



## **Instructions for All Volunteers Residing At Sevalaya, Kasuva Centre**

### **Before Arrival:**

We will send you an application, which you need to complete and e mail it to us. Basically, we will be asking for your contact details, two references, your travel details and your interests. Please inform Sevalaya about your travel details well in advance. If you need pick-up from airport or Rail station, please ask. Sevalaya vehicle with Driver will be sent and the Driver will wait outside with your name plate.

### **On Arrival:**

Please sign the guest register. Based on the availability, room will be allotted to you. It may be one of the guest rooms, or, if not available, you may have to stay in the children's hostel. We will need a copy of your passport and Visa as we have to submit them to local police authorities, as soon as your arrive. A copy of the letter handed over to the local police station, will be given to you, which may be required to be shown to the immigration authorities, when you leave India. Please note that if you wish to stay for more than 6 months you will have to bear the costs involved.

### **Food:**

You will be provided the regular children's home food (south Indian vegetarian). It will be difficult to make anything special for you. However, we will instruct the cook to make it less spicy, if you prefer. Anything else, you need, like fruits, bread, mineral water etc., you have to buy yourself from nearby shops. Bread, cakes and bakery items are available at Sevalaya's bakery. Alcoholic drinks, non-vegetarian food and smoking is not allowed inside Sevalaya campus.

### **Dress Code:**

Sevalaya is in a typical Indian village. We prefer our volunteers to dress in a way that's best suited to such an environment. From our experience with volunteers from various countries we suggest the following

- 1) The best dresses that women are comfortable with are
  - a. Casual Jeans and close neck T-Shirts/Shirts
  - b. Salwar Kameez (A Dress similar to Shirts and Trousers, but since they are available in cotton would be best suitable to the hot and humid climate. They are less expensive and can be bought once the volunteer arrives in India)
  
- 2) The best dresses that men are comfortable with are



- a. T-Shirts/Shirts and Pants/ Long shorts
- b. Some of the volunteers have even adjusted to the Dhoti, which is very comfortable for a Hot and Humid Climate.

Cotton is best suited for Chennai, throughout the year.

### **Public Behaviour:**

Volunteers are advised to refrain from Hugging and Kissing in Public.

The concept of living together before marriage is still new to Indian Villages and which the villagers might find it difficult to adjust with. So we prefer separate rooms for men and women volunteers who stay with us and are not married.

If you are playing music, please keep the volume low, as there are children studying in the campus.

### **Voluntary work**

The Volunteers In-charge will allocate work to you on arrival, based on your interest and capabilities. While in campus, you need to follow the timetable of the campus.

### **Tours / Picnics etc**

As you have come a long way to India, we recognize that you will be interested in seeing places in India. However, while you are in Sevalaya, your primary objective should be do voluntary service. When you find time, you can also plan your tours and picnics. We will be happy to give you guidance on this, if you want. Also Sevalaya organizes tours for the children and the senior citizens, now and then. If you are in campus during such occasions, you are welcome to join us.

### **For Foreigners**

If you go out on your own, we need to clearly know your whereabouts, contact numbers, likely date of return etc., as we are answerable to local police about your movements. We will give you a form asking for such details and you need to fill this before leaving the campus. As per Indian law, we have to take responsibility for all your activities during the entire period of your stay in India. Before you leave you have to handover the keys of your room and sign the guest register.

### **Phone and Internet connectivity**

Wifi facility is available at the Kasuva campus. Volunteers are advised to buy an Indian SIM card on arrival, for the duration of their stay in India.



### **Medical facilities**

Sevalaya's Medical centre is open from 8 am to 8 pm. Two doctors and a nurse are available at the campus 24X7.

### **Charges:**

Sevalaya does not charge any money for your stay. As you have come to do service, it is Sevalaya's duty to give you free accommodation and food. Any extra expense has to be borne by you. If you want to make any contribution to the organization, you are welcome.

### **Gifts to Children:**

There are thousands of children in the campus and school and if you are bringing gifts, it is better to bring for everyone. If you bring individual gifts only to some selected children, that will make the other children unhappy. It is much easier to contribute to the organization.

### **In case you have any Grievances:**

In case you are not happy or you have any problem, you can discuss with the Volunteers Programme in Charge L N Anupriya (m: 72990 44568 e mail: [headrrretail@sevalaya.org](mailto:headrrretail@sevalaya.org)) and discuss. If your concerns are still not addressed, you can contact the Managing Trustee V Muralidharan through e mail [sevalayamurali@sevalaya.org](mailto:sevalayamurali@sevalaya.org)

### **If not found fit...**

If the Sevalaya management finds that you are not fit to carry on the service activity assigned to you, or if you are found violating the rules of the organization or the laws of land, you will be asked to leave immediately, without any notice.

### **Media**

The volunteers have to get prior approval from Sevalaya before giving any news, article or statements about Sevalaya to publish in the press, or interviews in media (both electronic and print).

Sevalaya also will be obliged if it is kept informed on the information posted about Sevalaya in blogs or social networks etc.

### **Reports and Documents:**



The volunteer has to e mail a weekly report of the activities carried out, any suggestions/ concerns every Friday. The report may be e mailed to [vibrantvolunteer@sevalaya.org](mailto:vibrantvolunteer@sevalaya.org) with cc to [headdrretail@sevalaya.org](mailto:headdrretail@sevalaya.org), [sevalayabhuvana@sevalaya.org](mailto:sevalayabhuvana@sevalaya.org)

The Volunteer also has to submit a copy of the final report or document which he/she is submitting to the organization they are coming from.

### **Departure**

While leaving the campus, please handover the room keys to the volunteer coordinator and sign the guest register. We would like to have your feedback about your stay, about Sevalaya in general and also your ideas for improvement. Please complete the feedback form that will be provided to you. If you need a drop at the airport or rail station, please let us know in advance.

### **General Information:**

Sevalaya's Kasuva centre is around 40 Kilometers west of Chennai city. (The airport is 16 Kilo meters south of Chennai and main train stations are inside the city). It will take 2 hours by car to reach the centre from airport and 1.5 Hours from rail stations. The nearest rail station is Thiruninravur, which is 6 KMs from Sevalaya. Small shops are available in Pakkam village, 2 KMs from Sevalaya. Many medium size shops are at Thiruninravur. Many of your day to day items can be purchased in Pakkam or Thiruninravur. If you want anything specific, you need to come to the city.

City is connected by train and bus from Thiruninravur.

Chennai has three seasons, hot, hotter and hottest. The Hot season is from Oct – Jan when the temperature will vary from 20 C to 30 C. From Mid-Jan to April it will vary from 25 C to 35 C. From May to July it will be 30 C to 40 C. From Aug to Sept it will be 25 C to 35 C. Rains are expected in the month of Oct and Nov.

Kasuva is a small agricultural village. Majority of people are poor. It is generally a calm village and we don't anticipate any safety issues, under normal conditions.

Contact details for Queries/assistance/feedback

Keerthana, Volunteer Coordinator	<a href="mailto:vibrantvolunteer@sevalaya.org">vibrantvolunteer@sevalaya.org</a>	9094004707
Anupriya, Volunteer Programme Head	<a href="mailto:headdrretail@sevalaya.org">headdrretail@sevalaya.org</a>	7299044568
V Muralidharan Managing trustee	<a href="mailto:sevalayamurali@sevalaya.org">sevalayamurali@sevalaya.org</a>	9444167625