

EDLODGE FOUNDATION

THREE CARD RULE



TO WHOM IT MAY CONCERN

November 20, 2021

This is to inform you that EdLodge Foundation is revising its Volunteering Policy. We are now introducing a 3-card rule for inactive volunteers.

This policy gives the respective Department Heads, the authority to issue warnings/dismiss a volunteer on account of obvious inactivity and/or violation of Ed Lodge's Code of Conduct with zero credits for any tasks undertaken. Volunteers who greatly delay the assigned task or do not respond to important messages related to the task also come under this policy.

Exemptions/Extensions to this policy may be granted in cases where the volunteer has made prior contact with the HOD and informed him/her of the same. However, this is only upon the discretion of the department heads.

What do the different cards mean?

Yellow Card

It is the first reminder, prompting a volunteer to resume his/her usual work at Ed Lodge.

Red Card

It is the final reminder, prompting a volunteer to resume his/her usual work at Ed Lodge.

Black Card

It is the Final card issued, to let a volunteer know that his/her enrollment to the organization has been removed. They do NOT have to resume their work at Ed Lodge as their term has been terminated on grounds of inactivity.

All volunteers/students associated with the volunteer will get the necessary replacement.

We expect all volunteers to abide by this policy!

Sincerely,
Administrative Board
EdLodge Foundation

+91 7005297128

www.edlodge.org

administration@edlodge.org

Dangerlane Garikhana,
Shillong, Meghalaya,
India 793002