

Saraswath Learning Foundation Volunteer Handbook

Version 3.0

Date: July 13, 2003

Table of Contents

1	Introduction.....	4
2	About SLF.....	5
2.1	SLF contact information.....	5
2.2	E-mail:.....	5
2.3	Phone/Fax.....	5
2.4	Donations to SLF.....	5
2.5	SLF – A brief history.....	5
2.5.1	Formation of SLF.....	5
2.5.2	Advisors to SLF.....	6
2.5.3	The Founder Trustees/Volunteers of SLF.....	6
2.5.4	Volunteers of SLF.....	6
3	SLF Objectives.....	6
4	SLF Projects.....	6
4.1	Interactive Session Project (IS Project).....	6
4.2	Adopt a Family for Education Project (AFE Project).....	6
4.3	Improve Existing Schools Project (IES Project).....	6
4.4	College Entrance Preparation Project (CEP Project).....	7
4.5	Scholarship Project.....	7
4.6	Residential School Project (RS Project).....	7
5	SLF Volunteers.....	7
5.1	Volunteer Personal Profile.....	7
5.2	Eligibility.....	7
5.3	Training.....	7
5.4	Rights.....	8
5.5	Responsibilities.....	8
5.6	Volunteer Verification.....	8
5.7	Volunteer Selection.....	8
5.8	Volunteer Agreement.....	8
5.9	Volunteer Withdrawal.....	8
5.10	Volunteer Checklist.....	8
5.11	Lead Volunteer.....	8
5.12	Lead Volunteer selection procedure.....	9
6	Interactive Session Project (IS Project) Guidelines.....	9
6.1	What is an Interactive Session?.....	9
6.2	Where an Interactive Session could be conducted?.....	9
6.3	When to conduct an Interactive Session?.....	9
6.4	How to conduct an Interactive Session?.....	9
6.5	How to get a reimbursement?.....	9
6.6	How much an Interactive Session could cost?.....	10
7	Adopt a Family for Education Project (AFE Project) Guidelines.....	10
7.1	What is an AFE Project?.....	10
7.2	Which is a “well to do family” (WF)?.....	10
7.3	Which is an “under privileged family” (UF)?.....	10
7.4	What are the criteria to qualify under AFE Project?.....	10
7.5	How does the AFE Project function?.....	10
7.6	What are the commitments expected from sponsors?.....	11
7.7	What are the responsibilities of the assigned SLF Volunteer?.....	11
7.8	How long is the adoption under AFE Project?.....	11
8	Improve Existing Schools Project (IES Project) Guidelines.....	11
8.1	What is an IES Project?.....	12
8.2	Why should SLF help the existing schools?.....	12

- 8.3 What are the criteria to qualify under IES Project? 12
- 8.4 Where could a school be located for consideration under IES Project?..... 12
- 8.5 When should a school approach SLF for assistance? 12
- 8.6 How does the IES Project function?..... 12
- 8.7 How much assistance would be given under IES Project?..... 13
- 9 College Entrance Preparation Project (CEP Project) Guidelines 13
 - 9.1 What is a CEP Project?..... 13
 - 9.2 Where a CEP Session could be conducted? 13
 - 9.3 When to conduct a CEP Session? 13
 - 9.4 How to conduct a CEP Session? 13
 - 9.5 How to get a reimbursement? 13
 - 9.6 How much a CEP Session could cost? 14
- 10 Scholarship Project Guidelines 14
 - 10.1 Rules and regulations for administering the Scholarship Project..... 14
- 11 Residential School Project (RS Project) Guidelines..... 14
- 12 SLF Organization Structure..... 15
- 13 Templates/Forms 15

1 Introduction

We are pleased to present the revised (Revision 3.0 July 2003), Volunteer Handbook (VHB). Important feature of this revision is addition of project guidelines for all the projects except the Residential School Project. With this revised VHB, we all now have a reference manual to work on the various SLF projects.

We strongly urge those of you who are not volunteers yet and are thinking of becoming one, to fill out the SLF Volunteer Personal Profile (section 13 of this VHB or online at www.saraswath.org) and send it to SLF. We need more volunteers. The VHB has basic information about volunteers like eligibility, selection, rights, responsibilities, withdrawal, etc. By becoming a SLF Volunteer, you have an opportunity to serve the underprivileged in your area. You also have an opportunity to associate with a team of people, who are dedicated and focused on education.

Interactive Session Project (IS Project) and Adopt a Family for Education Project (AFE Project) implementations have started benefiting the people. Many recommendations are being received by SLF under AFE Project. We need more sponsors for this. Please volunteer to become a Sponsor or find a Sponsor within your circle of friends and relatives. Your participation will make a huge difference for the underprivileged children.

We urge you to go through this VHB and use it as a reference manual while participating in SLF activities. Please give your suggestions/feedback for improvement. Your input will be greatly appreciated.

Please participate in SLF activities. SLF is your Organization. Together, we can make a difference!

With Regards and Best Wishes,

SLF Trustees
California
July 2003

2 About SLF

2.1 SLF contact information

Saraswath Learning Foundation
3216 Neal Terrace
Fremont, CA 94536
USA

2.2 E-mail:

vasudevak@yahoo.com
Vidyadharab@hotmail.com
chrev@hotmail.com

2.3 Phone/Fax

Phone: (510) 659-1999
Fax : (510) 249-9522

2.4 Donations to SLF

All donations to Saraswath Learning Foundation are tax exempt under sections 501(c)(3) of the Internal Revenue Service code of USA. Make the checks payable to “Saraswath Learning Foundation” and mail them to the following address.

Saraswath Learning Foundation
3216 Neal Terrace
Fremont, CA 94536
USA

All donations from India are also tax exempt. Make the checks payable to “Saraswath Learning Foundation (India)” and mail them to the following address

Saraswath Learning Foundation (India)
C/O Ganapathi Nayak
Aaradhana
Behind Ganesh Stores
Kukkikatte, Udupi
576101
India

2.5 SLF – A brief history

2.5.1 Formation of SLF

A Few people in Silicon Valley wanted to serve the underprivileged people on education and continuous learning. They decided to work on this immediately, and in one of the gatherings, they proposed the idea of forming Saraswath Learning Foundation (SLF). It was well accepted. Some of them volunteered to work for SLF. Volunteers in Silicon Valley had first SLF meeting on June 20, 1999. Finalizing the name (Saraswath Learning Foundation), writing constitution and bylaws, and action plans were discussed in subsequent meetings. SLF started conducting Interactive Sessions related to education. First Interactive Session was conducted in Udupi, India, in November 1999.

SLF was formally registered in the State of California (Registration number 94-3401826) on November 14, 2000 (Children's Day) as a non-profit public benefit corporation.

2.5.2 Advisors to SLF

Vasudeva Prabhu, New Jersey
Jagannath Nayak, Chicago
Prof. Govinda Prabhu, Karkala

2.5.3 The Founder Trustees/Volunteers of SLF

Revathi Chembrakana, California
Vasudeva Kamath, California
Vidyadhara Bellippady, California

2.5.4 Volunteers of SLF

Volunteer names are not written here for want of space. It will be on the SLF Website <http://www.saraswath.org>

3 SLF Objectives

Saraswath Learning Foundation (SLF), USA (Reg.), a non-profit public benefit corporation, is dedicated to the educational needs of the underprivileged. The main objectives of Saraswath Learning Foundation are:

- To help provide education to the underprivileged in the society.
- Increase awareness about education & career related opportunities.
- Facilitate effective communication among people and organizations involved in education.
- Collaborate with people & groups with similar objectives.

SLF is a people's organization for the people, and is run by volunteers. A few volunteers came together and started this organization in 1999.

4 SLF Projects

4.1 Interactive Session Project (IS Project).

Conduct Interactive Sessions related to education and career guidance.

4.2 Adopt a Family for Education Project (AFE Project).

SLF will identify the underprivileged families (UF). It will then request well to do families (WF) to adopt one family. WF will help in the education of the UF children. They will keep in touch with UF and visit them whenever possible, and develop a rapport and a mutual bond with them. Imagine the result of this collaboration when the children complete the education, take up good jobs and stand on their own feet—it will change the destiny of generations to come in the UF.

4.3 Improve Existing Schools Project (IES Project).

Collaborate with existing schools and help them improve in areas like student to teacher ratio, additional class rooms, play grounds, rest-rooms, drinking water facilities, teaching tools, computers, library, etc.

4.4 College Entrance Preparation Project (CEP Project).

Conduct “College Entrance Preparation” training sessions for students interested to join professional courses.

4.5 Scholarship Project.

Provide scholarships to deserving underprivileged students.

4.6 Residential School Project (RS Project).

Start a residential school where underprivileged too will have access for a high quality education. This school campus would also be used for conducting different need based training programs. This is a long-term project needing large financial and human resources.

5 SLF Volunteers

5.1 Volunteer Personal Profile

1. Name
2. Gender
3. Address
4. E-mail ID
5. Phone number
6. Occupation details
7. Academic background
8. Extracurricular activities
9. Memberships in professional or public service organizations
10. Articles/Books Published.
11. SLF Volunteer Experience (if any):
12. References
13. Declaration by the Applicant

Note: This information is confidential and will not be shared or sold to any third party.

Please see section 13 of this VHB for Volunteer Personal Profile form

5.2 Eligibility

1. Candidate should be at-least 18 years of age.
2. Candidate should be able to volunteer at-least 48 working hours per year, preferably 100 or more working hours per year towards SLF activities.
3. Candidate should be willing to work in a team environment.
4. Candidate should not have any criminal or financial fraud history for the last 10 years. SLF is built on sincerity, honesty and integrity of its volunteers. SLF expects that its volunteers up hold these values to the highest standards.
5. Candidate preferably should have completed 12 years of school education, but this is not a must.
6. There are no fees or any charges to become a volunteer. However, SLF welcomes any donations from the volunteers. SLF expects Volunteers to solicit generous donations from the public. All donations to SLF are tax-exempt.

5.3 Training

1. Orientation --SLF Volunteer Handbook
All recognized volunteers would be given the SLF Volunteer Handbook.
2. Communication and presentation skills
SLF Volunteers interact with people on a day-to-day basis and hence it is important that they have good communication skills. They also work to improve the awareness and promote the cause of education within the society and hence it is important that they have good presentation skills. SLF may train volunteers on these skills, if necessary.

5.4 Rights

1. Volunteers can identify, choose and execute projects with the help from SLF
2. Volunteers can recommend beneficiaries and programs under all the SLF Projects.
3. Volunteers can inspect SLF “book of accounts” and reports through a written request.
4. Volunteers are free to discontinue volunteering with prior (one month) information to SLF

5.5 Responsibilities

1. Liaison between beneficiaries and SLF.
2. Identify the educational and career related needs of the local community.
3. Work with SLF and arrange for appropriate projects to meet the identified needs.
4. Monitor, document and report the progress of ongoing projects.
5. Conduct bi-monthly meetings with other local volunteers, review the progress on various projects, decide on follow-up action plans, and report the developments.
6. Adhere to SLF Policies and Procedures.

Note: Project-specific responsibilities are outlined under Project Guidelines.

5.6 Volunteer Verification

Verification of volunteer information and eligibility will be conducted before volunteer selection. Eligibility standards will be as specified in section 5.2 above.

5.7 Volunteer Selection

People interested to volunteer for SLF are urged to contact SLF by filling Volunteer Personal Profile form provided Section 13 of this Volunteer Handbook. SLF would select the volunteers who meet the eligibility criteria and pass the background check. SLF depends upon volunteers to implement all its programs.

5.8 Volunteer Agreement

A contract will be signed between SLF and a Volunteer whenever a volunteer is officially recognized by SLF. This Volunteer can now act on behalf of SLF. The initial contract between SLF and a Volunteer is for one year. There after it is renewed on a yearly basis.

5.9 Volunteer Withdrawal

Volunteer status as a SLF Volunteer is withdrawn by giving thirty day written notice with or without reason. Any misconduct by a Volunteer will result in her/his immediate suspension, which could eventually lead to dismissal if the misconduct is proven with sufficient evidence.

5.10 Volunteer Checklist

Every Volunteer is expected to go through the checklist below.

Item	Done
Did I read and understand the Volunteer Handbook?	
Did I read and understand the SLF Policies and Procedures?	
Did I read and understand the Project Guidelines?	
Have I met and communicated with local SLF Volunteers?	
Have I identified the educational needs of the local community?	
Have I identified the career-related needs of the local community?	

5.11 Lead Volunteer

1. Lead Volunteer is responsible for all administrative work related to the Local Chapter

2. Each Local Chapter will have one Lead Volunteer who will supervise and coordinate with all the volunteers from that area.
3. Lead Volunteer is the key position, which will determine the success of the Local Chapter.

5.12 Lead Volunteer selection procedure

1. Must be an existing SLF Volunteer for at least one year.
2. Must have good social and educational reputation in that area.
3. Must be willing to work hard for the education cause without expecting anything in return.
4. Must be enthusiastic and committed.
5. The office bearers of SLF will recommend the name to Board of Directors
6. BOD will evaluate the nominations and decide
7. Once a Volunteer is selected as a Lead Volunteer, she/he remains so for a period of one year or for a period as specified in the selection notice. Lead Volunteer performance will be evaluated on a yearly basis.

6 Interactive Session Project (IS Project) Guidelines

6.1 What is an Interactive Session?

A gathering of people where the Presenter(s) and the attendees share, exchange or discuss on particular topic(s) related to education, career and communication. The topic(s) should conform to SLF Objectives.

6.2 Where an Interactive Session could be conducted?

1. This could be held at a convenient place where most of the attendees (beneficiaries) live.
2. Community places like schools, public halls, community organization offices, or any other places, which are available at no cost and meet the requirement should be explored first, before going for a rental place.
3. In case of a rental place, the cost of renting should not exceed 20% of the total approved budget. If the cost of renting is more than 20% of the approved budget, then it should be approved in writing by SLF.

6.3 When to conduct an Interactive Session?

Whenever SLF Volunteers feel the necessity of or an opportunity available for conducting an Interactive Session.

6.4 How to conduct an Interactive Session?

1. Local SLF Volunteers will meet periodically and assess any needs for conducting an Interactive Session(s).
2. They will also look out for any available opportunities for conducting Interactive Session(s) during visits of successful people from different fields to their locality.
3. Every Interactive Session's topic(s) must have a prior approval from SLF.
4. SLF will give Final Approval within two weeks after receiving of detailed Interactive Session plans, including estimated expenses.
5. SLF may not reimburse any expenses, which exceed the estimated expenses by more than 10%.

6.5 How to get a reimbursement?

1. All expenses have to be supported by a receipt or written voucher.
2. All Payments will be done through Bank Checks.
3. All expenses above \$100.00 should have prior approval from SLF. If not, such expenses will not be reimbursed.

6.6 How much an Interactive Session could cost?

There is no preset limit for each session. Any amount must be approved well before the event. SLF may put the maximum limit that it may deem proper for the event. This should be done with minimum expenses by making use of the available human and material resources. All possible avenues like sponsorships, donations, contributions, etc., for the event should be explored and utilized. SLF will make-up the short fall, provided this is within the pre-approved limit.

7 Adopt a Family for Education Project (AFE Project) Guidelines

7.1 What is an AFE Project?

Adopt a Family for Education (AFE) is a project where “well to do families” (WF) will sponsor “underprivileged families” (UF) children’s education. SLF’s local volunteers will identify the underprivileged families (UF) as well as well to do families (WF) in the community. It will then request WF to adopt the UF. SLF will provide the logistical support, administer and monitor the sponsorship with the help of local volunteers.

7.2 Which is a “well to do family” (WF)?

Any person/family who is willing and capable of sponsoring the education needs of the under privileged family children. This does not reflect how much a person/family posses in terms of money and other resources. From SLF’s consideration, any person/family who is willing to contribute money and other resources for the cause of education is referred as “well to do person/family”.

7.3 Which is an “under privileged family” (UF)?

Any family whose income is below the poverty line as defined by the respective local government. This can vary from place to place. Families going through any extra ordinary circumstances, which force them to choose between survival and children’s education. For example, death in the family, loss due to natural calamities, major health complications, etc. SLF does not want the children to be deprived of education due to circumstances that children have no control.

7.4 What are the criteria to qualify under AFE Project?

Following criteria will be used to qualify a family for considering as “under privileged family”.

1. The family must be recommended under AFE Project by the local SLF Chapter or by a local SLF Volunteer
2. Underprivileged family’s income should be below the poverty line as defined by the respective local government
3. Families going through any extra ordinary circumstances, which force them to choose between survival and children’s education. For example death in the family, loss due to natural calamities, major health complications, etc.
4. Families’ commitment to educate their children.

7.5 How does the AFE Project function?

1. SLF local volunteers will identify any underprivileged families (UF) in the local community
2. A formal letter with details about underprivileged families (UF) in the prescribed AFE Recommendation Form (Section 13 of the Volunteer Handbook) should be written to SLF
3. SLF will then verify the recommendation through its channels.
4. Once the verification is complete, SLF will consider this recommendation in the monthly meeting. SLF will discuss about this recommendation and may request for additional information. If SLF is satisfied, it will approve the family for adoption; if not satisfied, it will reject the recommendation with specific reasons.
5. SLF with it’s local volunteers’ help, will try to assign a WF (Sponsor) for the approved family.

6. If the family is in dire need of money for education and no sponsors are immediately available, then, SLF may consider some interim financial relief, so that the children's education is not affected.
7. SLF will assign one Volunteer for coordination between the Sponsor, the "adopted family" and SLF.
8. Sponsor will start helping in education of the adopted family children
9. Sponsor could give the monetary help directly to the beneficiary or to SLF. If given to SLF, the monetary help would be forwarded to the beneficiary in a timely manner on behalf of the Sponsor.
10. Sponsor or the assigned Volunteer will keep track of adopted children's progress by checking with the school
11. Sponsor or the assigned Volunteer will keep SLF informed about the progress of the adopted children's education on a periodic basis (at least once a year, once in 6 months preferred) in writing.
12. SLF will maintain all the records related to the sponsorship.

7.6 What are the commitments expected from sponsors?

1. Be a role model for the sponsored children.
2. Meet the education needs (money, guidance, etc.) of the sponsored children.
3. Keep track of sponsored children's progress by checking with the school.
4. Keep SLF informed about the progress of the sponsored children's education on a periodic basis (at least once a year).
5. If due to any reason the Sponsor is not willing or unable to continue the sponsorship, then the assigned SLF Volunteer should be informed at least 6 months in advance, so that a new Sponsor could be found/assigned. Under unforeseen circumstances, the assigned SLF Volunteer should be informed as soon as possible.

7.7 What are the responsibilities of the assigned SLF Volunteer?

1. Acts as SLF Coordinator for AFE project for the particular case that was assigned to her/him.
2. Forwards all the communications that she/he receives from the Sponsor and the adopted family to SLF Office
3. On a periodic basis gets in touch with both the Sponsor and the adopted family to check on the progress
4. Works as the mediator between Sponsor and adopted family if any issues arise. Works with SLF USA to sort out any issues, concerns and complications that might arise.
5. Every year, sends recommendation letter whether to renew or discontinue this adoption.
6. Completely responsible for making the adoption work.
7. Communicates about SLF objectives and AFE Project in particular to sponsors and adopted families.
8. (SLF encourages to) Maintains records of all the materials that are sent to SLF USA.
9. In case of inability to continue as the Volunteer for the assigned AFE Project, informs SLF at least two months in advance of the intentions to quit, so that a smooth transition to another Volunteer could be arranged.

7.8 How long is the adoption under AFE Project?

The duration is not fixed. However, SLF likes to see that every child gets education at least up to 12th grade. Keeping this in mind, we expect the Sponsor to continue sponsoring until the adopted children complete the 12th grade. If Sponsor is willing to continue further, SLF will be more than happy to coordinate the sponsorship. In any case, the minimum period SLF expects is one academic year.

8 Improve Existing Schools Project(IES Project) Guidelines

8.1 What is an IES Project?

It is a joint effort where SLF collaborates with any existing private, aided or government schools, which, need capital investment to improve the existing conditions or requires assistance for continuing its operations.

8.2 Why should SLF help the existing schools?

SLF wants to leverage the existing institutions to meet its objectives. The beneficiary School has the advantage of receiving financial and other benefits from an institution dedicated for education. It is a win-win situation for both SLF and the School.

8.3 What are the criteria to qualify under IES Project?

Following criteria will be used to qualify a school for SLF's collaboration under IES Project.

1. It must be recommended under IES Project by the local SLF Chapter or SLF Volunteer.
2. School must be in operation for at least 10 years.
3. School must be legally recognized by the local school authority or government.
4. School must have at least 30 students.
5. School trustees must not have any criminal background.
6. School should not discriminate people based on sex, sexual orientation, cast, religion, race and country of origin.
7. School should have the potential for improvement.

8.4 Where could a school be located for consideration under IES Project?

SLF would consider any school located any where in the world where SLF Volunteers are available to participate in the collaboration.

8.5 When should a school approach SLF for assistance?

Ideally, SLF would like to start collaborating at least a couple of months before the start of academic year. This is not necessary, but we encourage this to make sure that there are no disruptions in studies and short-term impacts on students.

8.6 How does the IES Project function?

1. A formal letter with details about the assistance sought should be written to SLF along with the recommendation letter from the local SLF Chapter or local SLF Volunteer
2. SLF would then conduct its own study and verification of the requested requirements.
3. SLF will place this study/verification report in its monthly meeting. SLF will discuss this and may request for additional information. If SLF is satisfied, it may approve the collaboration depending upon SLF's ability to carry out the required commitments.
4. School trustees and SLF will enter into a binding contract on the specifics depending upon the scope and extent of SLF's collaboration. SLF collaboration would not start before signing of this contract along with Terms and Conditions.
5. Any mismanagement of funds, non-maintenance of books of accounts, lack of transparency in dealings, will result in immediate suspension of the SLF collaboration.
6. SLF is doing a good faith effort to help the school. However, SLF is not liable for any disputes, grievances and liabilities arising out of SLF's involvement with the school in any form.
7. School Management or any related parties waive the right to sue or go to court against SLF for any reason.
8. School Management is responsible for obeying all the local laws. It is School Management's responsibility to make sure that all the laws are followed in spirit and deed, and to inform SLF if any laws are not being followed. If SLF finds out that any laws are broken, then SLF reserves the right to discontinue the collaboration.
9. SLF may put additional terms and conditions depending upon the scope of the collaboration.
10. SLF reserves the right to discontinue the collaboration with or without any reason.

8.7 How much assistance would be given under IES Project?

There is no preset limit for assistance. SLF will try its best to meet the requirements. SLF may put a maximum limit that it may deem proper for the project.

9 College Entrance Preparation Project (CEP Project) Guidelines

9.1 What is a CEP Project?

College Entrance Preparation Project objective is to prepare students to get admission in reputed colleges where admissions are very competitive. For example, getting admissions into reputed colleges in Engineering, Medical, Nursing, Pharmaceutical, Dental, etc. are highly competitive. Students will be tutored on college admission procedures, timelines, requisites, entrance tests, interviews, etc.

9.2 Where a CEP Session could be conducted?

1. This could be held at a convenient place where most of the attendees (beneficiaries) live.
2. Community places like schools, public halls, community organization offices, or any other places, which are available at no cost and meet the requirements should be explored first, before going for a rental place.
3. In case of a rental place, the cost of renting should not exceed 20% of the total approved budget. If the cost of renting is more than 20% of the approved budget, then it should be approved in writing by SLF.

9.3 When to conduct a CEP Session?

1. Guidance session on timelines, formalities, procedures, course contents, entrance test requirements, preparation timetable, etc., should be conducted well in advance, at least a year in advance so that there would be sufficient lead time available for students.
2. Preparation sessions could be conducted on a daily/weekly/monthly/quarterly/semi annual basis depending upon the students and organizers.

9.4 How to conduct a CEP Session?

1. Local Volunteers will assess any need for conducting CEP session(s).
2. Local Volunteers will make detailed Project Plans, including estimated expenses.
3. Local Volunteers explore the possibility of local sponsors for these sessions.
4. Local Volunteers will send the final Project Plans, including the extent of financial help required to SLF.
5. SLF will give approval or request modifications within a month after receiving the CEP Project Plan
6. Local Volunteers are responsible for organizing the CEP Session[s].
7. Local Volunteers will identify the potential tutors and sign them up for conducting the CEP Session. It is preferable to have volunteer tutors. If there are no experienced and capable volunteer tutors, then SLF might consider paid tutors.
8. Local Volunteers will communicate effectively in the local area about the sessions and enroll the potential students for the CEP sessions.
9. A detailed report of each CEP Project should be sent to SLF
10. Local Volunteers will follow-up with the participated students and update SLF about participants success in getting professional course admissions.

9.5 How to get a reimbursement?

1. All expenses have to be supported by receipts or written vouchers.
2. All Payments will be done through Bank Checks.
3. All expenses above \$100.00 should have prior approval SLF. If not, such expenses might not be reimbursed.

9.6 How much a CEP Session could cost?

There is no preset limit for each session. Any amount must be approved before the event. SLF may put a maximum limit that it may deem proper for the event. This should be done with minimum expenses by making use of the available human and material resources. All possible avenues like sponsorships, donations, volunteer contributions, etc., for the event should be explored and utilized. SLF will make-up the short fall, provided this is within the pre-approved limit.

10 Scholarship Project Guidelines

10.1 Rules and regulations for administering the Scholarship Project

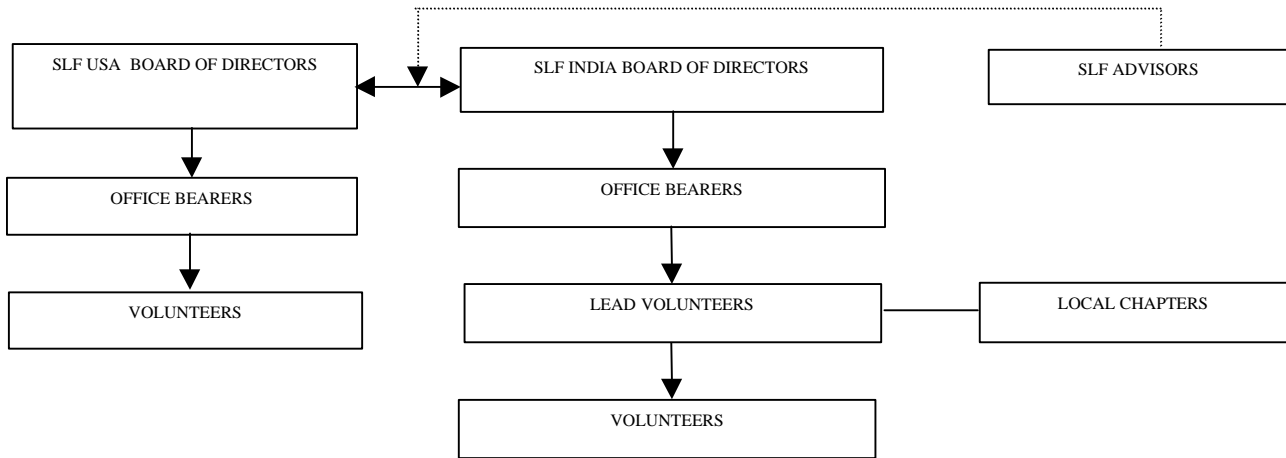
1. Scholarship will be given to the deserving students only. The Scholarship Committee in deciding whether a student is considered as a deserving student shall use rules from 2 to 9 or not.
2. The scholarship would be given to students up to grade 12.
3. Students should be in good standing in the school she/he is studying.
4. The income of the family should be less than or equal to the poverty level income as defined by the government of the respective county in which student's family is living. For family income calculation, income from the entire household would be considered. For example, income from father, mother, brothers and sisters in the household would be included. In case of a joint family, all the family members' income would be considered for calculating the family income. If any agricultural income were involved, previous years income from agricultural produce would be used to determine current year income.
5. If a student is not having both the parents, then income criteria do not apply.
6. Student should be maintaining at least C grade or 50% marks in all the subjects. No failing grade students would be considered for scholarship. Any one-time exception due to sickness or act of God can be considered, provided there is enough evidence given in writing justifying the incident. This is limited to one occurrence over the span of her/his studies.
7. At least one recommendation letter from the local community organization is needed
8. The maximum age of a student who could receive scholarship is 21.
9. If there were more students applying than the number of scholarships that SLF is giving, then the following elimination procedure would be followed in the order given.
 - a. Family income
 - b. Average marks over all the academic years
 - c. Last academic year marks
10. There would not be any discrimination based on gender, religious beliefs, sexual orientation and political alignments for awarding the scholarship
11. The Scholarship Committee makes its recommendation (List of students whom it considers are deserving students) to SLF..
12. The Scholarship Committee will decide the scholarship amount.
13. SLF has full discretion in accepting, rejecting or modifying the Scholarship Committee's recommendations with or without explanation. Generally, SLF will accept the Scholarship Committee's recommendations.
14. Scholarships are given at SLF's discretion. SLF is not responsible for any consequences arising out of providing or not providing the scholarship.
15. SLF should get copies of all the transcripts before it can make any scholarship payments.
16. All the students should reapply for scholarship every year, unless SLF had determined that the student would receive scholarship for more than one year.

11 Residential School Project (RS Project) Guidelines

To be written

NOTE: Any of the above projects, policies, procedures, and guidelines could be changed or exceptions granted by the Board of Directors of SLF. However, these exceptions need to be discussed and approved in the Board of Directors meeting.

12 SLF Organization Structure



13 Templates/Forms

Saraswath Learning Foundation

Recommendation For Underprivileged Family (UF)

Name of the Head of household _____

Address

Children details

Name	Studying in which standard/class?
_____	_____
_____	_____
_____	_____
_____	_____

Other members in the family

Name	Occupation/Education level
_____	_____
_____	_____
_____	_____

Total yearly household income _____

Details of recommending Community Organization

Community Organization Officer signature _____

Community Organization Officer name/title _____

Name of the Community Organization _____

Address of the Community Organization _____

Telephone: _____ E-mail: _____

Date _____

Please mail the completed application form to SLF, 3216 Neal Terrace, Fremont, CA 94538, USA.

Saraswath Learning Foundation Volunteer Personal Profile

1. Name :
2. Gender : Female Male
3. Address :
4. E-mail ID :
5. Phone number :
6. Occupation details:
(List all your work experience)

No	Name of the organization	From (dd/mm/yy)	To (dd/mm/yy)	Position Held
1				
2				
3				
4				
5				
6				

7. Academic background:

No	School/College/Institution Name	From (dd/mm/yy)	To (dd/mm/yy)	Grade/Course Completed
1				
2				
3				
4				
5				
6				
7				

8. Extracurricular activities:

(List all activities that you were involved so far. NCC, NSS, Social Work, etc.)

9. Membership in professional or public service organizations

(List all past and current associations that you had including all the social, religious organizations, community organizations, political parties, etc. in this list).

No	Name of the organization	From (dd/mm/yy)	To (dd/mm/yy)	Position Held
1				
2				
3				
4				
5				

10. Articles/Books Published:

(List all the articles and books authored here)

No	Artcile/Book Name	Published	Description
1			
2			
3			
4			

11. SLF Volunteer Experience (if any):

(List any SLF association that you had so far)

12. References:

13. Declaration by the applicant

- a. I am over 18 years of age.
- b. I do not have any criminal history
- c. I am not involved in any financial fraud activities in any Organization
- d. I am not an active member of any political party
- e. I am not a member of any banned Organization
- f. I am neither a member nor associated with any terrorist Organization

I hereby declare that the above information is correct to the best of my knowledge.

(Signature of the applicant)

Notice: Furnishing wrong/false information would result in penalties/disqualification from SLF.