



HANDBOOK
For
STUDENT CHAPTERS
of
ENGINEERS WITHOUT BORDERS-INDIA
(EWB-India)

www.ewb-india.org

2026

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1. Objectives of Student Chapter

The objective of the Student Chapter shall be to implement and carry on sustainable development projects for the benefit of economically weaker sections of society, while training its members to become project mentors and leaders with the motto “ Leadership through Service”; to facilitate chapter development; to involve and educate the local community about the objectives and initiatives of EWB-India; and to promote and foster ideas related to sustainable development in a manner consistent with the objectives of EWB-India and the guidelines laid out in the EWB-India project guidelines. Basic objective is to create Global Humanitarian Engineers and Global Leaders with Social and Moral values

In the pursuit of the objectives, the Chapter will operate in accordance with the Constitution and bye-laws of EWB-India.

Support to the Student Chapters

Face to face contact between EWB-India Directors, local Professional Chapter office bearers and members and Student Chapter members is incredibly important. Whenever possible, all Student Chapters will be visited by EWB-India or Professional Chapter representatives. These visits will ensure that EWB-India and local Professional Chapters have good relationships with the Student Chapters as well as a clear idea of the latter’s capabilities and aspirations. It may be useful for Student Chapters to schedule these visits to coincide with some events or annual meetings. These visits should be utilised to enhance motivation, commitment and energy of the student members and help in establishing EWB as a brand at the college

Corporate Partners

EWB-India aims to engage engineering related companies and organisations to become EWB-India Corporate Partners. This will have a number of benefits to EWB, including a higher profile in the engineering industry, an engaged communication network of professionals and company managers, and regular, untied funding with which to conduct our programs, projects, education and awareness activities. These corporate partners may be at the national level or for a region.

The corporate partners will be encouraged to offer internships to student members of EWB-India and of course support various programs through sponsorships.

Networking

In addition, each Student Chapter should develop links within the community, such as with other not-for-profit organisations (NGOs), engineering associations, academics and so on, to develop a true network of development enthusiasts.

2. Creation of Student Chapter

A Student Chapter shall be created for an engineering educational institution and is expected to have a minimum of 15 student members. However, a Student Chapter with less number of members who are dedicated and committed can also be opened at the discretion of EWB-India. The Chapter is expected to undertake social projects close to the campus to enable students to actively participate. For example, social projects in nearby rural areas or in the urban areas as well such as in slums, schools, orphanages etc. Chapter members can also work closely with local NGOs to get local knowledge, support, and better access to the community. The members can join other Chapters in undertaking projects depending on the interest and time available.

The name of this association shall be “EWB-India (*Institution name*) Student Chapter”, hereafter referred to as the Student Chapter.

Students desirous of opening a new EWB-India Student Chapter in an institution should

- i. Have a minimum of 15 students willing to join as members. The student application forms duly filled in along with the required fees are to be sent to EWB-India for processing.
- ii. Identify a Faculty Advisor who is enthusiastic and willing to support the initiative and get his recommendation on the New Chapter opening form after filling it.
- iii. Should get the Head of their Institution’s written consent on the New Chapter application form to start it.

The objectives of EWB-India should be highlighted to the Institution’s management and Chairman EWB-India can send a letter to the Head of the institution for this purpose, and/or meet the Head. This can also be done by the President of the local Professional Chapter of EWB-India.

New chapter opening form and Student member application forms can be downloaded from the EWB-India website www.ewb-india.org

The fee can be paid in any one of the following ways:

- I. Demand draft in favour of “Engineers Without Borders”. Mailing address: Ms Kaunain Moosavi 8-2-249 to 267, Mount Pleasant, Sultan Uloom Education Society, Road No 3, Banjara Hills, Hyderabad, TS - 500082, M: 87904 30989, Email: ewbindia@wb-india.org.
- II. Depositing the amount at any ICICI Bank branch into the account no. 018301008732 of Engineers Without Borders at ICICI Bank Tower, Wall Street Plaza, 1-11-256 Begumpet, Hyderabad 500016
- III. Electronic Transfer to ICICI Bank Account no. 018301008732, IFSC code ICIC0000183

In case of II & III, please send an email about the deposit details to ewbindia@ewb-india.org.

3. Membership

Any Student pursuing a regular course of studies at the institution for which the Student Chapter is created is eligible to be a member of the Student Chapter. The student concerned needs to apply for membership using the Student application form along with the required fees. The fees consist of an entry fees of Rs. 350/- and annual fees of Rs. 150/-. The entry fees is only one time- at the time of entry. Annual fees needs to be paid each year to renew the membership.

Membership Dues

- 1) The membership dues must be paid to and as required by EWB-India.
- 2) The Student Chapter and EWB-India will share membership dues as defined by EWB India Financial procedures and policies.
 - Entry fees : Rs. 350/- one time only
 - Annual fees : Rs. 150/- per year
 - Membership renewals are generally in July or December of each year

There will not be any additional membership fees dues for the Student Chapter separately.

However, the chapter members can contribute to the activities of the chapter in any fashion they desire.

Sharing of Annual Membership Fee:

EWB –India will share with the chapter Rs 70/- (per member) of the annual membership fee paid by the Student members of the chapter as on 31st December every year as follows:

1. New student members: If y no of new student member are added in the year, 70/- per student of the amount paid by them. This will be $y * 70$ as per the current fee structure of Rs 350 admission fee and Rs 150 annual fee.
2. Continuing Student members: If z no of student members continues their membership in the chapter, 70 of the annual fee paid by them. This will be $z * 70$ as per the current fee structure of Rs 150 annual fee

Success of Student Chapter depends on active members

Students have the option to participate in a number of associations and activities in the college. Many of them are tempted to enrol in a number of activities. However, they may not get time to participate in all of these. EWB work and projects need to be done in personal time outside the college hours and on weekends and holidays. If the Institution has 'Social Engineering' as an elective, it may be possible that students who get involved in EWB projects can get credits for their course for the participation.

It is worth thinking about levels of involvement and how to make it easy for people with different amounts of time and varying interest to easily become involved. The best Student Chapters are those that respond to the needs of their Chapter, recognise individual strengths and foster a variety of ways for people to engage. You need people to manage finances, create promotional posters, manage communications, organise events and simply be passionate about the cause.

Annual Membership Drive

An annual Membership Drive should be conducted in the first week of August every year, close to the start of the new session at the college. Most of the Student Chapters of EWB-India are at institutions that offer a four year engineering degree course. The target audience should be students who have passed the first year and have entered the second year. It is expected that EWB work can be effectively taken up while the student is in second and third year of the engineering degree course.

If the institution has Master's degree course also, the students of these courses should be approached for membership in their first year itself.

Selection of new members

While there is no reason to deny membership to an interested student, we recommend interviewing candidates who are self-motivated, enthusiastic and committed to take up work that is aimed to help weaker sections of society, before their induction in EWB Chapter. It is a good idea for one or more EC members to meet the students, individually or in small groups, who are interested in joining EWB-India. The objectives and expectations from them and how they will be benefited from participation should be explained to them. The EC members should try to identify students who are keen to work for EWB objectives, and encourage them to enrol.

Activities for the benefit of Student Members

Apart from the projects that EWB-India Student Chapter can undertake, respective chapters can undertake activities that benefit and interest the students. Students will be keen to join the EWB Student Chapter if they find that they get benefited through the activities conducted by it. Some suggested activities are:

Guest Speakers - bring in external speakers on topics of interest to your members that are consistent with EWB's charter. Some suggested topics include global development, emerging technologies, cross-cultural communication, environmental issues and sustainable development.

University professors, graduate students, NGO representatives, and EWB overseas volunteers can all make great guest speakers at your chapter's general meetings. If you bring in a renowned guest speaker, you could consider charging an entrance fee to attend the lecture making it a fund raising event. Note that the speaker should be informed if you are planning a fundraising event.

Workshops - Run interactive workshops that include hands-on learning such as practical demonstrations, role-playing activities or case studies of specific development projects. You may

also want to partner with an expert organisation to help run a workshop on a specific topic, e.g. a forum with an alternative technology retailer about photovoltaic technology, project management, communication skills, professional practices & ethics etc.

Panel Discussions - Invite several speakers who are experts in a given area to speak at your chapter and organise a panel in which these experts discuss or debate on a certain subject (example: Urban & rural innovations, social entrepreneurship etc.). Ideally, the panel should present a range of diverging views on a particular topic. Inviting people from different disciplines (e.g. engineering vs. political science), or different types of organisations (e.g. corporate vs. NGO) may help to promote debate. Consider preparing questions for the panellists beforehand and find a moderator who is knowledgeable enough in the topic to be debated that he or she can effectively moderate and guide the panel.

Discussion Groups or Surprise Fridays - Choose a topic that your members can relate to, find some articles, a good book or a topical issue and get talking!

Movie or Play nights - Get together to watch a movie or a play that relates to EWB objectives or social causes and hold a discussion afterwards.

4. Management and Office Bearers

The main constituents of the chapter will be:

1. The General Body
2. The Executive Committee (EC)
3. The Faculty Advisor

The General Body:

The General Body of the Student Chapter is formed through the charter given by the General body of the EWB-India. It shall consist of all the members of the Student Chapter.

The Executive Committee (EC):

The Executive Committee, in which the governance of the Chapter shall be vested, will consist of the following positions:

1. The President
2. The Vice President (optional)
3. The Secretary
4. The Treasurer
5. Four members (maximum six members, if the General Body of the Student Chapter so decides).

The Executive Committee derives its authority from the General Body of the chapter, and its officers and committees from the EC.

Engineers Without Borders is far more than an organisation that just gives people something to do. It is a cause they are passionate about, it is a way for them to make a statement about how they see the world and a connection with a force for positive change. This makes EWB a cause very close to people's heart. This also means a Student Chapter Executive Committee has a responsibility to ensure that members feel appreciated, respected and positive about their involvement with EWB.

Roles of the office bearers are:

President

President provides the chapter with leadership, momentum and direction. The Student Chapter President is the main conduit of information flow between EWB-India, EWB local chapter and the Student Chapter, being the glue that holds the organisation together. The President will be in regular contact with EWB-India and the local EWB professional Chapter.

Vice President

This is an optional position and should be considered for Student Chapters having at least 30 members. The Vice President functions as a support person and understudy for the President. In the

event of the President's resignation or removal, Vice President automatically takes over as President for the remaining term of the EC.

Secretary

Secretary is responsible for the running of the Student Chapter and continuously assists the President in planning and executing the events and projects in the chapter. Secretary prepares a schedule for Student Chapter meetings in consultation with the President and communicates this to all members. Secretary makes the arrangements for the meetings and prepares and circulates the minutes of all meetings. He maintains a register of members and their contact details.

He is responsible for sharing activity status and all communication with EWB-India on a regular basis. If the Student Chapter does not have a Vice President, in the event of the President's resignation or removal, the Secretary automatically takes over as President for the remaining term of the EC.

Treasurer

The Treasurer is the custodian of the funds relating to the Student Chapter. Treasurer is responsible for maintaining Student Chapter accounts and ensures that accounting procedures are followed in the Student Chapter. The Treasurer will communicate with the President /Vice President and Secretary in relation to all finance and accounts matters. As financial management has legal implications for EWB-India, it is important that the Treasurer is in contact with EWB-India and is up to date with all finance procedures. The Treasurer should submit detailed accounts and bank statement to EWB-India quarterly and at the end of the financial year to enable the audit to be completed. The Treasurer should introduce and maintain financial discipline in the working of the Student Chapter.

Qualification for becoming a member of the Executive Committee

A person qualifies for becoming a member of the Executive Committee if:

- a) He is a Member of the Student Chapter.
- b) He has completed one full year of membership of the Student Chapter except in the case of opening a new Student Chapter.

Election of Executive Committee Members

In the second week of August every year, the Executive Committee will set up a Nominations Committee consisting three members, with one out of them as its Chairman. One of the members should be a present or past member of the Executive Committee.

Members of the Student Chapter can nominate one or more qualified Members for each position on the new Executive Committee. The consent of the nominee for being included in the new EC is mandatory.

- 1) Nominations shall be submitted to the Chairman of Nominations Committee by the last date set by the Nominations Committee. This should normally be 20th August, and Student Members should be given about a week's time for filing nominations. The nomination and election process should conclude before the end of August to ensure that the new EC takes over from September onwards.

- 2) Following the nomination process, every nominee should share his/her manifesto or plans for the Student Chapter if they get elected to the EC. If voting is required, the Nominations committee shall prepare and distribute ballots via paper or electronic means to voting members of the Chapter. The candidate receiving the highest number of votes for each office shall be declared elected.
- 3) The Nominations Committee shall inform the General Body the results of the nominations and elections, if held. Officers shall assume office on the first day in September.
- 4) No member may serve more than two consecutive years as a member of the Executive Committee. No member of the Executive Committee may serve more than two consecutive terms in the same office.

Power of appointment etc. of other officers of the Chapter:

The Executive Committee shall have the power to create other offices in the Chapter and appoint officers therein, whenever necessary, with the approval of the General Body.

Term of Office:

The term of office of the Executive Committee shall be one year. This term shall begin on the first day of September.

Meetings of the General Body:

- 1) The meeting schedule for the year shall be determined at the beginning of the chapter year, by the Executive Committee.
- 2) **Annual General Meeting (AGM):** The primary function of the AGM is to elect a new executive. However, this meeting is about much more than simply forming a new Executive Committee. It is also a time to take stock and celebrate the achievements of the previous 12 months. In particular, this is the opportunity for the President and Treasurer to report on the Student Chapter's achievements and the state of chapter finances, respectively, so that the incoming executive committee has the information needed to continue the journey.
- 3) The Secretary shall publish notice of regular meetings to the membership at least ten days before the meetings are held. The meetings shall be announced via paper mail/notice, electronic mail, electronic message or telephone. All general emails sent to large number of members or recipients should have the recipients' email addresses in the Blind Carbon Copy (Bcc) field of the email. This means that when sent, each recipient cannot see who else received the email. It protects people's email addresses from spam and other unwanted correspondence.
- 4) As a guideline, a maximum of 20% of the time at a general meeting should be spent on logistics and introductions. The remaining time should focus on education, strategy or planning for upcoming events and projects— depending on the purpose of the meeting.

Meetings of the Executive Committee

Meetings of the Executive Committee may occur in person, via telephone conference call, or via other electronic means as approved by the members of Executive Committee. The voting of the Executive Committee may be conducted through a voice vote, or via a proxy as provided in EWB-India Bye-laws.

Vacation and Modes of Vacation of Office

- 1) Resignations: Resignations should be made in writing and given to the Secretary/ President two weeks prior to the intended resignation date.
- 2) Removal: In the case of excessive absences from meetings, or for actions detrimental to the interest of the Student Chapter and/or EWB-India, the Executive Committee led by the President shall vote on dismissal of the specific office bearer or Executive Committee member. A call for vote to dismiss shall be communicated two weeks prior to the vote. The member being charged is not eligible to vote. The decision can be taken with two third majority of members present

Provisions during vacancy of offices

- 1) In the event of a vacancy in the office of President, the Vice-President (Secretary if there is no Vice President) shall succeed to that office. Vacancies in the remaining offices of the Executive Committee shall be filled by the President, by making new selection(s) from among the Voting Members, with approval of a majority of the Executive Committee. All vacancies filled shall be for the remaining term.
- 2) A Vice-President or Secretary, succeeding to the office of President, shall have the privilege of serving out the remaining term as President subject to the condition that the General Body can elect a President for the remaining term, if it so desires.

Duties of the Officers of the Student Chapter

The duties of the officers shall be as described below and as directed by the Executive Committee.

- 1) The duties of the President shall be
 - a) To conduct the operation and business of the Student Chapter with the elected officers and coordinate with the EWB-India, the local EWB Professional Chapter etc.
 - b) The President shall see that all orders and resolutions of the Student Chapter are carried into effect.
 - c) Networking with other EWB chapters and NGOs for collaboration on projects and fund raising activities
 - d) To prepare and submit to EWB-India, and circulate within the Student Chapter, an Annual Report of the Student Chapter by 31st August every year
- 2) The duties of the Vice-President shall be
 - a) To provide assistance in the operation and business of the Student Chapter and search project opportunities for chapter with President and student teams.
 - b) To perform the duties assigned by the President,
 - c) To prepare the Annual Report to EWB-India.

- d) The Vice-President shall, in the absence or disability of the President, perform the duties and exercise the powers of the President.
- 3) The duties of the Secretary shall be
- Responsible for planning and conducting the activities of the Student Chapter
 - The preparation and circulation of official minutes of all meetings of the Executive Committee and of the General Body;
 - He or she shall be responsible for internal communication both between the Student Chapter' EC and membership as well as the Student Chapter and the EWB-India organizations.
 - Additionally, the secretary shall assist in administrative management of the Student Chapter and of all meetings of the Chapter.
 - He/she should maintain the Student Chapter Portfolio (see details later)
- 4) The duties of the Treasurer shall be
- To receive, record and account for income and to pay out, record and account for all approved expenses of the Chapter;
 - He or she shall be responsible for the accounts of the Chapter and subject to audit as prescribed in the Byelaws/Policies of EWB-India;
 - The Treasurer is expected to share all transaction details including bank account statement for the financial year with EWB-India latest by July 15th to enable the accounts to be audited. EWB-India is required to submit the audited statements to Income tax authorities by September 30th and Ministry of Home Affairs by December 31st.
 - He or she shall be a Voting Member of the Fundraising Committee.

Committees

The Executive Committee may create committees as needed. There shall be one standing committee which is the Fundraising committee. The Fundraising Committee will have a Chairperson and three members including the Treasurer. The Executive Committee appoints chairpersons for the committees.

Fundraising Committee

The duties of the Fundraising Committee are to contact institutions, businesses, organizations (e.g. NGOs, alumni associations and charitable trusts) to solicit funds to support projects and activities of the Chapter and to organize fundraising events.

Nominations Committee

The function of this committee shall be to process nominations for the Executive Committee and different offices of the Chapter. This Committee will announce the incoming Executive Committee and Office Bearers at the end of the nominations/election process.

Activities committee

The function of the Activities committee shall be to prepare the activity schedule for the year for the chapter and help in identifying suitable projects to be undertaken. They will also monitor the execution of the projects and help in their successful completion.

Outreach Committee

The Student Chapter and its achievements and activities should be given adequate and continuous publicity within the institutions and all stakeholders. The Outreach Committee has this responsibility, and it focuses on publishing activities and events on social media as well as publish bi-monthly (every two months) newsletter of Student Chapter. The Newsletter contains progress on projects, student activities, articles by students on various development issues etc.

The Faculty Advisor

The Faculty Advisor should be a member of the Faculty of the Institution. Recommended tenure for a Faculty Advisor is a minimum of two years, starting from September every year.

The Faculty Advisor may volunteer for this position or may be nominated by the Head of the Institution.

Involvement of Faculty Advisor is very important for the success of the Student Chapter. EWB-India will continuously interact with the Faculty Advisors and drive student chapters through them whenever needed.

To recognize and acknowledge the valuable contribution made by Faculty Advisors, EWB-India requires that they should compulsorily be a signatory for the bank account of the Student Chapter. Two other signatories should be there for the bank account, e.g. President and Treasurer of the Student Chapter. The bank account should be operated with the Faculty Advisor and one more signatory being required to sign cheques.

EWB-India also bears the expenses for travel etc. for the Faculty Advisors to participate in the Annual All India Meet.

Student Chapter Portfolio

The Student Chapter Portfolio is a way for you to keep copies of important chapter information. This could be anything from all the on-campus contacts and procedures, companies and institutions you've asked for money already and details such as who gave you the venue for an event free. It helps a Student Chapter to achieve bigger and more exciting things rather than re-inventing the wheel every year.

The Student Chapter Portfolio can be a physical folder or an electronic resource. At the end of the year, you should pass the entire folder or electronic folder to the incoming Secretary.

The Student Chapter Portfolio should contain:

Financial Information

The outgoing Treasurer is expected to keep a record of all financial transactions of the chapter, including the chapter's financial reports and all receipts from the previous years.

Chapter Newsletters and any other literature

Electronic or hard copies of Newsletters and other relevant literature should be kept for future reference.

Media Coverage

Copies of all media coverage of the chapter should also be kept.

Chapter Operational Plan

The Student Chapter will produce an Operation Plan that will provide a detailed breakdown of the Chapter's proposed activities for the year, including the goals, targets, activities and budget allocation.

Contact List

A list of names and contact information for chapter members, donors and supporters that you communicated with throughout the year should be maintained.

Position summary

Have each executive write a short summary of the responsibilities of their position, best practices, time requirements, and positives of the position and areas for improvement.

5. Projects Undertaken by Student Chapters

Projects

1. All projects undertaken or assisted by the Student Chapters must be consistent with the mission of EWB-India. Projects must be chosen such that they lead to enhancing technical and leadership qualities of the project team.
2. The objective of the Project should be to help the weaker sections of society in areas of Water, Sanitation, Energy, Waste Management, or any other technology driven project. Alternately they can be for increasing awareness of the community in these areas. The projects can also be Research and Development efforts in these areas that benefit the community. EWB-India website contains a list of projects undertaken by various chapters and this can serve as an overall guideline for the kind of projects that should be taken up.
3. The structure and schedule of projects will be guided by the project leader appointed for the project under the overall authority of the Executive Committee.
4. Projects should be undertaken by encouraging people to decide for themselves what is important, giving them the space to be self-directed, always building on the positive features of the organisation, and celebrating its achievements. Experience shows that both the outcomes and the experience of being involved in a project are really positive with this approach.
5. A project will work well if the team members have a clear project objective; give each person specific responsibilities and a duty to report back to the Student Chapter on how it is going.
6. Teams from the Student Chapter requesting project funding must submit a written proposal (PAF form available on EWB-India website) with budget, timeline, source of funds and manpower estimate to the Executive Committee. Submitted proposals will be discussed at the next meeting of the Executive Committee. The Executive Committee will decide on the project(s) to be taken up and communicate to all members of the Student Chapter. If there are any objections, decision on project(s) must be taken by a majority of the voting members of the Student Chapter casting ballots.
7. The PAF for the project(s) chosen will be sent to EWB-India for approval. EWB India will get these reviewed by a Technical Evaluation Committee (TAC) and a member from TAC will interact with the Student Chapter for this project as advisor providing help to the extent possible. If any help is required from EWB-India in funding, it should be clearly mentioned while sending the PAF. Generally it is expected that the chapter will contact the corporates and

generate sponsorships as EWB India-in principle does not act as the funding agency. However EWB- India will join hands with the chapter in making efforts to raise the desired funding

8. EWB-India will respond within 15 days of receipt of the PAF. If no help is required in funding and response is not received from EWB-India in 15 days, the Student Chapter can consider the project as approved.
9. Members of the Student Chapters are free to participate in the projects of other EWB Student Chapters. Members are also free to participate in the projects of other organizations and gain experience, although they cannot associate the EWB-India name with the said projects.
10. EWB Student Chapters in developed countries generally take up projects in developing countries. This is possible because sponsors of these projects normally bear expenses of the students' travel and stay in the target location. Educational institutions in most developed countries have provisions for the students to get academic credits for such projects. The students are thus able to devote full time of say 3 to 6 months for the projects. In India, students are required to do these projects on their own time and do not normally get academic credits or leave. The projects should therefore be taken up in local and nearby communities. As the foreign students work full time, they are able to make a good physical contribution personally. This helps a lot in their realising the dignity of labour. In India also, EWB wants to encourage this. Project teams should try to make as much personal physical contribution to projects as possible, and not limit themselves to conceptualisation, design, supervision and arrangement of funds for projects.

Factors for Success of a Project

1. Committed and motivated project team

Educational institutions in India normally do not provide time off to students for activities and projects of associations like EWB-India. Therefore projects should be taken up by enthusiastic and committed members who are willing to devote personal time on weekends etc. over and above their commitments to academics and mandatory activities of their institutions. A small team of 4-5 members who are committed and self-motivated can successfully complete projects.

2. Technical Mentor

If the project has technical design work to be done, which is definitely preferred for the learning experience that students will get, a technical mentor must be there. A Mentor who is interested, an expert in the related field and who will encourage the project team to learn is necessary for the success of the project. The mentor should preferably be from the faculty of the institution to which the Student Chapter belongs. A mentor can also be from another educational or research institution, from the local Professional Chapter or a specialist from the corporate world. The consent of the mentor to help the project team should be sent to EWB-India along with the PFA.

3. Project Funding

Main source of funds for projects should be sponsorships. Companies in India often sponsor projects for the benefit of weaker sections of society under Corporate Social Responsibility (CSR). Alumni associations, and sometimes individual alumni, of institutions especially IITs also sponsor such projects. Institutions like IITs are allotted projects by government and other agencies and Student Members of EWB-India can take up such projects for getting experience as well as serving the society.

More details on this are given in the Funds and Fundraising chapter of this Handbook.

4. Sustainability

The value of the project to the society will only be there if the projects are sustainable in the long run. Such projects will also result in the beneficiaries welcoming more such projects from the Student Chapter, and in nearby communities seeking that similar projects be taken up for them. Therefore, long term sustainability should be one of the most important considerations for choosing a project. EWB-India recommends a minimum term of three years to monitor the sustainability of the project. Processes should be set up in the beginning itself defining the role of beneficiaries and Student Chapter members for this purpose, including the maintenance costs and source of supporting the same. Representatives of the community for which the project is intended should be taken into confidence on this aspect and their views should be sought and respected.

Selecting a Project

A village or community falling within the geographical area covered by the Student Chapter should be chosen. This can be based on past experience of the Student Chapter or inputs received from local students, local news reports or interaction with local officials like Block Development Officers, municipal officials etc. Some villages or communities will show interest based on past success of projects in nearby areas, and these can also be chosen.

After a community/village has been chosen, the Project Team should make an assessment trip there to collect all related information and shortlist or finalize the project to be undertaken. Before any assessment trip team members must have learned qualitative and quantitative survey techniques, tools such as focus group discussions, participatory rural appraisal etc. If more than one project is identified in the Assessment Trip, a priority list should be made and the first project in the list should preferably be taken up. Also before selecting any project self-analysis of team members is required, whether they have enough expertise, knowledge or capacity to undertake certain project or not.

Points to be covered during Assessment trip

*Purpose of the assessment:

- 1) To find out all problems faced by the community/village.
- 2) To get in touch with organizations (if there are any) that have worked or are working to solve these problems.

3) To have all the information and necessary inputs so that the project team can decide on the project to be taken up and develop an appropriate solution.

*Important points that should be kept in mind before going:

- 1) All introductory documents (Student id-card, EWB membership id card) of the project team members
- 2) Authorization letter from college (should be arranged by the Student Chapter Faculty Advisor , President or Secretary).
- 3) Digital camera should be there with each team.
- 4) Record each and every information on notepads.
- 5) Proper team introduction should be prepared which should be precise, effective and convincing. This is very important as many people will demand all information before responding to your questions.

*Whom to ask the questions,

- 1) Local government officials, school principal or teachers etc.
- 2) Village Panchayat or Sarpanch.
- 3) Other bodies who have undertaking or are working on similar projects in the target community.
- 4) Any person who has proper information about the community/village.

*What to ask

- 1) Basic info about the community/village- population, land area, number of schools- hospitals etc.
- 2) Current situation of power, potable water, sanitation, education.
- 3) Problems faced by the community/village.
(The persons consulted might speak of many problems, so some team members must segregate the problems according to our interest and possibility of undertaking a successful project)
- 4) After segregation of the problems, ask what has been done till now to solve them, by whom (organization) and get the contact details of the organization that has done the work.
- 5) Proper interaction with all the stakeholders who are directly or indirectly affected by the prevailing problems.
- 6) How the community will sustain the project in the long run

*Questions for the organization working in that community/village (if you get a chance to meet)

- 1) Background, work experience, change in the community/village after they started their project.
- 2) Problems faced and support received by that organization while executing the project.
- 3) Examine all the possibility of collaboration with that particular organization.

Training for projects

Project teams should take the initiative to get training in the technical aspects of the chosen project and in project management. Free on line courses from websites like Coursera are a good option for the students to learn. Team members should also engage continuously with the Technical Mentor to gain from his knowledge and experience. The project team should make all efforts to do the technical design of the project themselves and get it approved by the Technical Mentor.

6. Funds and Fundraising

EWB-India will share some funds for the activities of the Student Chapter, mainly to take care of administrative expenses related to the Chapter.

Fundraising events can be conducted by Student Chapters. However, the surplus that is generated by events is normally not high enough to be used for executing projects. Such funds can be used for activities and events in the Student Chapter.

The Fundraising Committee should take the initiative for organizing the funds for projects, unless it has already been done by the Project Team or EC.

Sources for funding projects include:

- Alumni – A number of institutions e.g. IITs get funds for social service projects from their Alumni or Alumni Associations. These can be a good source for funding EWB-India Student Chapter projects
- Companies – Almost all large companies provide funding under Corporate Social Responsibility (CSR). These can be given directly or through the educational institution. Some companies create a Charitable Trust or Foundation for CSR activities. Before approaching a company, the Student Chapter should check with EWB-India about any existing or past relationship with it.
- Educational Institutions – Many educational institutions especially IITs get funding for projects from government and companies. EWB Student Chapters can take up selected projects that fall within their objectives. At times they may not be termed EWB projects but participation can give good experience to EWB Student Chapter members.
- NGOs- NGOs like Lions Club, Rotary Club and Charitable Trusts can be approached to fund projects.
- EWB- India can also fund some projects, or can arrange for sponsorship of projects by Companies, NGOs etc.

Before communicating with someone about donations or support (either in a meeting or in a letter), do your research. Know why they are a good fit to support EWB-India projects and how EWB supports their interests. Don't be afraid to illustrate your familiarity with them or organisations within their field. For example, if approaching your university, make sure you know what sort of support they have given your chapter in the past, but also know what other universities of similar sizes are giving their chapters.

Have a Fundraising Plan

By the end of September every year, the Fundraising Committee should make the year's fundraising plan in consultation with the EC. Make a calendar that considers deadlines of proposals and what times are effective to get people out to events. Stagger your events and fundraising efforts throughout the year, so you are in the public eye on a regular basis and

are not wearing yourself and your resources too thin. Find out what other campus and / or community events are going on that you may want to partner with.

Recognition of donors

Look for opportunities to recognise your donors both publicly and privately. A personalised thank you letter or phone call can go a long way to making a donor feel like they are a part of EWB. This will ensure that your Student Chapter's donor base grows from year to year. Also, look for opportunities at events or even in media stories, to publicly recognise your donors. If a donor gets congratulated by a friend for giving to your chapter you can bet they feel an extra sense of pride in their contribution. The EC should also get the donors recognition through local Professional Chapter and EWB-India.

7. Accounting and Auditing

Training for Office Bearers:

Students who take up positions of responsibility in the EWB-India Student Chapters may not have knowledge and experience in operation of bank accounts, maintaining proper account books etc. Immediately on assuming office the Committee members, especially the Treasurer, should undergo preliminary training regarding these aspects and in maintaining accounts for projects. This training can be imparted by the outgoing Treasurer, Accounts department of the Institution to which the Student Chapter belongs, or EWB-India Accountant on conference calls.

Miscellaneous Provisions for Accounts

1. No part of the net earnings of the Student Chapter shall inure to the benefit of any private individual and no substantial part of the activities of the Student Chapter shall be carrying on lobbying, or otherwise attempting to influence legislation. The Student Chapter shall not participate in, or intervene in (including publishing or distributing of statements) any political campaign on behalf of any candidate for public office, or in the promotion of any religious belief or social values in contradiction to the mission and objective of the EWB-India and the Chapter.
2. The Treasurer shall prepare the Annual Accounts of the Student Chapter by 15th July every year for the accounting period from April 1, to March 31. The responsibility of sending the Account and Bank statement to EWB-India shall lie with the Treasurer and Chairman of the Student Chapter.
3. Should dissolution of the Chapter occur, the assets remaining after the payment of the debts of the Student Chapter shall be conveyed to EWB-India.

Responsibility for Financial matters

Financial management cuts across all areas of Student Chapter activities and should not be left solely to the Treasurer. The President has final responsibility for monitoring the financial position of the Student Chapter and ensuring that fundraising targets are met, event management teams are responsible for ensuring that records of purchases and members involved in collections must know how to issue receipts. Finance may seem tedious but it is important that everyone understands how it works and what their responsibilities are.

8. Continuity

It is very important that Student Chapters should continue to thrive and be successful. The Executive Committees and Faculty Advisors of the Student Chapters should make conscious efforts to achieve this. Following suggestions will help in it:

1. Create visibility for the EWB-India Student Chapter in the institution through regular events.
2. Annual Membership drive
3. Outgoing Executive Committee should ensure timely nominations and installation of the new EC. It should make a smooth handover and help the new EC members in learning to fulfil their roles.
4. Success of projects should be given wide publicity. These projects should give a good name to the institution.
5. Participation in EWB-India annual event.

We recommend that after the AGM there is a minimum of one month of overlap between outgoing and incoming executives. The outgoing and incoming Presidents are responsible for ensuring the process is successful, although everyone has a role to play. While the handover processes will be assisted by thorough documentation in the Chapter Portfolio, face to face communication will give the incoming executive the boost they need to make the coming 12 months a success.

There are 3 essential tasks that must be completed to ensure a smooth handover:

Schedule old and new executive meetings

Hold at least one Executive Committee meeting for the old EC to transfer information to the new executive, including a discussion of the Chapter Portfolio. The old EC's members can brief the new Executive Committee on their accomplishments over the year and on where they think the chapter can go in the following year. New EC office bearers should have the opportunity to ask questions and the two groups can brainstorm ideas for the following year. The new EC Office bearers should have access to the previous office bearers for questions and mentoring during the entire handover period.

Update chapter executive list

EWB-India must keep in touch with our chapters and therefore must maintain an updated contact list for EWB chapter Executive Committee office bearers. Update EWB-India office regarding your chapter's new EC.

Financial Procedures

The outgoing President and Treasurer must ensure that the incoming committee are aware of the financial procedures associated with Student Chapter management. Changes required in signatories for bank account must be made.

Annual Calendar

The Executive Committee of the Student Chapter should keep track of the following important dates

Date/Month	Milestone/Event
July 15	Send all financial data including bank statement to EWB-India for Audit.
August 1-7	Membership drive, enrol new members
August 10	Constitute Nominations Committee
August 20	NC to invite Nominations
August 25	Elections for EC if needed, results
September 1	New EC takes over
September 10-15	Training in Accounts for Treasurer and change of signatories in the Bank Account
September 21-25	AGM, Introduction of new EC
September 30	Finalize Year's Fundraising Plan
October 1	Invite Project proposals
October 30	EC to finalize projects to be taken up, send PFAs to EWB-India
December	EWB-India All India Meet
Quarterly i.e. end of March, June, September and December	Activity report to EWB-India for publication in Newsletter

NOTE: Please share all documents, reports, presentations to ewbindia@ewb-india.org / ewbplanning@gmail.com