

1. To become a member or volunteer at Paranubhuti Foundation, he or she will need to fill the membership form with photo & necessary documents of identity & address proof. Online form can also be filled & documents can be mailed at official email id with formal application.
2. Just filling form or applying will not give anyone a membership status. The membership need to be approved by the authorities & they can reject the membership without giving any reason in interest of organization
3. By signing or accepting membership of Paranubhuti Foundation members will be following all rules & regulation set by authorities from time to time.
4. Members agree to contribute voluntarily time, ideas, money or efforts for Paranubhuti Foundation in interest of public welfare & team building.
5. Paranubhuti Foundation will maintain “active list” of members or volunteers.
6. Any volunteer or member who is not working or not responding for Paranubhuti Foundation for longer duration will not be considered as active & will be removed from active member’s list. If there is a valid reason given for this, authorities can consider the situation.
7. Possessing an identity card doesn’t mean they are an active member or volunteer. They also should contribute & respond for Paranubhuti Foundation activities from time to time.
8. Payment or facilities given to volunteers or members will depend on type of work, location, availability, financial situation & Paranubhuti Foundation Policy. Final decision will be taken by Paranubhuti Foundation authorities.
9. Employees at Paranubhuti Foundation will be by default have to be the members or volunteers & they will have to work continuously as per NGO objectives & goals with passion in public interest, excluding their holidays & leaves. They will be paid on weekly or monthly basis. Any member or volunteer can become employee of Paranubhuti Foundation on request or vacancy availability. Authorities will decide finally about the employment process.
10. Addiction is strictly prohibited. Smoking, Alcohol, Tobacco, Ghutka, Drugs, etc is not allowed at Paranubhuti Foundation.
11. Stalking & Harassment of other members or volunteers or any other person or beneficiary is strictly prohibited. No one must be affected by the “bad conduct” of the member or volunteer. Strict action will be taken against those members or volunteers.
12. Strict action will be taken against those members or volunteers who are involved in criminal or illegal activities & behaving against the human values & ethics.

13. Any attempt of selling products, services among the members or involving in personal business or personal benefit work & neglecting the organization work should be avoided. First priority, should be organization work in public interest & should not be personal gain or personal work. The data & contact numbers of other members must not be used to selling products & services to them & harassment will be strictly prohibited. But any activity or idea may be considered, if it is in interest of organization, team building & growth or public welfare.
14. Political activities within & outside of organization are strictly avoided & there must be only a restricted & nonpolitical relationship to any political party or its members.
15. Membership can be cancelled at any time without giving any reason if it is needed in interest of organization & public welfare.
16. Members or Volunteers will be given a code number, level number or batch number or position depending upon their contribution, work, status & duration of membership in organization.
17. All active members will be given an identity card, t-shirts, caps or other types of cloths printed with logo & slogan of Paranubhuti Foundation on availability. Also, they will be provided with brochures, flyers or posters. Some members or volunteers can also be provided with receipt books for fundraising. They will be taken back if sufficient fundraising is not done. Strict record of fundraising activities should be maintained.
18. All members or volunteers will have to maintain an activity record, online or offline or in online drive in which information about all activities done by members or volunteers should be written or stored. Daily, weekly or monthly reporting of activities & expenditure is must. Each activity will have a separate activity protocol, methods or check list which will be communicated or discussed from time to time.
19. Meeting should be arranged at regular intervals to analyze previous activities & to plan further activities. All activities must be for organization or for public interest.
20. Non related topics must be avoided at meetings & groups & also at office & activity place of Paranubhuti Foundation. Irrelevant, excessive & random talking & sharing contents & links needs to be avoided & there must be focus on organization work in systematic & strategic manner according to guidelines given by directors of Paranubhuti Foundation.
21. Active volunteers or members will get medical treatment, payment & incentives & other facilities subject to some conditions or availability. Also, they will have chance or priority to become full time employee or will be having senior level post at Paranubhuti Foundation subject to conditions. They can also avail certificates & letter of recommendation, public recognition for their contribution in welfare work.
22. Volunteer or member at Paranubhuti Foundation is treated as one family & so they need to be following the rules of this family in interest of this family, society, nation & humanity.

