



# HMM Marathi Shala

## Volunteering Guide

The purpose of this document is to define the structure, guidelines, tasks/responsibilities, in the process of volunteering for HMM Marathi Shala.



## Table of Contents

Who can volunteer?	3
Rules and Responsibilities	3
Volunteering Tasks	4
Guidelines for task assignment	5
Document Control	6



## Who can volunteer?

HMM Marathi shala is a solely volunteer-based language school with dedicated volunteer teachers, coordinators and committee members. Apart from these shala needs volunteers for classroom support, any specific program arrangement and community-based volunteering activities shala takes part in.

Considering the nature of the activities, we can categorize volunteers into 2 types:

1. Adult (18+) volunteers
2. Student (High-school or middle school) volunteers

Volunteers (both Adult and Student) can submit volunteering interest through the Volunteer Form on [hmmmarathishala.org](http://hmmmarathishala.org) OR by contacting [secretaryhmmshala@gmail.com](mailto:secretaryhmmshala@gmail.com). Parents can contact their branch coordinator to indicate interest in volunteering OR by filling out volunteer interest at the time of student registration.

## Rules and Responsibilities

### Student Volunteers

1. Sign the Student Volunteer Agreement (signed by both student and parent) for the current academic year stating that the middle or high-school student has their parent permission to volunteer at HMM Marathi Shala, at a designated branch location. Volunteer time will be need-based and prior preparation may be required.
  - A valid email address and phone number should be provided for regular communication
2. Student volunteers are required to be able to read, write and speak in Marathi to be able to volunteer at Marathi Shala.
3. Student volunteers should have completed at least 4 years (total) at Marathi Shala (either in HMM Marathi Shala or another Marathi Shala in the US or elsewhere, or in India in a regular school that teaches the Marathi language)
4. It is the student volunteer's responsibility to
  - Report to the HMM Marathi Shala branch location to the branch coordinator at a designated time. Be present for the entire scheduled duration and complete their assigned duties responsibly
    - 3 delays in drop-off or pickup will be counted towards loss of the volunteer opportunity.
  - Be responsible for obtaining a signature from Branch Coordinator for the hours volunteered for.
  - Be respectful towards teachers, students, parents and other Shala members.
  - Respect and follow Shala rules and policies
  - Not share confidential student and Shala information, in any written and verbal form



- Should NEVER post anything Shala related to Social Media without express written permission from the core committee on the content being posted
  - Should NOT take pictures and videos of other students without express written permission from the core committee
  - Not use/share Shala parent contacts or shala resources (books, Zoom IDs, Shala electronic resources, Shala property items) for personal/ business purposes
  - Dress and behave in an appropriate manner for a school environment
- Branch coordinator will ensure that student volunteers:
- Will never be by themselves with students 1:1 in a non classroom setting, should have another adult present and/or more than 2 students present for activities.
  - Should not be assigned duties such as escorting students to restrooms and especially of a different gender

### Adult Volunteers

1. Sign the Volunteer Agreement (Google Form) for the current academic year.
  - A valid email address and phone number should be provided for regular communication
2. It is the adult volunteer's responsibility to
  - Respect and follow Shala rules and policies
  - Not share confidential student and Shala information, in any written and verbal form
  - Not use/share Shala parent contacts or shala resources (books, Zoom IDs, Shala electronic resources, Shala property items) for personal/ business purposes.
  - Dress and behave in an appropriate manner for a school environment.
  - Be present at the scheduled time for the scheduled duration.
  - Submit to a background check as a volunteer at HMM Marathi Shala, when requested by HMM Marathi Shala Core Committee.
  - Be respectful towards students, fellow teachers, parents, coordinators and committee members.
  - Conduct lessons and exams impartially.

\*Parents volunteering in their child's class do not need to fill out a separate volunteer agreement form.



## Volunteering Tasks

Below are the sample tasks and approval authorities

Volunteer Type	Guidelines to Tasks	Sample Tasks*	Who can Assign?	Who can endorse?
Adult/ Parent Volunteer (18+yrs)	Caretaking activities.	Monitoring kids outside the classrooms for restroom breaks while teachers are busy in classes	Teacher through Branch Coordinator	
	Supporting teachers for classwork. (Adults in this role should be able to understand, read, write and speak in Marathi)	<ul style="list-style-type: none"> <li>- Reading, writing and easy conversation practice during the classes</li> <li>- Craft activity during the festival/events</li> <li>- Story-telling or poem reading</li> <li>- As substitute teacher in the absence of teacher</li> <li>- Assist with homework checking</li> </ul>	Teacher through Branch Coordinator	
Student Volunteer (13-17yrs)	Class activities in the presence of adults. (Student volunteers in this role should be able to understand, read, write and speak in Marathi)	<ul style="list-style-type: none"> <li>- Reading, writing, and easy conversation practice during the classes</li> <li>- Teaching crafts/ things during class time</li> <li>- Show and tell game</li> <li>- Story-telling</li> <li>- Playing games</li> <li>- Info session about festivals/ historical personalities</li> <li>- Festival craft help</li> <li>- Assist with homework checking</li> </ul>	Coordinators, teachers.	Branch Coordinator can sign the student log. (Contact Shala Principal if a stamp is required)
	Supporting fun activities in the presence of adults	<ul style="list-style-type: none"> <li>- Event setup/ windup support</li> <li>- Event activity support like organizing games, and</li> </ul>	Branch Coordinator/ Secretary	Branch Coordinator/ Secretary. (Contact



		distribution of things, event setup and cleanup		Shala Principal if a stamp is required)
	<i>Non-HMM Marathi Shala Volunteering activities</i>	- <i>HMM events</i>		<i>Contact Houston Maharashtra Mandal (HMM) team</i>

\* Additional tasks may be assigned by the teacher in class where volunteer work is required. Note that 10-15min prior preparation may be required.

## Guidelines for task assignment

These guidelines are for Branch Coordinators or Secretary to identify the volunteering needs at each branch/ event:

1. Identify the volunteer requirements on a monthly basis and at 2 weeks in advance (by branch) - duration per class, teacher expectation, timings, etc
2. Decide whether Adult-only volunteering task OR Student volunteering requirement. Separate assignments of tasks can be made.
3. Circulate the communication at least 2 weeks in advance and on a monthly basis.
4. Indicate the mode of signing up - Email/ WhatsApp/ Signupgenius link