



**AACCI- ASSOCIATION OF ADOLESCENT AND
CHILD CARE IN INDIA**

Founder Chairperson

Late Dr. R. D. Lele

Chairperson

Mr. Yashwant Bhawe

Executive Director

Dr. Swati Y Bhawe

Secretary /Treasurer

Mrs. Sharmila Lele

AACCI Volunteers' Guidelines 2024

AACCI was founded 17 yrs. , ago on 18th July 2007 *based on the principle of volunteerism which is defined as the practice of doing work for good causes, without being paid for it.* We do not charge any fees for joining us as volunteers and hence we don't have any sustained source of income. All our core committee members work - totally on an honorary basis, devoting their time.

We welcome your interest in becoming a volunteer – AACCI success over last 17 yrs. (inception in 2007 July) is totally due to the Senior volunteers who have been with us since inception and are permanent part of AACCI and the vibrant youngsters who join us every year on an annual basis

Hence unlike most NGOs, our activities are not primarily based on or sustained with by grants, sponsorships, projects, or funding for doing our programs. Nor do we have paid administrative staff to help with report writing for work, so volunteers are expected to prepare reports for the events in the simplified formats prepared by our core team.

Though we all are working as volunteers, for the successful working of any organization, we need to have some protocols and guidelines for all to follow, so we have standardized programs and messages given at all centers and under the Banner for AACCI.

Please go through the guidelines for volunteers given below for taking part in AACCI activities.

1. To become AACCI Volunteer – we need you to fill in the google form (link below)

<https://forms.gle/duHjTtsD1CZg9Uqs5>

2. AACCI does not take any membership or registration fees - as working for AACCI is entirely voluntary. Every fortnight the AACCI committee goes through the volunteer form. If your application is approved by the AACCI committee, you will get a welcome letter and your name, contact details and photo will come in the AACCI list of volunteers at www.aaccitrainingprograms.com .

Registered Office Address:

302, Charleville, A” Road,
Church gate,
Mumbai 400 020, India.

Email aacciindia@gmail.com

Administrative Office Address:

501 Alliance Shanti, Shanti Sheela Society
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3. For new volunteers- the volunteer ship is renewed yearly, if you wish to continue being a volunteer, based on the activities you do for AACCI. To maintain the Volunteer status, you are expected to take part in at least two activities per year. The following is the choice of activities you can take part in :
- Various National AACCI activities are planned from time to time. Information is circulated by the AACCI National coordinator along with the guidelines on how you can participate.
 - You can join the Programs conducted by the various AACCI centers from time to time. Each AACCI center in addition to the Center in charge and Joint center in charge has 4 Forum in charges for specific activities for our 4 forums – parent, teacher, youth and grandparents. To know more about your center please see link <https://www.aacci.in/index.html>.
 - We encourage local activities and new ideas in relation to child and adolescent health and parenting and public awareness from your side as volunteers. If a newly joined volunteer wants to conduct a program using the AACCI banner, there are specific guidelines for this. If you wish to hold a program as a volunteer you need to send an email addressed to Dr Swati Y Bhawe Executive Director AACCI to aacci2019@gmail.com giving all details of the proposed programs. 1) Topic to be taken 2) venue – face or face or online 3) Target audience 4) proposed speakers. She will send approval and direct you to a senior AACCI person who will further work with you for this program.
 - It is necessary to make a banner to be put on AACCI website before the program - in the upcoming event section and after the program a 3-slide report to be put in the recent event section. We have made very *easy to make PowerPoints slides* to do this.
 - Volunteers need to have a senior AACCI person from the center who will be actively involved in the program and also present during the program.
 - Volunteers can conduct independent programs only after they have been with AACCI consistently for 5 years and AACCI seniors have confidence in their ability and maturity to conduct programs under AACCI banner.

If you are from an area which does not have a center, AACCI National Program Coordinator - Dr Samir Shah will request some senior core faculty who will work with you and supervise your activity under AACCI banner.

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4. This yearly renewal and 2 activities per year is not mandatory for the senior volunteers who have been with the organization for more than 5 years and have given a lot of time for AACCI work in the past and continue working as per their age and time permits.
5. **AACCI standardized modules for presentation for volunteers.** We have prepared standardized ppts on many subjects made by AACCI experts and peer reviewed. We are updating them on a regular basis.
 - Volunteers are expected to use these slides when they conduct programs. These will be given to the volunteers in non-editable read only format which is the procedure followed for all modules for all organizations.
 - Only senior Volunteers (more than 5 years volunteer ship) can present lectures from their presentations. In that case, prior review of contents by the core expert committee of AACCI is necessary as we need to be aware of the contents of whatever is presented under the AACCI banner.
 - ***New AACCI modules and upgradation of older AACCI modules -***
AACCI continues to make new modules on various subjects, and we also update old modules with latest information and data. As volunteers you are always welcome to join as contributors to prepare these modules. If you are interested, please send an email to aacci2019@gmail.com giving the topics of interest. National coordinator Dr Samir Shah will involve you and send you guidelines for this. Your name will be acknowledged as a contributor in the last slide in the list of contributors. Volunteers should not contribute slides which are cut and pasted from the internet. We do not accept copy right material or any images or statistics if source is not quoted.
6. AACCI does not provide funds to volunteers for conducting activities. You can manage sponsorship for the program conduction including refreshments for the participants as per your convenience and need of the program. But please note that AACCI will not collaborate in programs that are sponsored by tobacco, alcohol or unhealthy food marketing companies and companies coming under IMS act. Full details of the sponsor must be provided to AACCI, and prior permission must be taken from AACCI – giving full details of what the sponsorship will cover.
7. The Name and logo of AACCI should be incorporated in all announcements and flyers of the activities. We have standardized 2-3 slides for introduction to AACCI which should be included in

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the introductory session of the program. Details will be provided by the senior AACCI team member or the National AACCI coordinator.

8. **Collaboration** - AACCI believes in joining hands with other likeminded organizations. Over the last 17 years we have worked in collaboration with institutions / hospitals/ professional bodies like IMA /IAP/ Rotary /Lions /Other NGOS.
- If volunteers want to do activities with collaboration, we need an official letter of collaboration and full details for the role played in the program. Once approved by AACCI – the logo of the collaborating organization can be put on the banners /flyers made and circulated in their social groups and websites.
 - When we are using AACCI modules or conducting AACCI projects, it has to be AACCI banner and program, and the other organizations have to be included as supporting organizations. We can have their logo also in publicity material.
 - If the program is a national program or a program conducted by other organizations, AACCI can be one of the organizations and give logo along with the other organizations.
 - The AACCI rules for conducting programs will apply for programs conducted under collaboration also and will be provided when volunteer asks for collaboration programs.
9. If you wish to form local AACCI group, we need a minimum of 10 people which can be anyone interested in Adolescent health eg. teachers, parents, mental health professionals, doctors from all specialties. The lead person should be preferably an adolescent pediatrician.
10. You can join any of our four forums – Parent /Grandparent /Teacher and Youth. The Minimum age of joining Youth forum is 14 yrs. Parental permission will be required below the age of 18 years in Youth Forum.
11. AACCI does not charge for programs as we are doing this as social service.
- If a volunteer is planning any financial transaction for programs under the AACCI banner prior permission must be taken from the Executive Director. The rules for this are decided on case-to-case basis.
 - AACCI does not charge fees for programs, but many organizations are happy to give us donations for programs conducted. As AACCI has 80 G certificate, we can provide them receipt that gives income tax benefits to the donors.
 - AACCI has no permanent grants or sponsorship. If volunteers can get us donations to help us to continue doing our work for society, we would welcome this. If anyone wants to give

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donation, please ask them to send an email to Executive Director Dr. Swati Y Bhawe at email aacciindia@gmail.com .

12. Once you join as AACCI Volunteer, you are expected to follow the above guidelines. However, it is noticed that sometimes some persons do not adhere to them. If such episodes are repeated, AACCI will be constrained to take appropriate actions which can include removal from the volunteer list.
13. For all official matters including -any suggestions for working of AACCI, please use the official email of AACCI - aacci2019@gmail.com , which is accessed by all members of our core team.
14. If you have any confidential or personal matter regarding AACCI, you want to discuss with Executive Director Dr Swati Y Bhawe – please use her personal email aacciindia@gmail.com

SYBhawe

Dr Swati Y Bhawe
Executive Director AACCI

SRSshah

Dr Samir Shah
National coordinator AACCI

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