



### **General internship rules for volunteers at Maher (With effect from January 4, 2019)**

We at Maher are thankful to all our volunteers who have come here from far and wide to express their support for Maher's cause and to work for it to strengthen it further. We wish your association with Maher is both enjoyable and rewarding, and are sure that it will ever be a pleasant memory for you to remember in years to come.

Maher has its centres at Pune, Shirur and Ratnagiri in Maharashtra; at Ernakulam in Kerala and at Ranchi in Jharkhand.

### **Here are a few guidelines for you to make your stay really so.**

**1. Sensitivities of the local population:** Maher started its work in 1997 at Vadhu Budruk, a small village about 30 km from Pune. It wasn't easy for Maher to gain acceptance with the local population and authorities who customarily questioned its religious and financial motives. However, we feel that its transparent and sincere way of working for the disadvantaged gradually earned it their respect and trust.

We look upon our volunteers as our own extension and would therefore like to request them to keep this perspective in mind and maintain a demeanor that does not offend local customs and sensitivities.

### **2. Kindly submit the following documents to Maher before you arrive at Maher:**

- i) An application or letter requesting accommodation at Maher including a contact person in case of an emergency (sickness or accident). Please provide the name, address, phone, e-mail, etc. of the contact person (see example letter attached).
- ii) The dates of your arrival and departure so that we know how long you need a room and we can allocate rooms/dates to other volunteers and guests as necessary
- iii) Students arriving for educational purposes will need a recommendation letter from their educational institute.
- iv) A personal letter requesting Maher to volunteer at its center.
- v) A letter from your parents or guardians requesting Maher for your volunteering.

**3. Clothes:** The traditional "Salwar-Kameez" for girls is the most appropriate dress that will not offend any community. Shorts, miniskirts, sleeveless and skimpy dresses, tight jeans should be avoided.

**4. City visits:** If you visit the city, please return to Maher by 6pm. Public transport is not reliable, and it is difficult to find rickshaws after 7 pm from Koregaon Bhima (the nearest town on the highway) to Maher. It is not advisable for women to be on the road after dark.

**5. Food and water:** The food at Maher and its centers will be basic Indian meals, generally vegetarian.

**6. Smoking/drinking:** The consumption of tobacco and alcohol is totally forbidden in the institution as well as in the surrounding villages. There are nearly 865 children in Maher and we feel that our guests set a good example for them by not consuming tobacco and alcohol. The volunteers will be taking a clear position on the evils of consumption of tobacco and alcohol.

**7. Duration of stay:** Since Maher receives requests from volunteers and visitors the year round, we prefer our volunteers limit their stay to three months. However, if a particular student volunteer requires longer period for educational purpose from his/her university, Maher will consider the request on merit.

**8. Accommodation:** Maher has limited space for its women and children and this applies to the visitors as well. You are requested to adjust to the “Group Living” and may need to use Indian style toilets when a western one is not available. The rooms are basic with single beds and a ceiling fan for cooling. Some bathrooms have electric water heaters or there may be solar heated water available later in the day.

Since Maher’s accommodation is simple, the charges per day for food and lodging till the end of this year are Rs. 150/-However; any other contribution in addition to these charges will be appreciated.

**9. Timetable:** While at Maher, please follow the timetable so as not to cause inconvenience to the kitchen staff and the other staff of Maher. In most sites breakfast is at 08:00, lunch at 13:00 and dinner at 20:00, but this may vary if there are events/programmes planned on a particular day.

You are requested to submit “Your Experience Report” to the Director, Maher before you leave Maher. You will be duly informed about the contact person for any emergency.

**10. Airport/railway station transfer to Maher:** Transfer to Vadhu (Maher main centre) from Mumbai Airport by road will cost Rs 4200 per person and from Pune Airport/railway station Rs 600 per trip.

**Please try to give your best while you are at Maher. Try to be community-centered and please do not entertain a particular child or woman by gifts or outings. Please avoid correspondence or phone calls to any single woman or child. Special treatment of certain individuals can create jealousy among the residents.**

**If at times you find interaction with the staff rather difficult, do not get disheartened or feel that you are not welcome. The staff is used to a good number of volunteers around working for Maher and they may not know your specific requirements unless you tell them so. Feel free to do so.**

We wish you a comfortable, fruitful stay in Maher for you are part of Maher family and we are happy to have you with us. Please let us know if you have any questions regarding your stay.

Sr. Lucy Kurien  
Founder Director, Maher

**Address: Maher**  
Vadu Budruk (Post)  
Koregaon – Bhima  
Tal. Shirur, Dist  
Pune – 412216  
Maharastra, INDIA

**Email:** maher@maherashram.org  
**Web site :** [www.maherashram.org](http://www.maherashram.org)

**Contact numbers:** (Ms. Hirabegum Mulla – 91 - 9921009537)  
Office – 91 – 9011086134.

**Specimen application format for accommodation**

Name : XXXXXX  
Address Line 1 :  
Address Line 2 :

Date :

Dear Sister Lucy,

I will be a volunteer at Maher from **Day Month 20\_\_** (start date) until **Day Month 20\_\_** (end date). Kindly provide me with accomodation during my stay. I will keep you informed of any changes in my plans, or of my absence from Maher at any time during this period.

I have read and understood '**General internship rules for volunteers at Maher**' and will sincerely abide by them.

In case of emergency, please contact the following person :

NAME : xxxxxxxxxxxx  
RELATIONSHIP TO YOU :  
ADDRESS LINE 1 :  
ADDRESS LINE 2 :  
CITY :  
STATE / COUNTY :  
COUNTRY :  
EMAIL ADDRESS : e.g. [xxxxxxxxxx@gmail.com](mailto:xxxxxxxxxx@gmail.com)  
CONTACT NUMBERS : Landline :  
Mobile :  
Work :

Yours faithfully,

XXXXXXXXXX

## MAHER VOLUNTEER QUESTIONNAIRE

Please provide the following personal details, proposed length of stay and information about your educational qualifications / interests so we can provide so Maher can determine the most appropriate location and work for you during your stay.

### PERSONAL DETAILS

<b>Name</b>	
<b>Address</b>	
<b>City</b>	
<b>State</b>	
<b>ZIP / Postal code</b>	
<b>Country</b>	
<b>Sex</b>	
<b>Email address</b>	
<b>Phone number</b>	(work / home/mobile)
<b>Date form submitted</b>	

### PROPOSED STAY AT MAHER

<b>Start date</b>	
<b>End date</b>	
<b>How did you hear about Maher?</b>	
<b>What is the purpose of your visit to Maher?</b>	
<b>Preferred location</b>	

Note- If you are a student and this visit will form part of your studies please indicate any aspects of Maher's work that you would like to be involved with during your stay.

**QUALIFICATIONS / INTEREST – please mention any relevant information that you think will be beneficial to Maher during your stay**

<b>Qualifications / experience</b>	
<b>Hobbies / interests / skills</b>	