



# India 2019

## Volunteer Info Session | Indore

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# Volunteer for the Hour of Code™ 2019

2<sup>nd</sup> – 15<sup>th</sup> December, 2019 | Indore, India

Presenters :

Savvy Jain

Shubham Vyas

# Hour of Code™ Background

The Hour of Code is a one-hour introduction to computer science.

Designed to demystify “code”, to show that anybody can learn the basics.



# Hour of Code™ Background

Started in 2013, hosted every year during the Computer Science Education Week.

Now a global movement, the Hour of Code has reached over 100 million students of diverse backgrounds in 180+ countries!

# How can you help?

Asking any school to host Hour of Code for their students.  
They can register at **[bit.ly/hosthourofcode2019](https://bit.ly/hosthourofcode2019)**

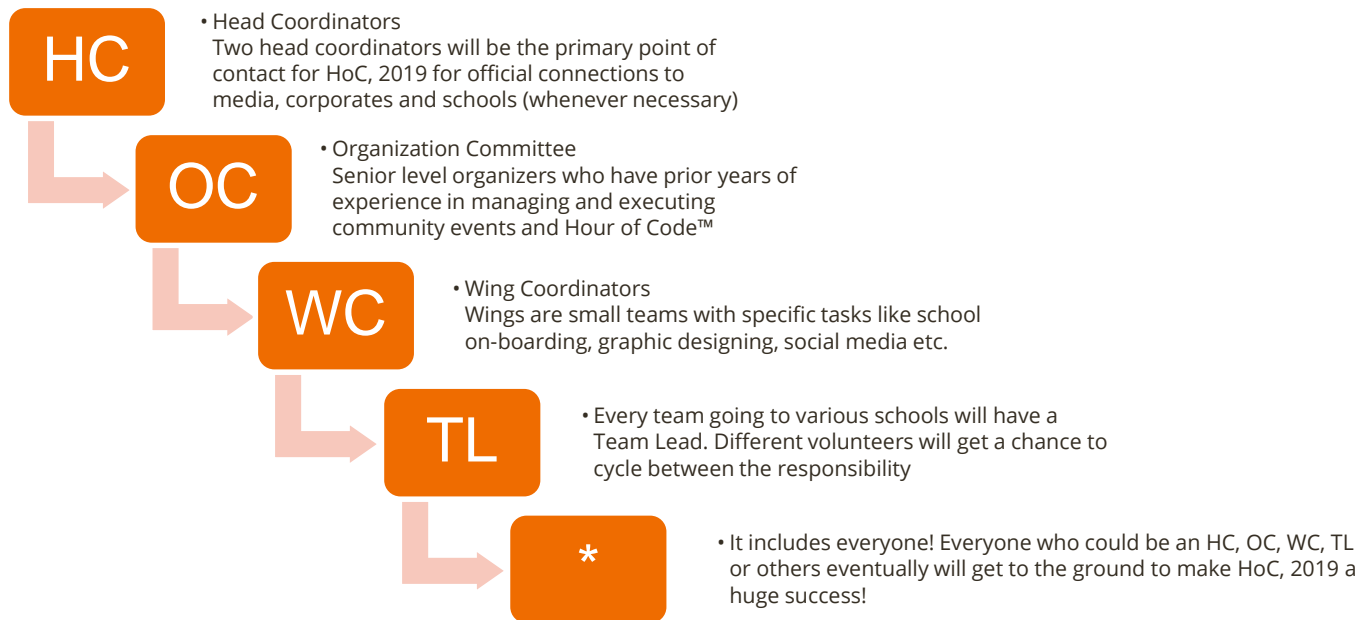
Inspire students to code, volunteer for an hour in a classroom!  
Signup now at **[bit.ly/volunteerforhoc2019](https://bit.ly/volunteerforhoc2019)**

# Volunteer in a Classroom



# The Plan

The volunteering team is divided into following hierarchy:



# Phases

The key phases and deadlines on how we are planning the execution

Phase	Description	Dates
<b>Phase Zero "Initialization"</b>	<ul style="list-style-type: none"><li>▪ Finalization of coordination committee, wings and wing coordinators</li></ul>	14-Nov-2019 to 18-Nov-2019
<b>Phase One "Preparation"</b>	<ul style="list-style-type: none"><li>▪ Preparing pitch for schools and partner institutions</li><li>▪ Preparing first stage of marketing material for online marketing</li><li>▪ Volunteer allotment for next phases</li></ul>	19-Nov-2019 to 24-Nov-2019
<b>Phase Two "On-Boarding"</b>	<ul style="list-style-type: none"><li>▪ Creating a list of schools, point of contacts and allotment of school wise pitching team</li><li>▪ Finalizing dates, volunteers, material allotment per school per day</li></ul>	25-Nov-2019 to 01-Dec-2019
<b>Phase Three "Execution"</b>	<ul style="list-style-type: none"><li>▪ HoC officially starts 9th of December, we will extend it for two weeks and start at in the first week of December itself.</li></ul>	02-Dec-2019 to 15-Dec-2019



# Coordination Wings

#	Wing	Description	Role & Responsibility
1	AFM	<b>Account &amp; Fund Management</b>	<ul style="list-style-type: none"> <li>Collection of all receipts and bills from various teams</li> <li>Managing funds and reimbursements</li> </ul>
2	SOM	<b>School On-boarding &amp; Monitoring</b>	<ul style="list-style-type: none"> <li>Preparing necessary pitch and document proposals</li> <li>Monitoring the list of schools interested, on-board and rejected and allotting teams for pitch</li> </ul>
3	VGT	<b>Volunteer Guidance &amp; Training</b>	<ul style="list-style-type: none"> <li>Preparing pitch for actual HoC</li> <li>Training volunteers according to different classes and scenarios who will be attending the sessions</li> </ul>
4	OPS	<b>Online Promotion &amp; Social Media</b>	<ul style="list-style-type: none"> <li>Creating and sharing events for each school</li> <li>Managing repository of all photographs and other assets</li> <li>Sharing pictures across various community channels and official HoC channels</li> <li>Preparing press releases and distribution</li> </ul>
5	GD	<b>Graphic Designing</b>	<ul style="list-style-type: none"> <li>Creating content to be shared online and offline</li> <li>Help Volunteer Guidance and Onboarding wings with visuals</li> <li>Certificates for all the participants</li> </ul>
6	EC	<b>Event Coordination</b>	<ul style="list-style-type: none"> <li>Handling marketing inventory, its allotment and its retrieval</li> <li>Ordering and managing print materials like flex, standees, certificates etc.</li> </ul>
7	IT	<b>Information Technology</b>	<ul style="list-style-type: none"> <li>Creating and monitoring landing page for HoC Indore 2019</li> <li>Managing documents and data for all the other wings.</li> </ul>

# Your Roadmap as a Volunteer

- Only take as much responsibility as is feasible at your end
- Give us exact dates when you will be available
- Take extra responsibility in the coordination wings if it interests you or you can just sign up as a volunteer who will visit various schools in teams to inspire the next generation
- Help us connect to potential schools and partners
- Remember it's a team activity, enjoy your time together!

*Note: Ask the Coordination Committee to provide you link to the online form where you can fill-in your preferences and feedback.*

# PS: Some things to remember

- **Schools hate redundant contacts**

Don't contact the schools without informing the SOM team.

- **There should always be a Plan B**

Remember your last presentation? The internet stopped working or projector failed to start or the electricity went off! A Plan B is not a luxury but a necessity!

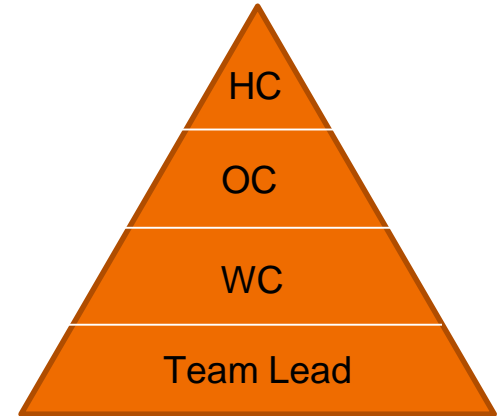
- **Some schools don't like photographers**

We got to take proper permissions to snap the little chipmunks sometimes! So please confirm from your Team Lead before putting on the selfie camera!

# Just in case...

## The Emergency Instructions

- Remember to take proper safety measure. Be nice, soft and follow official code of conduct.
- In case someday you get stuck into situations like these:
  - i. School Authority asks you to connect to your senior
  - ii. Some indiscipline or clash of interest scenario is experienced
  - iii. A media or senior personnel wants to talk to your senior,Remember this pyramid:



# Resources

- **WhatsApp Group**

Ask link from OC

- **GitHub Repository** – Will be updated to have all the training resources over time

<https://github.com/hoc-indore/volunteer-instruction-docs>

- **Slack** – Facebook Dev Circle, Indore Slack Channel, ask OC for access.

<https://devcindore.slack.com>

*More things will be shared over time. Meanwhile, feel free to contact at [hourofcode.indore@gmail.com](mailto:hourofcode.indore@gmail.com) in case of queries or feedback.*