



Volunteering

for

Ilm-o-Amal

A Guide

Are you planning to volunteer for a good cause?

Are you looking for information about Ilm-o-Amal?

The information in this guide will help you make informed decisions about volunteering for Ilm-o-Amal Association

Our Mission Statement:

The scale of problems faced by poor families in Pakistan is immense. We want to help at least 10,000 families, throughout Pakistan, to leave poverty behind within 10 years.



علم و عمل

Who is Ilm-o-Amal?

Ilm-o-Amal is a welfare association registered under the Societies Act, 1860. Donations to Ilm-o-Amal are exempted from Income Tax by CBR notification.

Please visit www.ilmoamal.org for more information



Are you a skillful person? With the help of this guide you can put your skills and resources to a cause where it is needed most

Volunteerism brings good people and good causes together. It is a great way to help make your society a better place to live. If you are in the process of choosing a cause to volunteer for, this guide will tell you why Ilm-o-Amal is a trusted charity and how, with the help of its volunteers and communication technologies, is it using its resources for the causes where it matters most.

The most deserving cause?

Pakistan, like the rest of the globe, is going through a phase of severe inflation. The prices of basic consumer items like food, medicines, rent and fuel are increasing on a daily basis.

Families with limited income and many mouths to feed are suffering badly in this situation. Our focus should be to help such families in the form of:

- Family Support assistance
- Educational Scholarships, &
- Income Opportunities

Basic family needs

Ilm-o-Amal has developed an objective basis to calculate the basic needs of a family and determine the level of poverty. Please visit www.ilmoamal.org to try our family need calculator



How office and field

Who is Ilm-o-Amal?

Ilm-o-Amal is a network of volunteers. It is managed by young Pakistanis from different walks of life including professionals, home-makers, students and entrepreneurs.

All our welfare activities to help deserving families are managed by our volunteers and part time staff.

All our funds are contributed by our members and socially aware individuals.

What is our Business Model?

It is reasonable to expect that donations should be used to alleviate the suffering of a deserving person instead of paying for an air-conditioned office in a posh neighborhood or high salaries to the managers of the charity.

We studied all the possible ways to eliminate costs and took two important decisions:

1. To use volunteers and part-time staff instead of full time staff
2. To adopt the concept of 'virtual office'

Our overheads are less than 10% of our donations based on the figures of 2007-08.



Shall the recompense of goodness be anything but good? Al-Quran [55:60]

volunteers work together?

We have two types of volunteers. Office volunteers perform all office functions including budgeting, planning, marketing, accounting and technology support.

In addition of our team of office volunteers, we also have a team of field volunteers and coordinators in Pakistan who perform all the tasks requiring face-to-face interaction with beneficiaries including visiting their home, place of work or educational institutions, payments and performing reviews, marketing visits and conducting workshops.



Both the office and field volunteer teams are managed by our Management Committee. These teams communicate with each other through the mobile communication and our virtual office called 'Beneficiary Management System' (BMS).



Shall the recompense of goodness be anything but good? Al-Quran [55:60]

What is a Virtual Office?

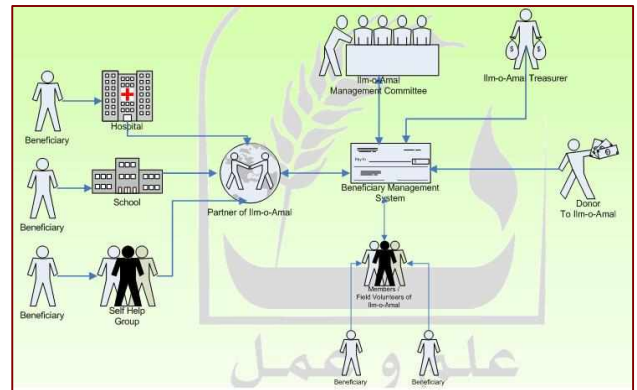
Beneficiary Management System (BMS) is our virtual office. The concept of 'Virtual Office' means an online and paper-less environment that enables a network of volunteers to contribute efficiently by using online communication technologies. Our volunteers need a PC, an Internet access, scanner and a digital camera for the virtual office.



Ilm-o-Amal does not maintain a brick-and-mortar office. With the new communication technologies in the form of Internet and mobile phones we are able to reduce our overheads by working from our homes and offices.



We rely on BMS and communication technologies to collaborate and deliver our services smoothly on-time and with minimum costs.



Virtual Office: www.ilmoamal.org/bms

Our programs

We provide the following types of help to deserving families:

- Family assistance for food, medicine, rent or any other basic necessity. Maximum amount Rs 3,000/- per month.
- Educational Scholarships. Maximum amount Rs 600/- per month.
- Income Opportunity for small enterprise. Maximum amount Rs. 15,000/- once.
- Any exceptions for more deserving cases are approved on a case-by-case basis

How does it work?

Ilm-o-Amal brings together the donors and the deserving on the web

Our members login to www.ilmoamal.org and post applications for deserving families in their families, neighborhoods and places of work in Pakistan

Ilm-o-Amal team verifies and approves the posted applications

Our team consisting of our management committee, coordinators and field volunteers verify the application. The people in need are initially supported by our funds.

Sponsorship made easy and personal

Donors go to ilmoamal.org and browse through the profiles of people in need. Donors can select any of these applications and become part of Ilm-o-Amal team.

Ilm-o-Amal team continues to support and review the applications regularly

Our current cases and projections

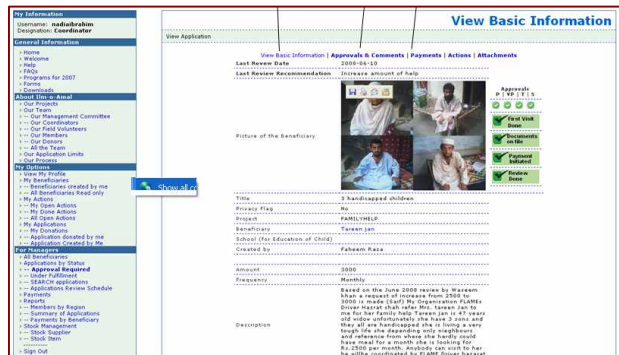
Projected	Jul '08 Current	Jul '09 Projected	Jul '17 Projected
Family Support	48	100	5,000
Children Scholarship	55	100	5,000
Income Opportunities	18	50	1,000
School Supplies	2	5	100

Beneficiary Management System (BMS)

Beneficiary Management System (BMS) is a web-based application developed by the Ilm-o-Amal Association. The Members of the Association can access it anytime, and from anywhere through an Internet connection. BMS provides a secure and collaborative environment to the Members of the Association to:

- Launch Welfare Projects
- Manage Applications
- Manage Payment/Disbursements
- Collaborate with other Members
- Share information & discuss ideas
- Download documents and forms

It requires a valid 'Username' and 'Password'. It is hosted in a secured environment. It is developed with software tools under GNU Public License including PHP and MySQL database



Beneficiary Management System

How can you Volunteer?



You can participate with us and help deserving families and children in many different ways.

Field Volunteer



As a field volunteer you can help us in reviewing and interviewing families who need financial assistance, children

who need scholarships and small entrepreneurs who need a loan.

Office Volunteer



As an office volunteer you can work from your home through web & BMS and help us in the following areas:

Information Technology: maintain & support our website and BMS.

Marketing: develop marketing content, to help us spread our message by networking, face of the week program, monthly newsletter, annual reports

Fund Raising and Donations: develop materials for events, managing donor information, managing donation leader programs

Finance & Accounting: payments, monthly accounting reports, budgeting

Application Reviews: working with field volunteer to identify the applications to be reviewed and updated BMS with the results of the review

Operations: help us create beneficiaries and application and perform follow ups

Developing Programs: developing new programs and their contents. We are currently working on several projects related to education and family support. You can participate in these projects.

How to apply?

Download Volunteer Application Form from

<http://ilmoamal.org/index.php?go=downloads>

Fill and send to info@ilmoamal.org

What follows?

- **Review:** A volunteer coordinator will review your form and communicate with you identify the areas where you can add value.
- **Briefing:** A briefing session will be arranged with a coordinator to explain our processes.
- **Access rights:** An access for you will be created to the BMS and our file system.
- **Task Assignment:** Volunteer will be assigned to work with the coordinator of the specific area (marketing, finance etc)

Issues & Questions?

If you have any issues or questions feel free to write to info@ilmoamal.org

Some words of advice

Volunteering is fun and rewarding, but it can also be a little more complicated than just showing up and having a good time. Here is some advice on how to make the most of your volunteer work:

- **Be selfless.** Selfless is the opposite of selfish. Don't think about what you can do to help yourself. Think about what you can do to help others.
- **Be well-trained.** Know what you're doing as a volunteer. If you need some time to learn your job, take that time. If you need training or need someone to show you what you're supposed to do, speak up. If you're good at your job, it will be much easier to help others (plus you'll have a lot more fun).
- **Be dependable.** Do what you say you'll do, and do your best. Don't show up late, and always keep your promises. People will be relying on you so you don't want to let them down.
- **Be enthusiastic.** Don't moan and groan your way through your volunteer work. If you really don't like what you're doing, find something else. Always have a positive attitude and show others that you're doing this because you WANT to.
- **Be open-minded.** One of the really great things about being a volunteer is the chance to learn and experience new things. Keep your mind open to new possibilities, and you'll probably grow as a person.
- **Be respectful.** Always remember to show respect for other people and other cultures. Keep in mind that your way of thinking or living is not the only way there is. Be cooperative. Don't be a (hot shot or a loner. Don't try to do everything yourself. Work as part of a team to make sure everyone gets a chance to participate and do his or her fair share of work. If someone asks for help, be willing to lend a hand. If you need some help, ask politely for it.
- **Be understanding.** Try to see things through other people's eyes. Try your best to understand what other people are going through, even it's something you've never dealt with yourself.
- **Be humble.** Humble people don't brag or go around telling everyone about all the good things they've done just to get some attention or feel superior. They're happy knowing that they're making a difference, and don't need to shout about it.
- **Be friendly.** Treat others like friends, and they'll do the same for you. Many people who volunteer meet new people with whom they want to stay friends. You might just meet someone who becomes a buddy for the rest of your life!

(With thanks to pbskids.org.)

Recommended one another to perseverance and patience, and (also) recommended one another to pity and compassion. Al-Quran [90:17]

Our Team

Our coordinators:

- Ayesha Shahzad, Family Help
- Nausheen Ahmad, Education
- Noorus Sabah, Income Opportunity
- Sadaf Momin, New members
- Shariq Mustaquim (I.T)
- Abdul Ghani (Marketing)
- Ibrahim Hamid (Canada)
- Nasir Bhatti (Canada)
- Ali Akbar (Singapore)

Field Volunteers

- Safdar Sherwani
- Shahbaz Pasha
- Faheem Shaikh
- Munir Ahmad Balouch
- Yawar Khayam
- Waseem Khan
- Nighat Sultana

Marketing Content Development

- Ahsan Abdi
- Tahmeena Khan

Our management committee:

Responsible for direction and management



Saira Nasir
President



Saif Manzoor,
Secretary
Operations
smanzoor@rocketmail.com



Nasir Jamal
Treasurer
Finance, Accounting and
Legal Matters
mnasirjamal@hotmail.com



Ahmad Faraz
Vice President
Responsible for Accounting &
Review
af.ilmoamal@yahoo.com

Our Contact Information

Registered Office:
202, F-88 Block B, North Nazimabad, Karachi,
Pakistan

Email: info@ilmoamal.org

Website: www.ilmoamal.org

Bank Account Information:

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119898-01 KASB Bank, Shaheed-e-Millat
Branch, Karachi, Pakistan