

VOLUNTEER HAND BOOK



VTVO

VISION & MISSION



Vision

To create a world of Givers without Expectations.

Mission

To empower people to volunteer by sharing their time, skills, or money.



Problem

'Everything here is done for money' & 'Anything done for free is not valued.'

Our Solution

Volunteers help the needy anytime without expecting monetary support & Every initiative of ours is aligned to the current needs of the communities, which when served is appreciated/valued.



About Us: We started this movement in 2012. VTVO is a volunteer group run entirely by volunteers—we are not an organization, a company, or a business. No one works here full-time. We do not have a bank account or office space; everyone involved, including the founders, contributes as a volunteer. Our goal is to address community needs without expecting monetary compensation, and all contributions are valued.

"We are a MOVEMENT, not an NGO"

VTVO VALUES



S

Servant Leadership

Lead by serving others.

E

Empathy

Understand and share the feelings of those you serve.

R

Respect

Treat everyone with dignity, kindness, and consideration.

V

Versatility

Adapt to perform different tasks as needed.

I

Integrity

Act with honesty and sincerity, prioritizing a positive impact.

C

Commitment

Stay true to your promises and responsibilities.

E

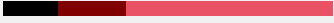
Empower

Support to help others improve their lives.



"The best way to find yourself is to lose yourself in the SERVICE of others."

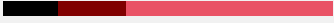
VTVO CAUSES



1. **EldersAdda:** Supporting senior citizens in old age homes.
2. **VPaws:** Promoting animal welfare & supporting rescue shelters.
3. **VScribe:** Assisting persons with disabilities by writing exams.
4. **VRecord:** Recording books for persons with disabilities.
5. **VCanTalk:** Mental health awareness and support
6. **VRead:** Reading stories to children in homes.
7. **VSport:** Playing sports with children in care homes.
8. **VTech:** Teaching children in homes.
9. **VCelebrate:** Celebrating birthdays of kids/elders in care homes.
10. **VAreReady:** Promoting blood and organ donation
11. **VGreen :** Empowering communities to protect our planet.
12. **VInclude :** Supporting people with disabilities
13. **VAdopt :** Awareness on Child Adoption Process in India

"We are a MOVEMENT, not an NGO"

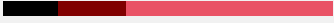
Do's & Don'ts in Volunteering



Do's

- **Respect diversity:** Embrace everyone's background, beliefs, and abilities.
- **Communicate effectively:** Keep open channels with volunteers, leads, and beneficiaries to share feedback/suggestions/experiences
- **Be enthusiastic:** Approach your volunteering with positivity.
- **Be punctual:** Arrive on time for events and activities.
- **Prepare ahead:** Familiarize yourself with the volunteering details and your role.
- **Show gratitude:** Appreciate fellow volunteers, leads, and the beneficiaries you volunteer with.
- **Follow safety guidelines:** Adhere to the instructions provided to ensure everyone's well-being.

Do's & Don'ts in Volunteering



Don'ts

- **Phones Usage:** Avoid using your phone for personal calls or social media during volunteer hours.
- **Don't Discriminate** based on race, gender, religion, or any other personal attribute.
- **Don't sell products or brands:** Volunteering event is a non-commercial space, and you are expected to refrain from any form of marketing or sales activities during your service.
- **Don't overcommit** beyond your comfort zone—stay mindful of emotional, mental, and financial boundaries
- **Don't Engage in Gossip:** Refrain from gossiping or spreading rumors about other volunteers, participants, or organizers.
- Address **concerns** privately with organizers instead of voicing them publicly.
- **Avoid public displays of affection (PDA):**
PDA includes hugging, kissing, hand-holding, or any intimate actions during volunteering activities. These behaviors can distract from the cause and may make others uncomfortable. Maintaining professionalism helps create an inclusive and respectful atmosphere.

THE MAROON ARMY

Dress Etiquettes:

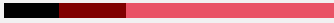
- Keep in mind that you will be interacting with senior citizens and children. Choose clothing that is approachable and respectful, taking into account the comfort and sensibilities of the diverse audience.
- It's essential to maintain a conservative and respectful dress code. The purpose is to create a professional and welcoming environment for all.
- **Choose clothing that is modest and avoids revealing or overly casual styles. This includes avoiding crop tops, shorts.**
- **Opt for fully covered casual clothing that is neat and presentable. Long pants or skirts and sleeved tops are recommended to ensure a professional appearance.**
- Choose clothing that fits comfortably and avoid tight or form-fitting dresses, no gym wear.
- Wear appropriate footwear for comfort and safety.
- Avoid excessive accessories or jewelry.
- Maintain good personal hygiene.

Our color code is 'Maroon' !!

**Maroon because the color represents: Force, Depth, and Passion!
Which we believe in.**



THIS WEEKEND



www.vtvo.org/missions





V THE VOLUNTEERS

THANK YOU



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<https://www.facebook.com/vtvo.org>



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Website

www.vtvo.org