

Date: - 18th February , 2021

Place: - Mumbai

To
Sherin,

We are delighted and excited to welcome you at Muskurahat Foundation as a Fundraising Intern. At Muskurahat Foundation, we believe that our biggest strength and we take pride in hiring only the best and the brightest. We are confident that you would play significant role in the overall success of the organization and we wish you the most enjoyable, learning packed and truly meaningful internship experience with Muskurahat Foundation.

Your Appointment will be governed by the terms and conditions presented in Annexure A.

We look forward to you joining us. Also, please confirm your acceptance of offer over mail.

Congratulations!



Himanshu Goenka,
Founder & President,
Muskurahat Foundation.

Annexure A: -

You shall be governed by the following terms and condition of service during the internship with Muskurahat Foundation, and those may be amended from time to time.

1. You are being hired as a Fundraising Intern and Samay Gada will be your Reporting Manager and mentor during the internship. As a Fundraiser, you will be responsible for raising funds for the organization through your own personal network.
2. Your joining date is 18th February and the duration of the internship will be 1 month. During this time, you are expected to devote your time and efforts solely to Muskurahat work. You are also required to let your mentor know about your forthcoming events (if any) in advance so that your work can be planned accordingly.
3. You will be working remotely for this internship. There will be online catch ups scheduled with your mentor to discuss the work progress and overall internship experience at regular intervals.
4. All the work you will produce at or in relation to Muskurahat Foundation will be the intellectual property of the organization. You are not allowed to store, copy, sell, and share or distribute it to a third party under any circumstances.
5. We take data privacy and security very seriously to maintain confidentiality of any students, customers, clients, and companies' data and contact details that you may get access to during your internship will be your responsibility. Muskurahat Foundation operates on zero tolerance principle with regards to any breach of data security guidelines.
6. Communications will be completely through WhatsApp and two-way communication is expected.
7. You are expected to acknowledge the information, PDFs and messages sent on the group and update your Reporting Manager (Samay) with your progress whenever asked to do so.
8. During the appointment period, you shall not engage yourselves directly or indirectly or in any capacity in any other organization (other than your college). In the event of breach of this condition, this appointment is liable to be terminated forthwith by the organization.
9. Incentives are performance based. Incentive structure will be shared in two of days after the internship commences.

10. Under normal circumstances, either the company or you may terminate this association by providing a notice of 7 days without assigning any reason. However, the company may terminate this agreement forthwith under situations of in-disciplinary behaviors.
11. You are expected to conduct yourself in utmost professionalism in dealing with your mentor, team members, colleagues, clients, and others and treat everyone with due respect.
12. Muskurahat Foundation is a Non- Government Organization and we love people who like to go beyond the normal call of duty and can think out of the box. Surprise us with your passion, intelligence, creativity, and hard work – and expect the appreciation & rewards to follow.
13. Expect positive and continuous objective feedback from your mentor and other team members and we encourage you to ask for and provide feedback at every possible opportunity. It's your right to receive and give feedback – this is the only way we all can continuously push ourselves to do better.
14. Have fun of what you do and do the right thing – both the principles are core of what Muskurahat Foundation stands for and expect you to imbibe them in our day-to-day actions and continuously challenge us if we falling short of expectations no either of them.
15. This is a paid internship. You will be given 20% of the funds you collect in total as a stipend at the end of the internship tenure.
16. You will be rewarded with an Appreciation certificate along with your stipend at the end of the campaign.