

SSS – SHaDE Sponsored Student

Operational Guide

Version 1.0

Version History

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1. About this document

This document is to explain the semantics and guidelines of a brand new venture of SHaDE group (<http://shade.org.in>) called SSS which is an abbreviation expanded to SHaDE Sponsored Student.

2. Scope of the document

The scope of this document is to explain what SSS is all about and the guidelines to be followed while selecting the candidates and the ways to sponsor them.

3. Intended Audience

The intended audience for this document is SHaDE members and volunteers. It should NOT be shared with any one else as it may leak out the internals of our administration.

All the readers are expected to strictly maintain the confidentiality of this document.

4. About SSS (SHaDE Sponsored Student)

SSS is a new program brought by SHaDE to facilitate the sponsorship to the deserving student's education, on account of and after SHaDE's 3rd year anniversary in the year 2011.

Though we had been helping the students to pay their fees right from the incarnation of SHaDE, this idea is to bring this to a stronger shape in a proper way. It has been one of our plans for a longer time to get this sponsorship in action in a well planned and proper way so that we can operate in an independent manner but with the steady/fixed funds.

It is planned to get launched officially in **September 2011**

5. SSS Operation

5.1. How do we operate?

We operate as a team of people having the SHaDE volunteers and the contributing members.

Apart from sponsoring the student(s), we will designate one or two volunteers per student to keep track of the student's progress by continuously interacting with the student and monitoring his progress.

We will also update the sponsors about the progress and improvements of the students in a periodical manner.

Overall, we operate as three set of entities. **Student, SSS Team** and **Sponsor**. The sponsor can be from SHaDE team (member, volunteer) or any one else from outside. SHaDE team can take care of designating the mentor(s) per student. We can see the roles of each entity later.

5.2. Funds Management

We had opened a separate account in **IOB** (*Indian Overseas Bank, Kumara Park Branch, Bangalore*) for this sponsorship act. Though we already have one dedicated account for SHaDE activities in ICICI Bank, Bangalore, we **wanted to maintain this in a separate track**. It would facilitate us to have a better control on this activity. Hence, a brand new account is created for the same.

As of now, the account has been opened in Raghavan's name. However, it can be changed to our SHaDE name once we register ourselves as a trust. Also we can get it changed to a near by branch for the easy mode of operation.

Like our normal SHaDE activities, the transaction particulars would be marked in our database and can be accessible to the SHaDE volunteers and sponsors to have the transparency.

5.3. Who can participate?

Anyone who is interested to generously contribute towards the education of the untended and downtrodden children is most welcome.

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We will make the sponsors as SHaDE members (if they are not already) and the transactions can be marked in our SHaDE database against their SHaDE User group id. The reason for marking the contributions as a SHaDE transaction is because the **SSS is definitely a SHaDE activity.**

Participation is not just restricted to contribution. It can also be in **referring a suitable candidate** for SSS. People can participate as a mentor too, if they are interested and compliant towards the expectation of a Mentor. 😊

5.4. Funds Collection

Funds in general are expected to be received via an online transfer considering the present trends and technologies along with the nature of sponsors as they are mostly IT professionals and they are used to the EFT / NEFT (National Electronic Funds Transfer), which is an online payment from bank to bank.

However, we can very well entertain the other modes of deposit such as **cash remittance** and **cheque** deposit.

Nevertheless, **keeping track of the donors/sponsors and marking the transaction against the specific sponsor is very important** as the identity of the sponsors may NOT be present in the cash/cheque transactions.

The contributions can be based on the sponsor's ease. It can be on a monthly / quarterly / half-yearly or yearly basis 😊

5.4.1. 'Fixed Funds' from existing SHaDE members

To have a very positive and result oriented kick start, we from SHaDE had discussed in our regular user group meeting (on the day before our 3rd anniversary celebrations) and decided to contribute separately for this SSS 😊

So far **we had never imposed any rules to any one in our SHaDE group.** It is not just for the funds but for every activity. We believe that whole hearted contribution from the people would be much better and valuable than the things that come through influence/compulsion 😊

Here in SSS also the same norms would be followed throughout. However considering the nature of the activity, we want to ensure the few things as follows.

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1. We should have a good amount in hands to sponsor the students, due to which we may be in need of consistent funds. Hence we want to be sure of some fixed funds, which may be assured to be with us at the end of every year! Hence, the name 'Fixed Funds' which may be otherwise be termed as Steady / regular funds.
2. Again, the individuals are NOT imposed on any specific amount. **The sponsors can fix up their contribution.** It can be as low as Rs. 101/- per month but with no upper limits. If the sponsor contributes Rs 101/- per month, it may lead to a fixed fund of Rs. 1212/- per year. **However, the committed amount should be maintained through out the year to maintain the 'fixed funds'** 😊
3. Before requesting others with the educational appeal, we from SHaDE wanted to have some **home funds** with us 😊, as it may generally **give a good base and an impression** about us to the outsiders that *we are NOT involved only in collecting money but also sponsoring!* This gave a birth of 'Fixed Funds'.

So far roughly 7 SHaDE members/volunteers have agreed to sponsor for this SSS activity with the contribution range as Rs 101/- per month and Rs 201/- per month. This alone would come upto Rs. 12,000/- per year.

Apart from our SHaDE Volunteers, there are few good number of people who are stepping into SHaDE for this venture.

On a personal note, I felt very happy on seeing a very good number of responses which **not only informed of the people's interest to contribute but also their confidence and trust on SHaDE and its activities so far in 3 years (Since Aug 2008)!** One such moment I felt very proud of our team 😊

6. Candidate Selection and the norms

It is the very vital process and it is the aspect which will save the purpose of this entire activity.

The specific aspects to filter out and selecting the candidates are explained in detail below.

6.1. Target candidates

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The vision and mission of SHaDE is to help the people in need with no bar towards the cause or identity or reference. It is a neutral and un-biased act.

Being a descendant of SHaDE, SSS will also follow and should obey the same.

Having agreed on the above de-facto rule, we will observe the following guidelines to operate.

1. We will NOT have any restriction or bias towards the gender, caste, religion, region of the candidates.
2. We will NOT have any restriction towards the type of education be it kindergarten, schooling, college etc.,
3. We will NOT have any restriction towards the mode of education. We tend to support the people who wish to pursue their education in the best possible mode according to their present life style and situation. It can be full time or part time.
4. **We will NOT entertain any influence from any person towards considering the candidate even if they are known to us** (in the form of friends, existing SHaDE Members and volunteers) **which may otherwise be violating the norms.**
5. **We will have a strict consideration towards the interest and progress of the student so far.** Otherwise, the mission of SSS may be sidelined. If the candidate does NOT seem to have a good interest on his/her own studies, he/she may lose his/her credibility for consideration by the SSS family. *However, by all means the SSS team will ensure by taking enough measures that the student flourishes well after coming into SSS umbrella.*

We strongly believe that being a bridge between the students and sponsors, only by adhering through the above guidelines we can show our commitment and service to the student and sponsors 😊

6.2. Selection Norms

After having read and understood the norms for identifying and considering the candidates mentioned in the previous section 6.1, we will do the following.

We will form a committee to do the necessary ground work to collect the detailed information about the candidate and to decide whether or not SSS can sponsor the student. *The referrer (who refers the candidate) is expected to*

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cooperate in the best possible manner to the committee to complete the essential ground work.

We will mainly identify the following aspects and find out how many factors are satisfactory and genuine. Remember, we will have a separate work flow to complete the candidate selection process. The below items are just to provide an outline.

1. The financial status of the candidate and/or his/her family
2. The overall requirement (whether it is in our limits or beyond that)
3. The existing funding the candidate has got so far
4. If not funds, at least the attempts made to raise funds so far and the status of the attempt(s)
5. The genuineness of the appeal and the candidate (through the necessary documents from the educational institution)
6. **The student's progress so far** – it should be to an average level at least and he should have a good interest to study and score well.
7. **The ratio of 81:19** for funds disbursement – See the section 6.3 Disbursement of funds below.

The committee's decision is final when approving the candidates and the decision should be respected by the members of SSS family.

Upon verifying the ground work done by the committee, we would have one approver to go with a "Final Yes" and for proceeding with the disbursement. **Mostly, I (Raghavan alias Saravanan M) would be taking charge of the Approver role. This is just to ensure and sustain the entire reputation SHaDE had earned so far.**

However, on a time to time basis this role can be given to any of the interested people based on the circumstances.

6.3. Disbursement of funds

Upon finding the verification satisfactory and getting the approval by the Approver, the disbursement of funds comes into picture.

Even though we can sponsor for the 100% fees of each candidate, we want to ensure and help the fellow citizen that they should be responsible and taking their own initiatives for their own needs. Hence, the idea of 100% sponsorship is ruled out and instead we will go with **81:19 ratio**.

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Instead of sponsoring the 100%, SSS team will sponsor **only 81%** of the fees and the SSS expects the candidate to bear the **rest of the 19%**.

This will definitely ensure that the candidates will NOT take SSS for granted and they may not be lethargic when it comes to paying their fees. It will also help them to look at and keep their own source of funds for the 19% fees to be paid. The suggestion given was 80:20. However for the lucky number basis (8+1=9) on my personal preference, it is raised to 81:19. ☺

On certain and only very few cases, **where the candidate is not at all affordable to meet up his/her 19% share**, the committee will decide on adjusting the bar.

6.3.1. Mode of disbursement

The funds disbursement may be in any of the following ways.

1. Cheque
2. DD (Demand Draft)
3. Online Funds Transfer (EFT/NEFT)
4. Cash

The listing is given as per the order of our preference based on the proof and validity.

On a case to case basis and based on the availability plus convenience, we can decide on the mode of disbursement. *However, a strong justification should be provided from the candidate and the finance team for opting out a specific mode of disbursement, especially in case of a cash transfer.*

7. Roles and Responsibilities (R & R)

Every member has certain roles and responsibilities and SHaDE is very particular in that. SSS team will certainly ensure that the R & R is being carried out properly.

As we discussed earlier, SSS operates with three different members as follows.

1. Student – the very main target and objective of this activity
2. SHaDE Team – in essence has got 4 spokes
 - a. Finance Team
 - b. Verifying committee

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- c. Approver
 - d. Mentor(s)
3. Sponsors

The R & R of each member is described below in detail.

7.1. R & R of student

The student plays a vital role in this activity. The R & R of the student is described below.

1. Providing the adequate details for the verifying committee that includes the family's economical status, complete postal address with phone number(s)
2. Should come and meet in person for the SHaDE member/mentor for a face to face discussion towards the initial phase of discussion which would eventually help the SSS team member to complete the evaluation process efficiently
3. Keeping in touch with the mentor(s) regularly to update his progress and also to seek the mentor's guidance for the important activities whenever and wherever required. He should contact the mentor(s) over phone at least once a week, based on each other's convenience.
4. **Filling up the form with SSS team that would be an undertaking for the norms associated.** The very main rule is that if the student does NOT score the appropriate percentage of marks as set by the committee and mentors, he may NOT be eligible to get the sponsorship for the next year. Also **if the SSS team comes to know that the student has obtained funds from a different source for the same appeal, the sponsorship offered would stand void and the student should pay the complete amount without any interest.**
5. Understanding the situation and the help offered by the people around, he/she should really study well by not offering himself for any diversions / deviations on his way.
6. For the entire tenure, he should maintain a consistent score to keep the sponsors happy and strengthen his credibility for securing a decent placement! This would indeed justify the sponsorship!
7. Meeting the mentor(s) once in a month. Attending the SHaDE's monthly User Group Meeting will be really appreciable as the student will get a chance to meet other SHaDE members. If possible, we would also try to arrange for the sponsors to come for the meeting.

7.2. R & R of SHaDE Team

The R & R of SHaDE team is split into four different categories as listed below.

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7.2.1. R & R of Finance Team

The finance team would play a significant role as it deals with funds 😊

The finance team would be headed by me (Raghavan alias Saravanan M).

1. Investigating the necessary documents and handing over the funds to the candidates.
2. Keeping track of the funds received on a time to time basis
3. Sending reminders for the contributors to the sponsors
4. Sending the financial report to all the sponsors and shade volunteers (SSS team) on a periodical basis to have an overall update

7.2.2. R & R of Verifying Committee

This is a very important committee as it is the determining factor for the entire show. The team would mostly be working with an work flow to have a structured approach.

The R & R of the team is listed below.

1. Collecting the complete personal details.
2. Collecting the complete family information and economic status
3. Verifying the genuineness of the appeal
4. Observing the nature of the candidate and his interest to study well
5. The overall attempts to raise funds for paying the fees
6. Identifying the sources of the previous scholarships/sponsorships if any
7. Observing the compliance to SSS norms to keep up the R & R of student
8. Willingness to sign an undertaking that states that **if SSS team comes to know about a different source for paying fees at the same time, the scholarship offered or considered would stand void and the student has to repay the amount given if any without any interest.**
9. Observing his **interest to help the society** and to **join the SHaDE team later to help such similar candidates in future**

7.2.3. R & R of Approver

The approver is the one who says a final yes to the finance team to disburse the funds. **At present, I (M Raghavan alias Saravanan) would take up this role.**

The R & R of the approver is listed below.

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1. To verify the appeal information once again with full conscience
2. To get a complete update from the verifying committee and finance committee before approving
3. Should be strictly compliant to the SSS norms before approving the appeal.
4. To join hands with all spokes persons at various stages to get the progress update of students
5. As long as he continues to be an Approver, he should not violate the main ground rules of SHaDE and SSS.

7.2.4. R & R of Mentor

The other entities like Verifying Committee, Finance and Approver contribute to an extent until the disbursement whereas the Mentor starts his role after the disbursement, but continues thereafter until the complete tenure of the student with SSS team.

The R & R of a mentor is described as follows

1. To know the student to an extent at personal level so as to understand his psychology which will also help the mentor to get into a friendly mode to ensure a smooth flow between them
2. Continuously interact with the student over phone at least twice a week.
3. Having an in person meet the student at least once a month based on the convenience
4. To continuously monitor the progress of the student at regular intervals
5. To guide him at various aspects in his subjects (technical, latest trends and technologies, placements, IT companies and their status, Aptitude, Group Discussion etc.,) which will help him to pursue his course as well as equipping him/her for appearing the placement
6. Even if the student fails to volunteer in updating the progress, initiating the same on his/her own to contact the student
7. **Mentors should take care of this activity NOT just as a responsibility but also with little passion**, as this way they are really doing a great service to the society and sharpening a student's life to a brighter way! 😊 Yes, the mentors would NOT be getting any monetary benefits but a good satisfaction as with the adage, **"Service to mankind is a Service to God!"**
8. Be kind enough to the student until and unless it is required to show a tough face
9. Treat the student gently and behave properly
10. **The mentor should NOT impose the candidate with his/her own thoughts** until it is beneficial for the student and the student finds it comfortable.

11. **Mentor should always approach the student NOT as an individual body but as a SSS member by representing the SSS guidelines so that the student would feel the same approach even if there is a change in mentor**
12. Mentor can guide the student NOT just the bookish way, but also the other things around like important events happening in and around, personality development, clean habits, cleanliness, food habits, benefits of yoga and exercise etc.,
13. **Mentor should spend some time personally for the student if needed.** At least 2 to 3 hrs per month can be sufficient to have a friendly discussion, which will make the student even more comfortable. Also it would NOT leave him with an impression on the mentor that he/she is just a person who is strict and having a narrow focus.
14. **Mentor can tell about the SHaDE group and describe the need of helping others and the significance.** He can also let the student understand the importance of attending the monthly user group meeting by telling him the benefits of meeting all the SHaDE members and the activities on going with SHaDE thereby he gets a chance to take part in SHaDE activities at least as a silent/passive member.
15. *Based on the need, a mentor can be assigned more than one student with conscious of NOT overloading a member. However, it is the mentor's responsibility to take proactive measures if he/she feels so.*
16. **Mostly a student will be assigned two mentors. One being the primary mentor and other being the secondary.** Without revealing the internals (primary/secondary), the student would be introduced to both the mentors. As and when possible, both the mentors would interact with the student. If not, primary mentor would take care of interacting with the student and updating the same to secondary mentor. It would facilitate us in terms of having a back up for the student as he/she would NOT feel the flow getting disturbed in the middle even in case a mentor needs to take off.
17. **The SSS team would take care of precautionary measures and tend to have a discussion with the mentors before officially assigning the student to the mentor** during which the concerns, expectations and tentative risks can be completely expressed and agreed up on.
18. **The mentor(s) are responsible for updating the progress, improvements and health condition of students on a time to time basis to the SHaDE team (SSS).** It would indeed reach the sponsors (dedicated sponsors if any). The reason being, the mentors are the one who would be regularly in touch with the student.
19. As the mentor would be the first POC (Point of Contact) for the student, it is very **essential for the mentor to immediately update the SSS team in case of any critical or emergency needs/updates** so that the SSS team would prepare themselves to do the needful.
20. If the mentor does not find comfortable with the student and his/her approach he can approach me (Raghavan alias Saravanan) and/or the verifying committee

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so that we can do the needful for alternatives. *It may be the same case with the student but we strongly feel and believe that type of situation may never arise 😊*

7.3. R & R of Sponsor

The sponsors are the important entity as they give the fuel for the complete drive. When everyone gets the satisfaction, the student gets a little more – the main need – the **money**, through the sponsors.

The R & R of a sponsor is listed below.

1. **Fix up an amount of his/her own interest** and the **tenure of funds transfer** (monthly / quarterly / half-yearly / yearly)
2. Intimate the same to SSS team
3. **If needed, setting up a SI (Standing Instruction)** with their banker to our SSS bank account (IOB Account) so that the funds get transferred to the SSS account at an appropriate and scheduled time. The SI can be modified from time to time. This would avoid the manual intervention and a smooth fund transfer automatically.
4. Maintain the consistency in transferring the funds as committed (duration as well as the amount)
5. **In case there is a deviation to any of the two (duration or amount), intimating the same to SSS in advance so that we can prepare accordingly with some contingency!**
6. Taking part in the SSS meetings and updates so as to actively get involved in the happenings
7. Sharing the thoughts to SSS team in the form of suggestions, criticisms for improvements to all of us
8. Actively attending the SHaDE User Group meeting that happens mostly every month so as to get a chance to interact with the students and get to know their state of mind and feelings 😊
9. If possible, sponsors can share some of the activities of a mentor like sharing few thoughts for improvements along with the educational aspects.
10. The sponsors can very well directly interact with the student(s) through the mentor. Any time the mentor would be the first point of contact for the student. Hence, the sponsors can reach out to the students through the mentors. This would really ensure the protocol of SSS.

8. SSS Bank Account Details

Please find the bank account detail, which is dedicated for the SSS (SHaDE Sponsored Student) activities.

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Name	M Raghavan alias Saravanan
Bank	Indian Overseas Bank
Branch	Kumara Park West
City	Bangalore
Account Type	Savings
Account Number	1193 0100 0008 162
IFSC Code (for Online funds transfer)	IOBA0001193
Customer Id	23014244
MICR Code	<i>Will be updated later</i>