

*Volunteer*  
**GUIDEBOOK**



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4. **Communication Channels:** Lists the various communication platforms, such as email, chat groups, or forums, where volunteers can connect with fellow members and stay updated on news and events.
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6. **Reporting and Feedback:** Outlines the process for reporting completed activities and providing feedback on the volunteer experience or any issues encountered.
7. **Support and Resources:** Provides contact information for support and guidance, as well as links to resources, templates, or tools that can assist volunteers in their tasks.
8. **Community Engagement:** Emphasizes the importance of engaging with the local community and building relationships to enhance the impact of their efforts.
9. **FAQs:** Includes a section with frequently asked questions and answers to address common concerns and challenges faced by volunteers.
10. **Code of Conduct:** Defines the expected behavior and ethical standards for volunteers, ensuring a positive and respectful community environment.
11. **Feedback Mechanisms:** Establishes ways for volunteers to provide input and suggestions for improving the guide and the volunteer experience.

## INTRODUCTION :

A Politikos volunteer is an individual who joins a dedicated community with the aim of driving positive change in their village, tahsil, district, or city. These volunteers have the power to transform their communities while also having the opportunity to earn income. They are driven by a shared passion for creating a better future and gain access to a platform that empowers them to develop leadership skills, amplify their expertise, and become respected figures in their villages. The role of a Politikos volunteer is to be a catalyst for change and leave a lasting legacy of progress and prosperity for generations to come.

### On boarding and Orientation :

A student, working professional, or someone who's retired or any person with a passion for creating positive change can join Politikos as a volunteer.

Getting started with Politikos is simple. You can sign up on our website or use the Politikos App. Once you're in, you'll have the platform to use your skills. It's like being part of a big movement that's all about transforming lives. You may be good at writing, event organizing, or have a strong desire to help your community.

Politikos will guide you in identifying various segments wherein you can apply your skills to the benefit of all. You will be made to understand how to go about writing news, news stories and human interest stories and also will get exposed to the process of editing the same.

Politikos together with you shall explore the opportunities that could give you an opportunity to make a difference to the society. Apart from scouting for varied business opportunities, tie ups, collaborations and coordinations we will be finding out ways to organize community events that will not only enhance your reputation and at the same time provide you opportunities to enhance your income.

### Your Role as a Politikos Volunteer:

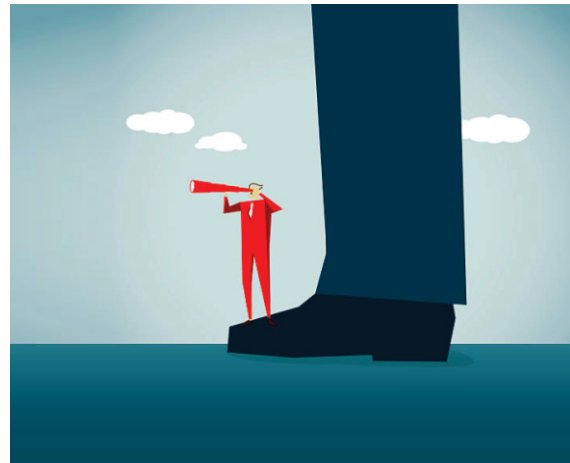
When you become a Politikos volunteer, you'll take on essential tasks that address key issues in your community. This is where your leadership skills will shine. As you improve your abilities, you'll gain respect from your community, becoming a center of attention in your area. You'll also connect with other passionate volunteers who share your commitment to creating a better world.

Your contributions will leave a lasting legacy, benefiting future generations, and you'll even have the opportunity to earn while you work. Join Politikos today and be part of a remarkable movement to build a brighter future for everyone.



## Activity Guidelines and Revenue Opportunities :

Activities a Politikos Volunteer can take part in: Volunteers depending upon their skills, time and interest can take part in any of the activities listed below. The table also shows the details of the activities and the honorarium a volunteer is likely to earn.



S.No	Particulars	Revenue /Non Revenue	Description
1	Content Writing- News	Revenue	Fixed Fees
2	Content Writing- News Stories	Revenue	Fixed Fees
3	Content Editing	Revenue	Fixed Fees
4	Support on solving the Petitions	Revenue	Incentive
5	Support on solving the Grievances	Revenue	Incentive
6	Community level facilitation (To Improve Downloads and Promote IMW)	Revenue	Fixed Fees
7	Volunteering in Social Causes.	Non - Revenue	Image Building
8	Talent Recognition & Onboarding (assist only)	Revenue	Incentive
9	Talent Management	Revenue	Incentive
10	Volunteering works during emergencies (Medical Critical Help)	Non - Revenue	Image building
11	Event Organisation & Brand promotions - sponsored	Revenue	Commission
12	Event Organisation for Non sponsored Events conducted by IMW	Revenue	Fixed
13	Sponsorship for Events (Bringing sponsors for events)	Revenue	Commission
14	Conducting Polls Survey Ratings & Rankings	Revenue	Fees per sample
15	Online advisory session through Interviews/ Discussion Rooms	Revenue	Honorarium
16	Fundraising for all causes by IMW	Revenue	Commission
17	Market - Villages / Mandals / Districts / Cities	Revenue	Commission
18	Market - Distribution	Revenue	Commission

## Activities That Make a Difference

Be the Hero Your Community Needs!

### **Content Writing – News:**

Become a storyteller and bring the latest news to life! Your words will resonate with readers, spreading awareness and driving change. With every news article you write, earn fixed fees and leave a lasting impact.

### **Content Writing - News Stories:**

Dive deeper into storytelling and share compelling news stories that touch hearts. Through your words, inspire action and create a wave of positive change. Earn fixed fees for every captivating news story you create.

### **Content Editing:**

Craft captivating content and unleash your creativity! As a volunteer, you'll work on editing various materials, ensuring they are polished and impactful. Plus, earn fixed fees for your invaluable contributions.

### **Support on Solving the Petitions:**

Be a catalyst for justice! Join hands with fellow volunteers to help solve petitions and champion the rights of the people. Your efforts will not only earn you incentives but also bring hope to those seeking justice.

### **Support on Solving the Grievances:**

Make a difference, one grievance at a time! Your assistance in resolving grievances will provide relief and support to individuals facing challenges. Earn incentives while bringing smiles and restoring faith in humanity.

### **Community Level Facilitation:**

Lead the charge in promoting the Politikos and improving downloads! By organizing community-level activities and events, you'll create awareness and drive engagement. Your dedication will be rewarded with fixed fees and the admiration of your community.

### **Volunteering in Social Causes:**

Be a force for change without expecting revenue! Volunteer your time, skills, and compassion to support various social causes. Through your selfless acts, you'll create a positive image and inspire others to join the movement.

### **Talent Recognition & Onboarding:**

Play a crucial role in talent management! As an assistant, you'll help recognize and onboard talented individuals into the Politikos community. Your efforts will be rewarded with incentives and the joy of witnessing others' growth.

### **Talent Management:**

Unlock the potential of our incredible talents! As a volunteer, you'll contribute to talent management, guiding and nurturing individuals to reach their full potential. Your expertise will be recognized through incentives.

### **Volunteering in Emergencies:**

When crises strike, be the ray of hope! Your willingness to volunteer during emergencies, providing medical and critical help, will make a significant impact. Your service is invaluable and will be appreciated by all.

### **Communication Channels:**

The Volunteers use only the Politikos App( application) to communicate with the desk and the management of Politikos for their day to day activities and they are free to use any other communication channel to interact with general public and local authorities while gathering news and source material for stories and in other activities.

### **Task Allocation:**

Task allocation to volunteers can be given by appropriate designated people through app from time to time. The task assigned could vary from volunteer to volunteer depending on individual skill sets, willingness expressed and the situation.

### **Reporting and Feedback:**

Each Volunteer is expected to report to one coordinator in Politikos Head Quarters. However depending on the tasks assigned and the activities being implemented there could be a situation when a volunteer may have to report to more than one coordinator. Politikos follows a transparent method of collecting feedback from its users.

**Eg:** each story appearing in Politikos app can be rated by the users. Similarly the number of grievances/petitions which get resolved, number of events organized and quality of his contribution will be used in evaluation of volunteer`s work.

### **Support and Resources:**

An orientation training will be extended to the volunteers as soon as they are taken onboard. The nature of the work and intricacies involved in the process will be explained in detail. A Volunteer will also be trained in exploring the opportunities. He will be trained in using the available technologies in giving a proper shape to his output. The coordinator assigned to a volunteer will be a single point contact from Politikos in all aspects. All leads to resources will be provided by the coordinator. The volunteer will be encouraged by the coordinator in zeroing on business opportunities through discussions and exchange of information.

### **Community Engagement:**

The primary objective of Politikos is community development through enlightenment and empowerment of the community members. A volunteer has to necessarily engage himself with the community in his day to day affairs at all levels in going about his business. He will be interacting with them in not only gaining access to news but also in seeking their stake holding in the success of his initiatives. More so in holding community events and activities.



## Frequently Asked Questions (FAQs) for Politikos Volunteers:

### 1. Why Join Politikos?

By joining Politikos, you become a representative for positive change and a true leader in your area. Here's why you should join: You will be making a difference to the community around you as never before by addressing various issues that challenge people. This will help change the village profile itself.

### 2. How will you make a difference?

As a Politikos volunteer, you can take the lead in addressing key issues. Here is where you become a leader. As you improve your skills, you gain in stature and earn more respect from your society. Again as you hone your skills in various domains like content writing to event management, you will be a bright shining star in your area.

### Connect with Like-minded Individuals:

Join a passionate community of volunteers who share your commitment to creating a better world.

**Leave a Legacy:** Your contributions through Politikos will create a positive impact that future generations will benefit from.

**Earn While You Work:** Contribute to the development of your area while also earning.

### 3. Who all can become Politikos Volunteers?

Anyone with a passion for creating positive change in their community can become a Politikos volunteer. Whether you're a student, a working professional, a retiree, or anyone else, as long as you want to make a difference and are willing to contribute your time and skills, you are welcome to join the Politikos volunteer community.

### 4. How Can I Join Politikos and Become a Leader in My Village?

It's simple! You can go through our website. When Politikos

App is launched, you can join us using it too. Next as mentioned above, you will use the platform to contribute, grow, and shine. Simply put, you will become a part of the movement to transform lives be it with your writing skills, expertise in other fields for more details click on the link refer: App guide for Volunteers By joining us, you'll be part of a movement that empowers villages and transforms lives. Whether you're a talented writer, an expert in event organizing, or have a strong drive for community development, we want to hear from you! Unleash your potential and be part of something bigger than yourself. Together, we can build a brighter future for all.

### 5. What opportunities await me as a Politikos Volunteer?

The possibilities are endless when you become a Politikos volunteer. You can:

- Use your storytelling skills to make a difference.
- Apply your expertise in content editing.
- Organize impactful events that bring people together.
- Advocate for justice and public issue resolution.

### 6. How Do I Get Started?

Visit our website at [www.politikos.in](http://www.politikos.in) to learn more and sign up. You can also reach us at: Email: [contact@politikos.in](mailto:contact@politikos.in)

### 7. What are the benefits of becoming a Politikos volunteer?

As a Politikos volunteer, you have the opportunity to make a difference in your community while earning a decent income. You can develop leadership skills, gain recognition, and become a revered figure in your village. Additionally, your contributions will create a legacy of progress and prosperity for generations to come.

**8. What types of activities can I participate in as a Politikos volunteer?**

There are a wide range of activities you can engage in as a Politikos volunteer, including content editing, content writing, supporting petitions and grievances, community-level facilitation, volunteering for social causes, talent recognition and management, and much more. You can choose activities that align with your interests and skills.

**9. Can you explain the difference between sponsored and non-sponsored events in the Politikos community?**

Sponsored events are organized in collaboration with external sponsors, Non-sponsored events are initiated and organized by Politikos through volunteers themselves to cater to the unique needs of their community. Volunteers may earn a portion of the sponsorship proceeds as a commission for their role in securing and organizing the sponsorship.

**10. How can I earn income as a Politikos volunteer?**

You can earn income through various means, including fixed fees for editing and writing content, incentives for volunteering in solving petitions and grievances, commissions for event organization and sponsorship, revenue generated from polls and surveys, honorarium for online advisory sessions, and commissions for fundraising and market-related activities.

**11. What is the process for joining the Politikos volunteer community?**

To join Politikos, please contact us using the provided contact information. Our team will guide you through the onboarding process and help you get started on your volunteer journey.

**12. How much time commitment is required to be a Politikos volunteer?**

The time commitment can vary depending on the activities you choose to participate in. You have the flexibility to decide how much time you can dedicate to volunteering, whether it's a few hours a week or more.

**13. Are there any specific qualifications or prerequisites to become a Politikos volunteer?**

There are no strict qualifications or prerequisites to become a Politikos volunteer. We welcome individuals from all backgrounds who are passionate about creating positive change and are willing to contribute their time and skills.

**14. Can I volunteer for multiple activities simultaneously, or do I need to choose one at a time?**

You have the flexibility to volunteer for multiple activities simultaneously if you have the capacity and desire to do so. You can choose activities that align with your interests and availability.

**15. How can I stay updated on Politikos' initiatives and events?**

You can stay updated on Politikos' initiatives and events through our communication channels, including emails, newsletters, and our official website. Additionally, you can connect with other volunteers to stay informed about ongoing activities.

**16. How do I contact Politikos if I have more questions or need assistance?**

For more details please contact us using the provided contact information in the original message. Our team will be happy to address any further questions or provide assistance as needed.

**17. How do I create content in my village?**

Look all around you. An incident, an accident, a grievance, a celebration and an occasion... all these can become the content for your news and news stories. News is where you write only about what, why, where, how and when it happened. Whereas, to make it a special story you need to get deeper into it. It means you will write about the humanitarian angle if any, you will explain in detail the reason for, say holding a jatara or a festival. How does your community celebrate a festival? Suppose a student tops the exams, how does it reflect on all of you? There was an accident. Describe it from the affected family angle like if the victim is the sole breadwinner how does it affect their life etc. Then there are issues like drinking water shortage, non-availability of fertilizers or even an unfulfilled development work promise. Detail them. Use engaging language, storytelling techniques, and data or past examples to make it interesting. Always quote people.

**18. How do I edit content?**

If you're skilled in content editing, you can join our Politikos Volunteers by signing up through our website or App. As a volunteer, you'll be tasked with editing stories to make them more engaging and impactful for our readers. There will be a tight schedule for this and time is essential for completing the assignment.. Your contributions will play a vital role in delivering compelling content to our audience and driving positive change through storytelling.

**19. What are the kinds of events a volunteer can organize?**

- **Sponsored Event:** Organize a community health fair in partnership with a local hospital to provide free check-ups and health education. Conduct sponsored local sports, festivals, campaign meetings including commercials etc. for brand promotions. Seek sponsors for any other relevant events.
- **Non-Sponsored Event:** Host a neighborhood cleanup day to beautify public spaces, tree plantation, .
- **Fundraising for Causes:** Organize a sponsor for charity run to raise funds for a local children's hospital.
- **Market Promotion:** Help Politikos Promote locally-made crafts and products at a village fair to boost the local economy.

**20. How can volunteers help get more people to download the Politikos app?**

Volunteers can help app downloads by spreading the word about its uses while helping people with the installation process. They can also use social media and local events to promote the app and its benefits. More downloads mean that a larger audience will read your stories, ultimately leading to increased revenue opportunities.

**Code of Conduct for Politikos Volunteers :**

Please click on the link below  
 Volunteer's Code of Conduct for Politikos

## Feedback Mechanisms:

Feedback from its Volunteers is very crucial for reviewing the performance and to improve efficiency of Politikos. Three major aspects of assessment will be directionality, frequency and urgency or response time.

- Good directionality implies being specific and explicit.
- As a rule of thumb more frequent directionally correct even if incomplete feedback has the capacity to outperform a more detailed but less frequent feedback. This means that consistency and iteration are what make proper feedback.
- Sooner than later is the cardinal principle of the feedback , a feedback doesn't begin at the end it has to be from a point where you progress say 25% or so in your works itself. This will eliminate wrong convergence of interests and wrong treading of the path in pursuit of the goals.

