



# Voice of Specially Abled People



## Volunteer Handbook

*Thought Leaders for AIC*

[www.voiceofsap.org](http://www.voiceofsap.org)

# About US (VoSAP)

- **Founded by Shri Pranav Desai, Polio Survivor, NRI, inspired to change our country for “Divyang” People**
- **Volunteer Organization ( US and India ) to Empower The Specially Abled People (70 MN in India) thru Accessibility, Skill development, Employment**
- **Promoting Innovation and Adoption of Assistive Technology solutions**
- **Advocacy Efforts - Top Down approach for inclusive decisions by connecting with Leaders (elected, corporate, social, government etc.)**
- **Trusted Advisors - Providing Policy inputs and Proposals to Govt. of India**
- **Voice Issues and Solutions in Disability sector with several State Govt. and District Administration**
- **Working with Corporate leaders for Employment of SAP, allocating CSR funds for Disability sector projects**

# Vision

***Empower the Specially Abled People (SAP) of India  
to  
contribute to society  
by***

***Creating a Barrier-free environment, in which  
the Specialty Abled People will be able to***

***Live, Learn, Work and Participate inclusively in the  
development and high growth of India.***

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# Goals

- Develop Global Technology Infrastructure to provide useful information to individuals, corporations, NGOs and providers of services
- To promote Assistive Technology and ICT products and solutions to enable and empower individuals to live independent life
- To promote CSR projects in Disability sector with help of trade organizations such as Chamber of Commerce, FICCI, CII chapters etc.
- To promote employment of 1 Million Specially Abled People by year 2022
- To help individuals and families by way of counseling for education, career, solutions and rights in the Indian legal context
- To promote Accessibility through “Accessible India Campaign” with government, corporations and also social leaders

# Volunteer Activities

- “Make My community Accessible” by Conducting Accessibility Study of private buildings (hotels, schools, temples, restaurants etc.) and educating for the possible solutions for improving accessibility
- Creating verified database of Employable SAP and helping them get jobs
- Research work to Analyze data on Assistive Technology solutions, Laws related to Specially Abled People (outside India), Economic Models, Accessible Solutions, Budgets by states etc.
- Promoting awareness, drive volunteer registration by having booths at events
- Preparing high quality, research based project proposals in the area of expertise such as Accessible Transportation, Preventable Disabilities etc.
- Working with elected leaders for undertaking projects on accessibility, self employment, obtaining benefits of Govt programs
- Counselling of Specially Abled Person and their parents for education, employment and unleashing individual capabilities
- Working with District Administration for SAP friendly districts -issuing Disability Certificates, arranging camps for distribution of Assistive Devices etc.
- Level of commitment of time / week: a) 1 hr b) 2 hrs c) 5+ hrs

# Code of Conduct

**The guiding principles for all volunteers of VoSAP are;**

- **Respect for the communities/partners/co-volunteers that we work with and serve**
- **Ethical Integrity in our actions and avoiding conflict of interest**
- **Transparency and open communication of all activities on the ground**
- **Responsibility for our decisions and their consequences**
- **Commitment to the Goals of Voice of SAP**

**As we are a Volunteer Organization, it is critical for us to adhere very strictly to the CODE OF CONDUCT so that we create a respected organization and BRAND and always ACT IN a conscientious manner.**

# Code of Conduct

## Role of Volunteer – Volunteer Behavior

1. Volunteer is working for the benefit of other “Divyang” individuals and society as a whole, out of free WILL and without expecting any financial reward for these efforts
2. Volunteer is committed to vision, mission and goals of Voice of SAP and will promote it within his/her network and community
3. Volunteer must adhere to the highest standards of ethical and professional behavior
4. Volunteer is committed to act honestly, truthfully and with integrity in all interactions and occasions
5. Volunteers are committed to avoid conflicts of interest and the appropriate handling of actual or apparent conflicts of interest in relationships that have a bearing on the Brand/Image of VoSAP in advance
6. Volunteers are committed to be a good citizen and to comply with the law of the land
7. Volunteers are committed to be responsible, transparent and accountable for their actions
8. Volunteers are committed to refrain from making any false commitments or statements on behalf of Voice of SAP

\* For any confusion or clarity, contact Founder Shri Pranav Desai by email at [pranav.desai@voiceofsap.com](mailto:pranav.desai@voiceofsap.com)

# Guidelines for Volunteers

## Promotion of VoSAP and Activities for Advancing the Goals

1. Use EXCLUSIVELY the authorized/pre-approved marketing material and content for events, emails etc. provided by marketing team
2. Do not engage in Direct/Impromptu media interaction (National TV, Press, Local Media, Radio, Web media etc.). Bring such opportunities to Media Team for prior approval and adequate inputs so that we are consistent in our messaging and building a strong reputation, BRAND and goodwill in the society
3. Volunteer is not authorized to enter or commit to any financial transaction with anyone or any organization without prior written approval from the Appointed Representatives charged with the evaluation and determination of alignment and suitability of any partnership or association
4. Volunteer will not use "Voice of SAP" brand or platform for promoting any personal goals, individual agenda or business interest
5. All interactions and communications with Government officials, ministers, elected leaders and corporate officers will be assessed and preapproved by Founder Shri Pranav Desai and all volunteers will act in accordance as a team.

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# Guidelines for Volunteers

## **Communications: Transparent, Collaborative, Consultative**

1. Volunteers are encouraged to promote Voice of SAP among their Network of relatives, friends and connections at leadership level to expand the awareness and activities for Empowerment of the SAP. It is important however to do so in accordance with process guidance provided by the VoSAP team
2. The new leads, connections etc. will be vetted and assessed by the senior members of the VoSAP team and a plan of action/course of engagement will be decided by them for it to be implemented by the volunteer team on the ground. VoSAP leadership team will be available for guidance and adjustments/refinement of approach based on feedback and progress towards desired goals
3. Volunteers are expected to keep the team of VoSAP updated and in communication loop to discuss all ideas, progress, barriers to implementing the activities etc. Hiding information or activities or outcomes that are not conducive to the work and good reputation of VoSAP under any circumstances is strictly prohibited and should be informed to the VoSAP leadership team with highest priority to take appropriate action
4. Use of Social Media to increase volunteer membership, create awareness about the activities, newsletter circulation etc. will be the responsibility of Media Strategy team and all volunteers will follow the inputs given to invite friends, share stories and newsletter and help with other marketing campaigns from time to time
5. In case of any misunderstanding or difference of opinion arising, volunteers will communicate with the Senior leader of VoSAP to resolve it amicably

# Resources

- VDO Links (on website [www.voiceofsap.org](http://www.voiceofsap.org))
  1. VoSAP Message (6 minutes)
  2. Vision 2020 (14 mins)
  3. Disabilities in India – Challenges and Solutions (30 mins)
  4. Vision on Assistive Technology (5 mins)
- Media Links (News – [www.voiceofsap.org](http://www.voiceofsap.org))
- Also check out resources section of website

# Thank You

Visit for more information at  
[www.voiceofsap.org](http://www.voiceofsap.org)

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