

DO-IT-YOURSELF VOLUNTEERING GUIDE



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

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.



IF YOU ARE WILLING
TO CHALLENGE YOURSELF
& MAKE A DIFFERENCE,
THE FIRST STEP

STARTS
HERE.



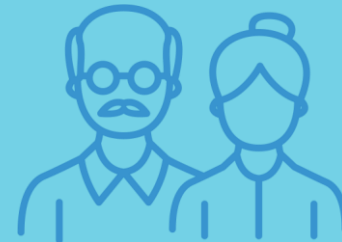
WHO CAN PARTICIPATE?



ALL TATA
EMPLOYEES



THEIR FAMILY
MEMBERS



RETIRED TATA
EMPLOYEES



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 TVW16.

Write to tataengage@tata.com to inform us. Inform your CSR/Volunteering SPOC about it.



WHERE

DO I FIND TATA VOLUNTEERING OPPORTUNITIES?



Login to Tata Engage website using your **official ID**.

Go to Menu - Tata Volunteering Week - View opportunities page to browse through the **volunteering opportunities** available for you.

Alternatively **download** and login 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

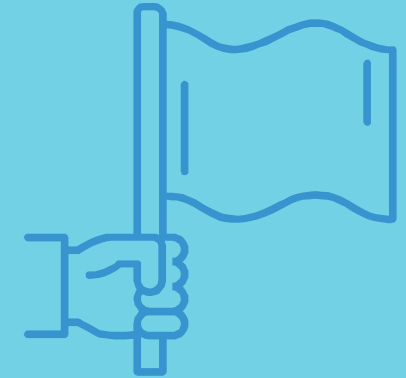
requisite permission from
your preferred non-profit.

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 under privileged 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.)

ENLIST assistance from the school if required (access to classrooms, special time, 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 THOSE Creative Juices Flowing READY TO SPARK YOUR IMAGINATION?

HOW?

CONTACT a local school for the underprivileged for online classes

OFFER to conduct an interactive session on any creative activity online, be it drawing, painting, guitar lessons or writing workshops

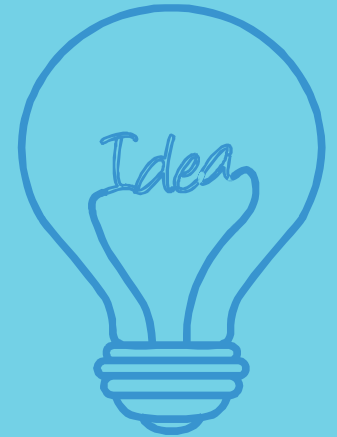
ENSURE that you send in a list of requirements for participants, like drawing tools, instruments, etc.

ENLIST assistance from the school to organise the online sessions

WHAT ELSE?

ORGANISE an online exhibition of student art and craft or a Zoom jam session

SPREAD awareness on various issues by organising a creative poster making activity





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!

WILLING TO LEND A HELPING HAND?

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?

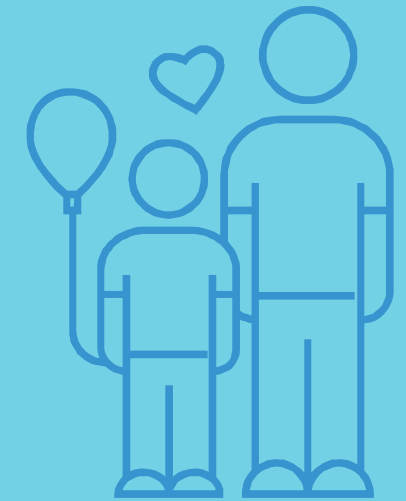
HOW?

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?

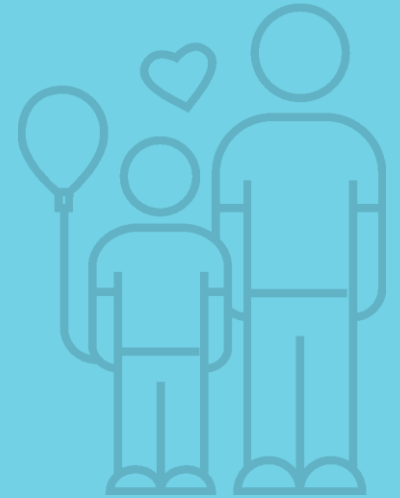
ARRANGE a picnic for children in your society's playground

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.)



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 & no. of beneficiaries) by emailing at tataengage@tata.com.

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



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

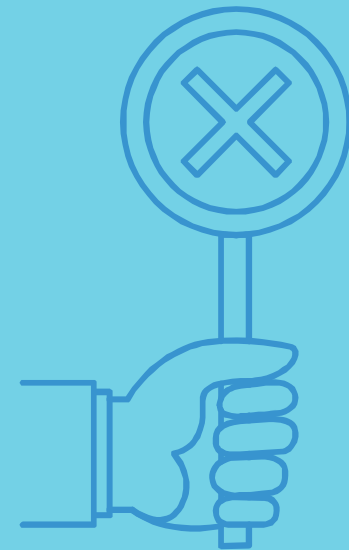
TAKE photographs or videos at the volunteering venue without taking permission of the non-profit and the beneficiaries

HAVE expectations of any special treatment

LOITER at or around the venue of the volunteering activity

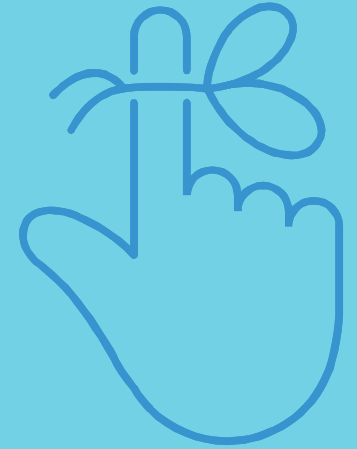
DRESS extravagantly and crosstalk in English

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

