

## Volunteer Guideline

1. This is Our program. We all are part of this. So we will be prepared to do anything we will need to do with full dedication to make this program successful.
2. Rules will be applied for all, even for the organizing team (including Mahtab sir).
3. We will maintain time strictly. No excuses will be accepted here.
4. We won't order anyone, we are all here to serve with taking help from each other. We will request them, 'Mr./Ms. .... , can you please help me with this...?'. But if anyone sounds to order us, we will handle it proactively.
5. Volunteers will carry the schedule, pen, small pad (or any note-taking app to take note) and stay up to date about all necessary information.
6. Study about UIU, IBRO, Bangladesh, and Dhaka so that you can answer the queries of the guests.
7. We must manage our other works to serve here (except for our exams).
8. Personal travel allowance is not allowed, the authority would manage the transport on a need basis.
9. We will receive our kits & certificates at the end of the program, the 9th of December.
10. We won't serve any kind of food outside the token holders.
11. We won't take any sensitive decisions without Mr. Mahtab Uddin's (01615605560) consent. In absent of him, contact Dr. Nipa Roy (01911921783) or Mr. Rana Depto (01626606509).
12. But to uphold the image of Us and UIU, we will always try to satisfy our Speakers and Participants (to our level best), and we are also accountable for any irresponsibility.
13. We must fulfill our assigned task properly. Aside from that, if any fellow volunteer needs help, we will try to help, if possible. We will also be open-minded to accept another volunteer's help ignoring our ego.
14. In case of our personal emergency, if we have to leave our responsibility, we must have to notify Mahtab sir beforehand and persuade our responsibility (and/or program-related belongings) to another volunteer.
15. If we can't provide any information to our guests, we will neither say that we don't know, nor provide any made-up information. We will assure them gently, 'I am letting you know after collecting this information'.
16. If we aren't in charge of any responsibility, we won't refuse any guests to serve. We will hook the guest with a responsible volunteer or organizer.
17. We will maintain full formal dress code manners. Male volunteers will brush their hair, clean shave (who shaves), put on shoes, use bodyspray and tuck in their formal shirts (every day). Female volunteers will wear Saree or Shalwar kameez. We won't wear any eye-catchy or bright color dresses.
  - On the inauguration ceremony, all-female will wear Saree.
  - On Friday, male volunteers will wear Punjabi and female volunteers will wear Saree.
18. We will try to talk with each other in English to practice. When we will talk to the guests, we will talk in a clear and loud voice, but gently.