

CW Weekly Worklog
UMEED - A DROP OF HOPE

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Weekly Log

Week	Date	Hours	Activity/Progress
Week 1	28 May - 2 June	16 hours (2+2+2+2+2+3+3)	<p>GOVERNMENT SCHEME AWARENESS CAMPAIGN</p> <p>I was assigned the task of reaching out to underprivileged individuals such as rickshaw pullers, domestic maids, and wage workers to raise awareness about various Government schemes.</p> <p>My responsibilities included :</p> <ol style="list-style-type: none"> 1. Conducting a basic survey to assess whether these individuals were benefiting from existing Government schemes. 2. I informed them about other schemes that could be advantageous for them. 3. I aimed to explain the importance of these schemes. 4. I provided assistance in completing the necessary forms for their enrollment & also explained to them how & where to apply. 5. I provided them with my personal contact number so that they can get any assistance in future from my side.
Week 2	3 June - 9 June	20 hours (3+2+3+2+2+4+4)	<p>TREE PLANTATION DRIVE</p> <p>My responsibilities included :</p> <ol style="list-style-type: none"> 1. To make a presentation on Climate change and present it to a group of 5-8 people

			<p>(Friends/Relatives/Neighbours) & also invite them for a plantation drive.</p> <p>2. To organize a plantation drive, Plant at least 10 trees in Forest/Open ground/Road divider/Park post photos on social media with the plant's introduction and its ecological values.</p> <p>3. If no open ground is available, plant 10 medicinal plants in flower pots and place it on the terrace/balcony.</p> <p>FIELD VISIT Event: Knowledge For All (Teaching Project)</p> <p>My responsibilities included :</p> <p>1. Educating young children in the area, primarily from poor families living in slums.</p> <p>2. Making learning enjoyable for them.</p> <p>3. Providing guidance and a vision for a better future.</p>
Week 3	10 June - 16 June	16 hours (2+2+2+2+2+3+3)	<p>Marketing & HR Week</p> <p>My responsibilities included :</p> <p>1. To make a social media strategy for Umeed and help them in connecting at least 30 followers on following social media platforms: Facebook, Instagram & Twitter.</p> <p>2. To invite applicants for Internship (Target: School & College students) by creating a poster, requesting students to send their CV on email/Whatsapp & circulating it on social media, linkedin, college/school groups.</p>
Week 4	17 June - 23 June	16 hours (2+2+2+2+2+3+3)	<p>Fundraising</p> <p>My responsibilities included :</p> <p>1. To make a fundraising strategy for</p>

			<p>supporting Project Knowledge For All (Teaching campaign for underprivileged childrens in adopted slums of UMEED).</p> <p>2. To ask friends, relatives or neighbors to support.</p> <p>3. Taking help of Social Media including Whatsapp by posting posters for donation.</p>
Week 5	24 June - 29 June	16 hours (2+2+2+2+2+3+3)	<p>Ideas on SDGs Implementation</p> <p>My responsibilities included : To make a descriptive report on how an NGO can work on the ground in achieving at least 10 SDG goals.</p>

Total Working Hours: 16+20+16+16+16=84 Hours

Tejasvi Gautam



Authorized Signatory