowledge
Teaching Learning Materials Preparation	 Chart Preparation Flash Card Preparation Matching Tables/Cards Rotating Cards Models Preparation Electric & Electronic models 	Weekly Once	Knowledge of school subjects and arts
Class Handling	 Drawing Dance – Classical/Folk Story Telling Craft English Teaching Math's. Teaching Spoken English Folk Songs Carnatic Music-Training Hindi-Teaching 	Weekly Once " " " " " " " " " "	Knowledge of subjects " " " " " " " " " "
Sports	1. Drill – Exercises 2. Drums Teaching	Weekly Once Weekly Once	Knowledge on subjects
News Letter Work	 Stamp Pasting Folding News Letters Pasting Addresses 	Beginning of every month	
Certificates	Certificate Preparation		
Office	Preparation of greetings in Post Cards to donors	Regular work	
Painting	 Class Room Painting Block Board Painting Art Works (Map/Pictures) Posted Colour – Drawing for Teaching purpose 	Once in a year	
Mentors	1. Children	Regular	

	2. Grandpas & Grandmas		
Agriculture	Subject Teaching Field Work	Regular Regular	Knowledge or Experience in the subject Knowledge or Experience in the subject
Kitchen	 Vegetables Cutting To Asst –Kitchen Servants To Serve Food Cleaning 	Regular Regular Regular Regular	
Electrical & Plumbing	Checking electrical and plumbing points in Campus	Regular	Knowledge or Experience in Electrical & Plumping works
Mechanical Work	Repairing Fans, TV, Fridge, Computers, Motors, Grinder, Two Wheelers etc.	Regular	Knowledge in the respective areas
Carpentry Work	Repairing Benches, Wire Chairs and all wooden items	Regular	Knowledge or Experience in Carpentry works
Library	 Separation of news papers Labeling the new books 	End of every Months Every week End	
Cleaning	 School Hostel(Boys, Girls) OAH Library Hospital Goshala 	Every week End " " "	
Building Relationships	1.Corporate companies 2.Donors, 3.Schools, 4.Colleges, 5.Institutions, 6.Government Agencies,		
Project	1.Funding Agencies		

Proposals	2.Education
	3.Environmental Activities
	4.Awards
Public	1.Drama Tickets & sales
relation	Sevalaya products,
	2.Increasing Donor base
	3.Things collection
	4.Sponsors for Inmates
Arranging	1.Games
Programmes	2.Tours
	3.Cultural programmes in
	villages
	6.Nss programmes