

Shailja Education and Welfare Trust

Student Volunteer Task Plan



Website: shailjatrust.org

About Us

Shailja Education and Welfare Trust, established in 2022, stands as a beacon of hope and progress in Bihar, India and planning to spread their roots across the country. Over a span of just one year of dedicated service, the trust has solidified its position as a trusted partner in community development initiatives, driven by a profound commitment to uplift the underprivileged and marginalized sections of society.

Registered under Trust - No. 17, Shailja Education and Welfare Trust operates as a non-governmental organization (NGO), adhering to the highest standards of transparency, accountability, and governance. Our registration status ensures compliance with legal requirements and underscores our commitment to ethical practices.

As an NGO, Shailja Educational and Welfare Trust specializes in a diverse array of charitable endeavours aimed at holistic development. Our core areas of focus include:

- **Education:** We believe in the transformative power of education and work tirelessly to expand access to quality learning opportunities. Through the establishment of schools, scholarship programs, and vocational training centres, we empower individuals with the knowledge and skills needed to build a brighter future.

- **Healthcare:** Access to healthcare is a fundamental human right, and we strive to make it a reality for all. From organizing health camps and awareness drives to supporting medical facilities and initiatives, we are dedicated to improving health outcomes and ensuring the well-being of communities.

- **Socio-Economic Development:** Poverty and inequality remain formidable challenges in our society, and we are committed to addressing them through sustainable socio-economic interventions. Our projects focus on livelihood enhancement, women's empowerment, microfinance, and community-based initiatives aimed at fostering self-reliance and economic independence.

- **Environmental Sustainability:** Protecting the environment is essential for the well-being of current and future generations. Through advocacy, awareness campaigns,

and on-the-ground initiatives, we promote environmental conservation, sustainable agriculture practices, and climate resilience strategies.

The Trust remains committed to its mission of creating positive change and uplifting the lives of those in need. With a track record of impactful interventions and a vision for a more equitable and inclusive society, we continue to forge ahead, driven by the belief that together, we can make a difference.

Plantation Drive

Objective: Conduct a plantation drive with research, planning, and planting activities, with potential funding support.

Duration: 14 days.

Daily Activities

Day 1: Planning, Preparation, and Research

- **Task:** Conduct research and plan the plantation activities.
- **Activity:**

Day 1:

Research

- Identify suitable plant species for the local environment.
- Research the benefits of different plants and their suitability for the area.
- Gather data on local temperatures, soil conditions, and existing vegetation.

Site Assessment

- Survey the planting sites and assess soil quality.
- Determine the number and placement of plants in the designated area.

Resource Planning

- Create a list of necessary materials (plants, tools, fertilizers, etc.).
- Estimate costs and logistics for daily planting activities.
- **Documentation:** Compile a detailed plan with research findings, site assessments, and resource requirements.

Days 2-13: Planting Activities

- **Task:** Do plantation for 5 plants daily in the designated areas.
- **Daily Activity:**
 - Gather materials and tools for the day's planting.
 - Prepare the planting site by clearing debris and loosening the soil.
 - Plant 5 plants according to the planned layout, ensuring proper spacing and care.
 - Water and apply fertilizers as needed to ensure plant health.
 - Document the planting process with photos and notes on plant health.
- **Documentation:** Maintain a daily log of planted species, their locations, and any observations regarding their growth and environment.

Day 14: Evaluation and Reporting

- **Task:** Evaluate the plantation drive and prepare a report.
- **Activity:**
 - Conduct a final inspection of all planted areas.

- Assess the overall success of the planting activities and note any challenges faced.
- Compile a summary report with photos, plant growth observations, and community feedback.
- Highlight the impact of the initiative and any additional support needed for ongoing maintenance.
- **Documentation:** Prepare a comprehensive report detailing the entire plantation drive, including research, planting activities, and final evaluations.
- **Funding Support:** If funds are successfully raised by more than 10 students through the last initiative, the NGO will cover the costs associated with the plantation drive. This includes the purchase of plants, tools, and other necessary materials.

Teaching and Education

Physical Teaching Program Outline

Objective: Provide in-person education to underprivileged children.

Duration: 14 days

Location: Identify a suitable location accessible to the children, such as community centres, schools, or NGO facilities.

Day 1: Preparation and Lesson Planning

- **Task:** Prepare for teaching sessions and gather materials.
- **Activity:**
 - Identify the subjects and topics to be taught based on the children's educational needs.
 - Develop lesson plans and gather necessary teaching materials (books, worksheets, visual aids).
 - Create engaging and interactive activities to make learning enjoyable.
- **Documentation:** Compile lesson plans and prepare teaching materials.

Days 2-13: Teaching Sessions

- **Task:** Conduct daily teaching sessions with structured lessons.
- **Daily Activity:**
 - Spend 4-5 hours each day teaching multiple subjects (e.g., Math, Science, English) to groups of children.

- Utilize interactive teaching methods, educational games, and hands-on activities.
- Provide individualized attention and support as needed.
- **Documentation:** Keep records of attendance, lesson plans, and evaluate students through tests.

Day 14: Evaluation and Feedback

- **Task:** Assess student progress and gather feedback.
- **Activity:**
 - Conduct a review session to evaluate student learning and understanding.
 - Collect feedback from students and volunteers on the teaching program.
- **Documentation:** Compile feedback and prepare a summary report.

Sanitation and Cleanliness

Objective: Conduct cleanliness drives to improve local surroundings and manage waste effectively.

Duration: 14 days

Location: Identify specific areas or neighbourhoods for cleanliness drives.

Daily Activities

Day 1: Research and Planning

- **Task:** Research garbage locations and plan for cleanup.
- **Activity:**
 - Spend 2-3 hours researching areas with high garbage accumulation.
 - Identify local community groups or cleanliness workers who can assist in organizing and executing the cleanup.
 - Estimate any potential costs involved in cleaning the areas.
- **Documentation:** Create a plan outlining the locations, cleanup strategy, and estimated costs.

Days 2-13: Cleanliness Drives

- **Task:** Conduct daily cleanliness drives in identified areas.
- **Daily Activity:**

- Spend 4-5 hours each day organizing and participating in cleanup activities.
- Engage volunteers and community members in clearing garbage, debris, and litter from public spaces.
- Document the process with photos of before and after cleanup efforts.
- **Documentation:** Record the weight of collected garbage daily and compile before-and-after photos for each cleanup site.

Day 14: Evaluation and Reporting

- **Task:** Evaluate the impact of cleanliness drives and prepare a final report.
- **Activity:**
 - Calculate and document the total weight of garbage collected throughout the program.
 - Prepare a summary report with photos, statistics, and insights gained from the cleanup activities.
- **Documentation:** Submit the final report with detailed documentation of each cleanup effort.

Additional Support and Considerations

- **Safety Measures:** Ensure volunteers adhere to safety protocols during cleanup activities, including proper handling of waste and use of protective gear.
- **Community Engagement:** Involve local residents, schools, and businesses in supporting and participating in cleanliness drives.

- **Environmental Impact:** Promote recycling and proper waste disposal practices during and after the cleanup drives.
- **Educational Outreach:** Raise awareness about the importance of cleanliness and waste management through community outreach and education programs.

Fundraising & Social Awareness Plan

Objective: Raise at least a sum of Rs 5000 through social awareness campaigns on various topics.

Duration: Approximately 14 days (adjustable based on activities)

Day 1: Planning and Strategy

- **Task:** Develop a fundraising and social awareness strategy.
- **Activity:**
 - Brainstorm awareness topics such as common diseases, financial frauds, environmental conservation, and health and hygiene.
 - Set fundraising goals, timeline, and allocate responsibilities among participants.
- **Documentation:** Create a detailed fundraising and awareness plan including budget, target amount, and proposed activities.

Days 2-13: Implementing Fundraising and Social Awareness Activities

- **Task:** Execute planned activities.
- **Daily Activity:**
 - Awareness Campaigns:
 - Prepare informative materials (flyers, brochures, social media posts) on selected topics.
 - Conduct online webinars, live sessions, or community talks to raise awareness.

- Share personal stories, facts, and preventive measures to engage and educate the community.
- Fundraising Activities:
 - Launch an online crowdfunding campaign through social media platforms, crowdfunding websites.
 - Seek donations from local businesses, family, friends, and community members.
 - Use platforms like Milaap, Ketto, or ImpactGuru to start online fundraising campaigns. Share compelling stories and videos to attract donors.
 - Organize health camps, literacy drives, or environmental clean-up activities to directly engage with the community and highlight your NGO's work.
- Documentation: Track donations received, monitor progress towards the fundraising goal, and document activities with photos and videos.

Day 14: Evaluation and Reporting

- **Task:** Evaluate fundraising and awareness outcomes and prepare a report.
- **Activity:**
 - Calculate total funds raised for the Trust.

- Reflect on the success of different activities and strategies used.
- Prepare a summary report outlining funds raised, awareness impact, and lessons learned.
- **Documentation:** Compile a final report with financial records, donation details, and feedback from donors and participants.

Additional Awareness Topics

- **Common Diseases:**
 - Information on symptoms, prevention, and treatment of common diseases like diabetes, hypertension, and respiratory illnesses.
- **Financial Frauds:**
 - Educating people about common financial scams, online frauds, and how to protect oneself from becoming a victim.
- **Environmental Conservation:**
 - Highlighting the importance of protecting natural resources, reducing waste, and promoting sustainable practices.
- **Health and Hygiene:**
 - Providing tips on maintaining personal hygiene, preventing infections, and leading a healthy lifestyle.
- *Note: The funds raised through this initiative will be donated to the plantation drive. This means social awareness and fundraising volunteers are also indirectly planting trees.*

Additional Considerations

- **Community Engagement:** Engage with community members, local businesses, and online networks to

broaden the fundraising and awareness reach.

- **Resource Management:** Ensure efficient use of resources such as volunteers' time, materials, and promotional tools.
- **Legal and Ethical Considerations:** Adhere to legal regulations and ethical practices in fundraising activities.
- **Impact Assessment:** Highlight the social impact of funds raised and how they contribute to the NGO's initiatives.

General Note: To ensure consistency and clarity in our research reports, Shailja Education and Welfare Trust will provide templates for students to use. All reports should adhere to these templates. The templates are designed to guide the structure and format of the reports, but the content and conclusions should be the original work of the students. Any deviations from the templates must be approved by the project supervisor(s).

Templates will be provided within a day or two.