



# VOLUNTEER HANDBOOK

Your guide to volunteering, field work & community impact

*Bengaluru, Karnataka | Active Since 2019 | Version 1.0 — 2026*

## Welcome to Bharavase

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We are glad you are here. Bharavase is a Bengaluru-based non-profit that has been building practical hope since 2019 — through education, food security, environmental action, community awareness, and health support.

This handbook is your companion. It tells you who we are, how we work, what to expect in the field, and how to make the most of your time with us. Please read it fully before your first drive.

### At a Glance — What Bharavase Stands For

- Akshara — Education support for students and schools
- Hasivu — Food security and dignity for people in need
- Hasiru — Environment action through planting and cleanups
- Arivu — Awareness campaigns for safer, informed communities
- Aaroghya — Health camps, screening, and timely care access

You do not need a special skill set. You need a free Sunday and a willingness to show up. There is a community here waiting to welcome you.

## About Bharavase

### Our Story

Bharavase was founded in Bengaluru with one simple belief: that ordinary people, when they come together with purpose, can create extraordinary change. Since 2019, we have grown from a small group of friends who wanted to do more for their city into a volunteer-driven movement with reach across multiple communities.

We chose five causes — education, food, environment, awareness, and health — because we believe these issues are inseparable. A hungry child cannot learn. An educated youth breathing polluted air cannot thrive. At Bharavase, we work at the intersection of all five.

### Our Method

We keep the model focused and accountable:

| Step             | What We Do  |
|------------------|---|
| 01 — Identify    | Community conversations and field visits help us understand what support is actually needed |
| 02 — Mobilise    | Volunteers, donors, and partners come together around a clear action plan                   |
| 03 — Deliver     | Resources reach people through accountable, hands-on field execution                        |
| 04 — Share Proof | Photos, reports, and updates keep supporters connected to the result                        |

### Who We Work With

Bharavase works with students, working professionals, homemakers, retirees, corporate teams, college groups, and anyone who cares about people and their city. We also partner with corporates for CSR initiatives, colleges for student engagement, and individual donors for programme funding.

## Who Can Volunteer?

Anyone and everyone. There is no age bar, no required qualification, no prior experience needed. If you can give a few hours and bring a genuine willingness to serve, you belong with us.

| Who You Are                  | How You Can Contribute  |
|------------------------------|---|
| <b>Students</b>              | Field support, awareness drives, mentoring children, content creation       |
| <b>Working Professionals</b> | Weekend drives, skill-based volunteering, digital support, CSR programs     |
| <b>Homemakers</b>            | Food distribution coordination, community outreach, awareness events        |
| <b>Retirees</b>              | Mentoring, teaching, health camp support, administrative help               |
| <b>College Groups</b>        | Organised drives, plantation days, awareness campaigns as a team            |
| <b>Corporate Teams</b>       | CSR-aligned activities, co-designed field drives, team building with impact |

No special skills are required for most activities. For skill-specific roles — like conducting workshops, medical outreach, or digital content — we will match you accordingly.

# Volunteering Opportunities

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Bharavase offers 15+ ways to volunteer. Here is an overview of all active areas:

## Education & Awareness

- Education & Mentoring — Mentor underprivileged students, support school supply drives, assist learning activities
- Awareness Campaigns — Support drives on road safety, plastic-free living, voter awareness, and public health
- Skill Development Workshops — Conduct or assist workshops on life skills, communication, and career guidance
- Content & Digital — Create content, manage social media, run awareness campaigns online

## Food & Community

- Food Distribution — Distribute nutritious meals to street-dwelling families and daily-wage workers
- Orphanage & Old Age Home Visits — Spend time with children and senior citizens through engagement and care
- Community Volunteering — Support local grassroots development and community projects

## Environment

- Plantation Drives — Plant indigenous saplings and restore green spaces across Bengaluru's urban zones
- Cleaning Drives — Participate in lake clean-ups, street cleaning, and public sanitation initiatives
- Plastic-Free Initiatives — Promote sustainable living through eco-friendly alternatives and campaigns
- Beautification Programs — Improve public spaces through community beautification drives
- Trek & Nature Activities — Eco-treks, nature walks, and environmental awareness outings

## Health & Emergency

- Health Camps — Assist in free health camps, wellness screenings, and medical outreach programs
- Animal Welfare Support — Participate in feeding drives and awareness for stray animal care
- Disaster Relief Support — Assist in relief material distribution and rehabilitation during emergencies

## Getting Started — Your Onboarding Journey

Joining Bharavase is straightforward. Here is what to expect:

| Stage                           | What Happens   |
|---------------------------------|--|
| <b>Step 1 — Register</b>        | Fill the volunteer registration form online at our website or reach out via WhatsApp                             |
| <b>Step 2 — Onboarding</b>      | Our volunteer coordinator connects with you to understand your interests, availability, and preferred programmes |
| <b>Step 3 — Community Group</b> | You are added to our volunteer WhatsApp community where drives are announced and coordinated                     |
| <b>Step 4 — First Drive</b>     | Join your first activity, meet your fellow volunteers, and experience the field                                  |
| <b>Step 5 — Grow</b>            | Take on more drives, lead small groups, or support coordination as your commitment deepens                       |

### Tips for New Volunteers

- Attend your first drive with no expectations — just show up and observe
- Introduce yourself to the drive coordinator when you arrive
- Ask questions freely — there are no wrong questions in the field
- Carry water, wear comfortable clothes, and keep your phone charged
- Engage with the community with empathy and respect

# Code of Conduct

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As a Bharavase volunteer, you represent not only yourself but the thousands of community members who trust us. Please uphold these values in every interaction.

## Core Values

- **Respect** — Treat every community member, fellow volunteer, and partner with dignity and kindness
- **Accountability** — Show up on time, follow through on commitments, and communicate if plans change
- **Empathy** — Listen before acting; understand the need before offering help
- **Integrity** — Be honest, transparent, and avoid conflicts of interest
- **Inclusivity** — Bharavase welcomes all, regardless of caste, religion, gender, or background

## Do's in the Field

- Arrive on time or communicate delays to the coordinator in advance
- Follow instructions from the drive coordinator
- Maintain confidentiality of community members' personal details
- Take photographs only where permitted and as guided by the coordinator
- Report any incidents, concerns, or safety issues immediately
- Represent Bharavase positively on social media — tag us when sharing field content

## Don'ts in the Field

- Do not make promises to community members that are beyond Bharavase's scope
- Do not share or post beneficiary photos without coordinator approval
- Do not engage in political discussions or promote personal agendas during drives
- Do not handle donations or funds independently — all transactions go through the core team
- Do not engage in any activity that could harm the reputation of Bharavase or its partners

## Safety Guidelines

Your safety matters to us. Please follow these guidelines at every drive.

### General Safety

1. Always register your attendance with the drive coordinator before the activity begins
2. Never go to field locations alone — always move as a group or with a coordinator
3. Keep the coordinator's contact number saved before leaving for the drive
4. Carry personal medication if you have any health conditions
5. Stay hydrated, especially during outdoor activities in Bengaluru's summer months
6. Inform the coordinator if you feel unwell at any point during the drive

### Activity-Specific Safety

| Activity             | Safety Note   |
|----------------------|---|
| Plantation Drives    | Wear closed shoes; be careful around tools and sharp objects            |
| Food Distribution    | Handle food hygiene carefully; wash hands before and after distribution |
| Cleaning Drives      | Wear gloves and masks; do not handle hazardous or unknown waste         |
| Health Camps         | Follow the medical team's instructions; maintain hygiene protocols      |
| Treks & Nature Walks | Wear appropriate footwear; stay on designated paths; carry water        |
| Awareness Campaigns  | Obtain necessary permissions for public spaces; respect traffic rules   |

### Emergency Protocol

- In case of a medical emergency, call 112 immediately and inform the coordinator
- Bharavase maintains a first-aid kit at all major field drives
- The coordinator is trained for basic incident management
- All serious incidents must be reported to the Bharavase core team within 24 hours

## What to Expect on Your First Drive

Showing up for the first time can feel unfamiliar — and that is completely normal. Here is what a typical drive looks like:

| Time                    | What Happens  |
|-------------------------|---|
| <b>Before the Drive</b> | Drive details shared in the community group — date, time, meeting point, what to bring    |
| <b>Arrival</b>          | You meet the coordinator and fellow volunteers; attendance is recorded                    |
| <b>Briefing</b>         | The coordinator explains the day's activity, roles, and any safety notes                  |
| <b>Activity</b>         | You participate in the drive — distributing food, planting saplings, running a camp, etc. |
| <b>Wrap-Up</b>          | The team reconvenes; photos taken; feedback collected; volunteer hours logged             |
| <b>After the Drive</b>  | A post-drive update is shared in the community group with photos and outcomes             |

Most drives last 2 to 4 hours. Some campaigns or health camps may run longer. You will always be informed in advance.

## Understanding Our Five Programmes

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Every Bharavase activity links back to one of our five core programmes. Here is a brief overview of each:

### **Akshara — Education**

Akshara supports underprivileged students and under-resourced schools in Bengaluru. Volunteer activities include school supply distribution, tutoring and mentoring, career awareness sessions, and skill development workshops. A willingness to engage with children respectfully is enough.

### **Hasivu — Food Security**

Hasivu addresses food insecurity among street-dwelling families, daily-wage workers, and vulnerable communities. Volunteers assist in food preparation coordination, distribution logistics, and hygiene management. Drives typically happen on weekends and public holidays.

### **Hasiru — Environment**

Hasiru drives environmental action through plantation initiatives, lake clean-ups, plastic-free campaigns, and community beautification. Volunteers participate in hands-on activities that restore green cover and reduce waste in Bengaluru's urban areas.

### **Arivu — Awareness**

Arivu runs campaigns that inform communities on issues like road safety, single-use plastic reduction, voter awareness, and breast cancer screening. Volunteers support on-ground campaigns, digital outreach, content creation, and public engagement activities.

### **Aaroghya — Health**

Aaroghya organises free health camps, medical screening drives, and wellness outreach for communities with limited healthcare access. Volunteers assist with logistics, registration, crowd management, and follow-up coordination.

## What You Gain as a Bharavase Volunteer

Volunteering with Bharavase is not just about what you give — it is also about what you grow into.

| Benefit                         | Details   |
|---------------------------------|---|
| <b>Volunteering Certificate</b> | Verified certificate issued upon completing a minimum number of drives                  |
| <b>Community &amp; Network</b>  | Access to a growing network of 1,000+ like-minded volunteers across Bengaluru           |
| <b>Real-World Exposure</b>      | Hands-on experience in community development, social challenges, and grassroots action  |
| <b>Leadership Opportunities</b> | Active volunteers can take on drive coordination and programme support roles            |
| <b>Recognition</b>              | Outstanding volunteers recognised in annual reports, social media, and community events |
| <b>Personal Growth</b>          | A sense of purpose and connection that no salary or certificate alone can provide       |

## Communication & Community Guidelines

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Bharavase runs its volunteer community primarily through WhatsApp and social media. Please follow these norms to keep the space positive and productive.

### WhatsApp Community

- Use the group for drive updates, volunteering queries, and sharing field experiences
- Be respectful and professional in all messages
- Avoid forwarding unrelated content, political messages, or chain messages
- Use direct messages to coordinators for personal queries
- Respond to attendance confirmations promptly so we can plan logistics

### Social Media

- Tag @bharavase\_org when posting about your volunteer experience
- Do not post photos of beneficiaries without coordinator approval
- Positive, factual posts about activities are encouraged and appreciated

### Coordinator Contact

Your first point of contact is your drive coordinator. For general enquiries, reach us on WhatsApp at +91 85533 22611 or through the Contact page on our website.

## Volunteer Recognition & Certificates

We believe in acknowledging your contribution formally. Here is how recognition works at Bharavase:

| Level                     | Criteria & Recognition  |
|---------------------------|---|
| <b>New Volunteer</b>      | Completed registration and onboarding; added to community group                                   |
| <b>Active Volunteer</b>   | Participated in 5+ drives; eligible for a verified volunteering certificate                       |
| <b>Core Volunteer</b>     | Regular participation in 15+ drives; eligible for a letter of recommendation and leadership roles |
| <b>Drive Coordinator</b>  | Trusted long-term volunteers who lead and organise drives on the ground                           |
| <b>Programme Champion</b> | Dedicated to a specific programme and supports its ongoing planning                               |

Certificates are issued digitally and can be verified. Please request your certificate through the volunteer coordinator after meeting the activity threshold.

## Frequently Asked Questions

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### **Do I need prior experience to volunteer?**

No. Most activities require nothing more than showing up with a willing attitude. Your coordinator will guide you through everything on the day.

### **How much time do I need to commit?**

There is no minimum commitment. Most drives are 2 to 4 hours on weekends. One drive a month or every weekend — it all counts.

### **Are drives held on weekdays?**

Most activities happen on weekends and public holidays. Occasional weekday drives may be organised for specific campaigns.

### **Can I bring friends or family?**

Absolutely. Please ensure all first-time participants register before the drive.

### **What should I wear and carry?**

Comfortable, casual clothing and closed footwear are ideal. Carry water, personal medication if needed, and your phone. Specific requirements will be communicated before the drive.

### **Will I receive a certificate?**

Yes. Active volunteers who complete 5 or more drives are eligible for a verified Bharavase volunteering certificate.

### **Can my company partner with Bharavase for CSR?**

Yes. Bharavase is CSR-registered and audit-ready. We work with corporate teams to design co-branded drives and employee engagement programmes.

### **How do I stay updated on upcoming drives?**

Once onboarded, you will be added to our WhatsApp community where all drive details are posted in advance.

## Contact & Connect

| Channel     | Details               |
|-------------|-----------------------|
| WhatsApp    | +91 85533 22611       |
| Website     | www.teambharavase.com |
| Instagram   | @bharavase_org        |
| Facebook    | @bharavase.org        |
| LinkedIn    | @bharavase_org        |
| YouTube     | @bharavase_org        |
| Twitter / X | @bharavase_org        |
| Location    | Bengaluru, Karnataka  |

**Join 1,000+ volunteers who have already chosen to be the change.**

*Your free time can change someone's entire world.*

— Team Bharavase