



Social Integration Through Healthcare, Education, Cultural Bonding & Empowerment

MAYA FOUNDATION

(A Non-Profit Organization)

Registered Under West Bengal Society Act XXVI of 1961 Registered No : S/11/8159 of 2001-2002

Registered Office : 15, Adhar Chandra Das Lane, Kolkata - 700 067

Mobile : 09830247250, 09230810206, 09007095806

E-mail: mayacharity@gmail.com, Website : www.mayafoundation.net

80G Exemption Certificate No DIT(E)/409/8E/468/10-11 of IT Act, 1961

Volunteer & Internship Request Form

★ Marked fields are mandatory and cannot be left blank

A. Personal Details	
Name: (CAPITAL LETTERS) ★	
Date of Birth:	Male / Female (use ✓mark)
Nationality: ★	
Landline Number:	
Mobile Number: ★	
Email: ★	
Communication Address: ★	
Permanent Address:	
Purpose: ★	1. Academic 2. Personal Interest (use ✓mark)
<i>If academic, please mention the institution details below:</i>	
Institute Name: ★	
Institute Address & Email: ★	
Contact Person / Guide: ★	
Contact Person Phone: ★	
Contact Person Email: ★	
<i>Please include letter from the institute in case of academic purpose</i>	
B. Volunteer / Internship Details	
Duration: ★	From: _____ To: _____
Total Month / Hours:	
Areas of Interest: ★ (use ✓mark)	1. Education 2. Child Protection 3. Mother & Child Health 4. Adolescent Health 5. Nutrition 6. Resource Mobilisation 7. Events and Communication
Suggested Areas of Engagement: ★ (use ✓mark)	1. Action Research 2. Sample Study 3. Teaching Children 4. Craft Work / Painting 5. Dance / Music 6. Spoken English 7. Basic Computer Literacy Inputs for Children 8. Project Learning Documentation 9. Photo Documentation 10. Resource Material Preparation 11. Resource Mobilization

	12. Capacity Building Support 13. Group Play and Story Telling 14. Collect Education Materials / Clothes / Toys for Children 15. Any Other(specify):
ID Proof Type:(use ✓mark) ★	Voter ID / PAN Card / Passport / Aadhar Card
ID Proof Number:	
ID Proof Attached: (use ✓mark)	Yes / No 1. Photocopy 2. Scanned Copy
Insert Your Photo:	<div style="border: 1px solid black; padding: 10px; width: fit-content; margin: 0 auto;"> Insert / Paste Your Recent stamp Sized Photo Here </div>
Insert Your Updated CV: ★	File Name:

Note for Volunteers / Interns:

1. Maya Foundation Office and other units across West Bengal and other places do not allow consumption of tobacco and tobacco by-products within the office area or project sight.
2. Maya Foundation adheres following policies on Child Protection, Gender, HIV/AIDS, Sexual Harassment at Workplace, Code of Conduct. You will be required to read these policies and abide by the same during the course of your engagement with the institute; Copies of these policies are available during working hours with the Resource Centre / with your Supervisor.
3. Violation of institutional norms & policies may lead to disciplinary actions against the concerned person(s).
4. You will be assigned to report to a Senior Official who would guide you throughout the period of your engagement as Volunteer / Intern.
5. You would be required to sign weekly attendance from the respective guide.
6. You would be required to submit a report of your learning and if required a small presentation.
7. You would be required to deposit an administrative fee of Rs. 2000/- (Two Thousand Only) towards organizing the assignment against which a receipt must be obtained from the cashier and income tax exemption certificate as well if required.
8. We prefer that you devote some of your time after the assignment period towards resource mobilization from your friends / family members towards the benefit of women and children from the poorest of the poor communities.
9. Your suggestions to improve on volunteer / internship assignments will be very much appreciated.

The information cited above is true to the best of my knowledge and I also declare to abide by the terms & conditions mentioned above.

Signature of Applicant: _____

Date: _____

(NB: Accommodation facility is available for student interns at the Maya Foundation Urban Unit subject to availability only room free of cost.)

Please contact the following person to submit the application and discuss further on your assignment if necessary.

Name: Debojyoti Chakroborty / Indrani Majhee Email: mayacharity@gmail.com Tel: 9007095806/9230810206