

Internship Request Form

A. Personal Details	
Name: (CAPITAL LETTERS)	
Date of Birth:	
Gender:	
Nationality:	
Landline Number:	
Mobile Number:	
Email:	
Communication Address:	
Permanent Address:	
Academic Institution details:	
Institute Name:	
Institute Address & Email:	
Contact Person / Guide:	
Contact Person Phone:	
Contact Person Email:	
Please include letter from the institute	
B. Volunteer / Internship Details	
Duration:	From: To:
Total Months / Weeks:	
Areas of Interest: (✓ Tick mark your area of interest)	<ol style="list-style-type: none"> 1. Education and life skills education 2. Health and nutrition 3. Child Care and Protection 4. Mental Health and Case Work 5. Capacity building and training 6. Research and Study 7. Resource Mobilisation 8. Documentation and Communication

Suggested Areas of Engagement: ★ (✓ Tick mark your area of interest)	<ol style="list-style-type: none"> 1. Teaching learning activities with children Facilitating life skills session with children 2. Working with community members 3. Conducting micro studies 4. Arts and Craft Work / Painting 5. Child protection case intervention 6. Sports activities 7. Cultural activities 8. Project Learning Documentation 9. Desk research 10. Capacity Building Support 11. Any Other(specify):
ID Proof Type: (use ✓mark) ★	Voter ID / PAN Card / Passport / Aadhar Card
ID Proof Number: ★	
ID Proof Attached: ★ (Scanned Copy)	Yes / No
Insert Your Photo: ★	Paste Your Recent Passport Sized Photo Here

**Scan & Mail this completed form along with your updated CV & ID Card to –
butterfliesngo@gmail.com**

Procedures for Application, Terms and Conditions:

1. Butterflies offers block or concurrent field internship to the students of Master of Social Work. Annually 4 students are placed for concurrent field work and 2 students for block placement.
2. The Head of Department of Social Work or Field Work Coordinator should write a letter to the Head of Programme of Butterflies and mail it to butterfliesngo@gmail.com for placement of student(s) with clear learning objectives and duration.
3. Applications are scrutinized based on the learning objectives, their relevance with our programmes and available of vacancy. If shortlisted and you are from Delhi, you will be asked to come for an interview and for others it is conducted via telephone/skype.
4. You should bring a copy of the letter of the Department, CV, Log-sheet, and internship evaluation form of the Institute and a proof of ID at the time of joining.
5. On the date of joining, you will be provided orientation about the Mission and Vision of the organisation, approach, programme and aims and objectives and Butterflies Child Safeguarding Policy. All interns are required to sign and adhere to Butterflies Child Safeguarding Policy.
6. You will be placed under the supervision of a Senior Programme Official who would guide you throughout the period of your internship.
7. Individual conferencing will be held with Head of Programmes every fortnightly.

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8. You would be required to work for at least 8 hours and maintain daily attendance in the internship attendance register.
9. The respective guide should sign your log-sheet weekly.
10. You would be required to submit a report of your learning at the time of exit interview.
11. A Certificate will be issued on the basis of recommendation by the concerned supervisor.
12. Butterflies has Policies of Sexual Harassment at Workplace. Interns will be required to read these policies and abide by the same during the course of your engagement with the institute; Copies of these policies are available during working hours with the Supervisor.
13. Violation of institutional norms & policies may lead to disciplinary actions against the concerned person(s).

The information cited above is true to the best of my knowledge and I also declare to abide by the terms & conditions mentioned above. There will be no change in the T&C after signing of this form by the applicant.

Signature of Applicant: _____ Date: _____