

**Strategies to increase volunteering opportunities to develop professional growth for
students in grades five to ten in schools affiliated with Poraai**

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Internship session: 2024 (November-December)

Executive Summary:

The report focuses on strategies to enhance volunteering opportunities for students in grades five to ten, focusing on fostering their professional and personal growth in schools affiliated with Poraai. Throughout the report, the interns maintained some of the client's requirements. The interns followed a structured approach, conducting extensive background research, interviews, and collaboration with recognized organizations to meet the project objectives. Insights from teachers and students highlighted key challenges, such as managing large groups, time constraints, and ensuring student interest. Additionally, from the interviews with teachers and students, some crucial information was found, which helped to construct the solutions more accurately. The solutions proposed include "waste management and recycling projects," as well as "tutoring underprivileged children," which aligns with the requirements like minimal cost, collaboration with a recognized organization for volunteering activities, academic compatibility, and addressing social issues. These solutions aim to develop students' leadership, teamwork, and empathy while promoting environmental and social responsibility. The solutions are also related to social issues. Through these solutions, students will feel the urge to volunteer on their own in the future and will learn to be helpful to humankind.

Overview of the Internship Coordinator

The internship program at Poraai.com was meticulously designed to fulfill several key objectives, including professional development, hands-on experience, networking opportunities, and comprehensive background research. This program aimed to benefit both interns and the organization by fostering meaningful learning experiences while promoting professional and personal growth. Throughout the internship, I focused on equipping interns with the skills and knowledge essential for their professional development. The core areas of instruction include:

- **Project Management:** I systematically trained interns in effective project management methodologies. This involved establishing project models, drafting formal reports, creating timelines and schedules, and monitoring progress to ensure successful project outcomes.
- **Communication Skills:** I emphasized the development of strong written and verbal communication skills. I guided interns in composing professional reports, organizing and conducting interview sessions, and articulating ideas clearly during meetings. To enhance these skills, I regularly led stand-up meetings via WhatsApp and Zoom, where I offered feedback, resolved emerging issues, and ensured that interns met their learning objectives.
- **Technical Skills:** I provided targeted training in relevant software tools and technologies, such as Canva, based on the department's specific needs, enhancing interns' technical competencies.
- **Team Collaboration:** I taught best practices for effective teamwork, ensuring interns understood how to contribute meaningfully to group settings and manage interpersonal dynamics within the team.
- **Problem-Solving Techniques:** I introduced interns to various problem-solving strategies, including critical thinking, brainstorming, and decision matrices, helping them navigate the challenges they faced in their tasks.
- **Logbook and Meeting Minutes Documentation:** I instructed interns on maintaining detailed logbooks and documenting meeting minutes. These records included completed activities, achieved objectives, acquired skills, feedback received, and personal reflections. This documentation helped interns track their progress, reflect on their experiences, and prepare comprehensive internship reports.

These initiatives aimed to prepare interns for their future careers by imparting practical skills and knowledge directly applicable to their chosen fields.

Company Description: Poraai.com

Poraai.com is an innovative online educational platform based in Bangladesh, dedicated to making education accessible and affordable for all. The company is led by CEO Mr. Muntasir Mubin Sauvik, who oversees operations from Saskatoon, Canada. Supporting him in this mission are Mr. Asif Rahman Akash, the Operations Manager; Ms. Tanha Ahmed Nijhum, the Coordinator and Instructor; and Ms. Sumyya Binte Mahmud, the Coordinator and Instructor. The organization operates two physical classrooms: **Poraai Classroom 1**, located in Netrokona, Bangladesh, offers free online and offline education to high school students from low-income families, preparing them for national board exams. **Poraai Classroom 2**, based in Gazipur, Bangladesh, provides free English language education to high school students. Online classes are facilitated by Ms. Tanha Ahmed Nijhum and Ms. Sumyya Binte Mahmud, while offline sessions are conducted by Joynal Sir and Mofazzul Sir. In addition to its educational offerings, Poraai.com hosts a variety of impactful initiatives. These include donation programs, guest speaker sessions, and a series of 12-month programs addressing significant social issues. Recently, the organization successfully conducted health and hygiene programs and food and nutrition programs, significantly enriching the learning experience for students. Looking ahead, Poraai.com plans to expand its initiatives with a **12-month, 12-program series** centered on addressing various social challenges. They are also preparing to launch an **online-based Math Olympiad program**, further enhancing their commitment to empowering students through education.

Description of Internship:

Interns:

Kazi Zisanur Rahman

Sanzida Rahman

Internship coordinator:

Sumyya Binte Mahmud (Coordinator + Instructor)

Tanha Ahmed Nijhum (Coordinator + Instructor)

The internship at Poraai.com began on November 9, 2024, with an online orientation. During the orientation, all the core members of Poraai.com were present, including Muntasir Mubin Sauvik, the CEO of Poraai.com; Tanha Ahmed Nihum, Instructor and Coordinator; Sumyya Binte Mahmud, Instructor and Coordinator; and Mr. Asif Rahman Akash, the Operations Manager. Two virtual classrooms of Poraai.com (PC-01: Netrokona and PC-02: Gazipur) also joined the session. This allowed us to introduce ourselves to the teachers and students of the Poraai classrooms. The interns were introduced to the team and given a brief overview of their responsibilities for the two-month internship period.

Throughout the internship, we were assigned various tasks that enabled us to take part in diverse activities, acquire new skills, and grow both professionally and personally.

Description of Project Design Method:

The interns were initially provided with several topics to choose from, based on which they would prepare their report. After selecting a topic, a corresponding problem statement was assigned. The interns conducted extensive background research using various research-related websites, identifying and analyzing relevant research papers to extract valuable insights for their

reports. The client outlined specific requirements for the report, which the interns adhered to throughout the writing process. To gather additional information, the interns conducted interviews with a teacher from Gazipur (Poraai Classroom 2) and both teachers and students from Netrokona (Poraai Classroom 1). The insights gained from these interviews were instrumental in defining constraints and aligning them with the given requirements. Based on the requirements and constraints, the interns formulated clear objectives for the report. To meet one of the requirements, they reached out to several volunteer organizations via email for confirmation and collaboration. After finalizing the objectives, the interns brainstormed potential solutions, selecting the most suitable approach for addressing the problem. Using this solution, they developed an initial design, laying the foundation for their report and ensuring alignment with the project goals.

The project was divided into a set timeline as shown below :

- Resource Identification
- Ideation
- Cost-Benefit Analysis
- Decision Matrix
- Assessment Test
- Project Review
- Final Report Submission
- Logbook Submission
- Certificate Ceremony

The basic outline of a report project has also been mentioned below :

- Problem Statement
- Background Research
- Requirements
- Constraints
- Objective

- Initial Design
- Prototype
- Testing
- Feedback & Adjustment

Background Research :

Background research involves gathering information and insights on a particular topic to establish a foundation for further exploration. For this study, it helps identify strategies for promoting school volunteering as a means to enhance students' educational outcomes and personal growth. We chose this topic because school volunteering supports students' holistic development by building key skills such as empathy, teamwork, and leadership while fostering a sense of social responsibility. For background research, we found some relevant papers that aligned with our topic and gathered important information from those papers. After taking the interviews, we gained valuable information about the solutions we are seeking. Additionally, we learned about the time, money, and effort they are willing to contribute to volunteering. One of our targets is to collaborate with recognized organizations for volunteering activities. To fulfill this, we have identified several organizations that are willing to collaborate. We visited their websites and studied their volunteering initiatives. The research findings will be applied to design school volunteering programs that meet specific criteria: minimal academic interference, affordability, recognition through credible organizations, teamwork, and a focus on social issues. The sources we looked at while forming our proposed solutions :

Key Points from the Interview with a Teacher of Gazipur (Poraai Classroom 2)

1. Humaun Khalid Mohosin sir from PC-2 stated that residential students face time constraints due to school tasks after classes, while non-residential students are available for volunteering after 4:30 PM. Sir suggested that Friday and Saturday as suitable days for volunteering.
2. Managing a large number of students during volunteering sessions and dealing with students who are not very interested in volunteering are the significant challenges faced by the school, which we learned from Mohosin sir of Gazipur.

3. Sir recommended that volunteering sessions should be brief, lasting 30 minutes to 1 hour, to maintain student interest and prevent boredom. Regular participation in short sessions can help enhance the habit of volunteering among students.
4. Sir emphasized that volunteering activities should match with students' interests and this would encourage more students to participate in volunteering.
5. Sir mentioned another major barrier is the inability to arrange activities that appeal to all students, resulting in some students' lack of enthusiasm for volunteering.
6. Sir believes it is impractical for students to pay fees for volunteering, as many do not have sufficient funds. Therefore, free-of-cost activities are recommended.
7. Sir suggested that if some parents are against the activities, then involving the class teachers could help communicate the importance of volunteering to them, which could help gain their support.
8. Finally, sir proposed that, with administrative approval, transportation assistance could be provided to students if needed for volunteering activities.

Key Points from the Interview of Netrokona (Poraai Classroom 1):

1. The students expressed enthusiasm for volunteering and agreed that dedicating three hours per week would not interfere with their studies. They chose Friday as their preferred day for volunteering.
2. The students showed a willingness to engage in volunteering activities during winter or summer vacations.
3. Some students are already involved in other extracurricular activities, such as dance, recitation, and karate, in addition to school and organizational volunteering. Khadiza Moni, one of the students of PC-01, mentioned that she is involved in dance, recitation, and girls' guides from school and some other organizations.
4. Most students have prior experience in volunteering activities, such as tree planting and cleaning the school premises.
5. All students reported that they have supportive parents who encourage their volunteering efforts and would likely permit them to participate in future activities.
6. The students expressed a strong desire to volunteer with Poraai and affiliated organizations, recognizing the importance of helping others.

7. If any peers are hesitant about volunteering, the students plan to explain the significance of helping others and convince them to participate.
8. After interviewing the students we interviewed one of the teachers of pc-01. Polash Ahmed Joynal sir stated that students are eager to volunteer for extended periods, but he believes that shorter sessions of 1 to 1.5 hours are more practical to avoid boredom of students.
9. Similar to Mohosin sir of Gazipur, Joynal sir also highlighted the difficulty of managing large groups of students during volunteering activities.
10. Joynal sir recommended that regular volunteering can help students develop a habit of community service. Sir suggested integrating volunteering into the school curriculum and organizing workshops to teach students about volunteering.
11. Sir also suggested that if volunteering activities that align with students' interests are arranged then students would be interested in joining on their own in the activities. He also said that these activities can also give students firsthand experience with societal challenges.
12. Sir suggested keeping the volunteering activities free of cost as the students don't have much money with them.
13. Sir also suggested that educating parents and other elders about the value of volunteering could encourage them to support their children's involvement in such activities.

Problem description:

Volunteering plays a crucial role in fostering professional and personal growth among students. For students in grades five to ten, engaging in volunteering activities can help them develop essential skills such as teamwork, communication, leadership, and time management, while also fostering a sense of responsibility and community engagement. However, in schools affiliated with Poraai, there is a notable lack of structured volunteering opportunities tailored to this age group.

Despite the potential benefits, students in this demographic often face limited exposure to volunteering initiatives due to challenges such as inadequate planning, lack of awareness, and insufficient resources to implement meaningful programs. Moreover, many schools struggle to

design activities that align with students' developmental stages and academic schedules, leaving untapped opportunities for skill development and career exploration.

This problem highlights the need for effective strategies to increase the availability, accessibility, and quality of volunteering opportunities. Addressing this issue is essential for nurturing students' professional growth and equipping them with skills that can serve them in their academic and future career journeys. Through this research, the goal is to identify practical and innovative strategies that schools affiliated with Poraai can adopt to bridge this gap and empower students through impactful volunteering experiences.

Problem statement:

A **problem statement** is a concise description of the issue or challenge a research project aims to address. Writing a problem statement helps define the focus of the research, explain why the issue is significant, and provide a clear direction for finding solutions. The problem statement for this report is:

“Strategies to increase volunteering opportunities to develop professional growth for students in grade five to ten in schools affiliated with Poraai.”

Requirements:

To ensure that school volunteering among students is both beneficial and feasible, certain requirements were given by the client which must be maintained while finding the solutions. These requirements are designed to ensure that volunteering activities positively impact students' personal growth and community involvement without interfering with their academic progress or causing financial burdens. Additionally, these guidelines emphasize collaboration, social responsibility, and the organization's credibility.

1. The solution has to ensure that the student's studies aren't disrupted by the volunteering activities.
2. The solution has to involve volunteering activities with recognized organizations.
3. The solution has to be very inexpensive.
4. The solution has to facilitate teamwork among students.

5. The solution must include volunteering activities related to social issues.
6. The solution has to bring about positive changes among the students.

Constraints:

Constraints are the part where we narrowed down our requirements in specific numbers so that it will help us to find the solutions more accurately.

1. The solution must account for varying time commitments: Urban students can dedicate 30 minutes to 1 hour, while rural students can contribute 1 to 3 hours.
2. The solution must involve organizations like Jaago Foundation, and Shunav Shuchona for collaboration.
3. The cost of the solution must be zero, as school students cannot afford to donate money for volunteering.
4. The solution should include at least one type of activities that promote teamwork and allow students to work collaboratively.
5. The solution must incorporate at least two volunteering activities that address ongoing social issues.
6. The solution must bring about 2 to 3 types of positive changes in students.

Objectives:

The objective is the part where we set our goals based on requirements and constraints for finding some concrete solutions regarding the problems that were given to us.

1. The first requirement was to find a solution that ensures students' studies are not interrupted in any way. The constraint was to limit the time to 30 minutes to 1 hour for urban students and 1 to 3 hours for rural students. After interviewing students and researching suitable timetables, we concluded that students can dedicate two days a month to volunteering. Additionally, they can volunteer during morning hours, ensuring it does not interfere with their study time.
2. The second requirement was to find a solution that must include any recognized organization for collaboration with the volunteers. After reaching out to some recognized organizations, one

of the recognized organizations known as Shunav Shuchona agreed with all the requirements and showed much interest in collaborating with these kinds of volunteering activities.

3. The third requirement was to find a solution where the cost of volunteering is zero. After much consideration, we identified some inexpensive volunteering activities. These include cleaning school areas, tutoring underprivileged children, and conducting surveys in teams to find solutions to specific problems.

4. The fourth requirement was to look for activities that promote teamwork among students. The constraint stated that the solution should include at least one type of activity related to this. After careful consideration, we have identified several activities that align with our requirements, including tree planting, environmental clean-up, team-based surveys to find solutions to certain problems, and providing free first aid.

5. This requirement involves finding at least two volunteering activities related to social issues. Some of the activities we considered include: environmental awareness and tree planting, tutoring underprivileged children, health and hygiene awareness, recycling and waste management, safe water campaigns, gender equality campaigns, and anti-smoking and drug awareness programs.

6. The final requirement was to identify at least two to three positive changes that can occur in students. Some of the positive changes we considered are: leadership skills, fostering unity among students, and enhancing kindness.

7. To finish writing the report on time we made a scheduled deadline and planned everything accordingly. Apart from this we also made a "decision matrix" to find the best solution out of all the initial solutions that we came up with. This decision matrix helped us to eliminate the solutions that weren't cutting our given requirements.

Ideation:

Through ideation, we came up with three solutions that match our resources, requirements, constraints, and objectives. After this, through a decision matrix and further examination, we eliminate one of our solutions; and stick with the other two. The following is the description of two of our final solutions:

Detailed Design

Solution: Waste Management & Recycling

The proposed solution engages students in waste management and recycling activities to minimize environmental impact. Below is a structured plan:

1. Identifying the Problem Area

- Students will select a specific area where waste is frequently discarded on roads.
- They will place **three dustbins** in the area with banners indicating the type of garbage for each bin:
 - **Plastic and Paper Waste**
 - **Glass and Sharp Objects**
 - **Other Waste (neither plastic nor glass)**

1. Sorting and Cleaning

- **Monthly Activity:**
 - Students will form teams to inspect the bins for plastic and paper waste.
 - Useful items will be sorted for recycling projects.
- **Cleaning Process:**
 - The sorted items will be cleaned using disinfectant products like Savlon.
 - Students will wear gloves for safety during sorting and cleaning.

1. Recycling Projects

- After cleaning, students will begin creative recycling projects, transforming waste into useful items.
- **Showcasing and Sharing:**

- Completed projects can be showcased through exhibitions or presentations. The volunteers can showcase their projects in front of their teachers at Poraai Classroom or the organization that is going to collaborate with these activities can make arrangements to exhibit these projects.
- Students can sell these recycled items to raise funds which they can use for future volunteering activities or the organization that is going to collaborate with the activities can also help to sell those items, donate them to local organizations, or share them with underprivileged children to spread kindness.

1. **Organic Fertilizer Creation**

- The '**Other Waste bin**' will be used for making organic fertilizers:
 - Students will bury the waste in the soil and let it decompose naturally over time.
 - The resulting compost can be used for planting trees without artificial fertilizers.
 - They can use this to make a small garden in their house or school area.
- A trainer will teach students the process of composting and other waste management concepts.

6. **How Organic Fertilizer is Made**

1. **Collection of Organic Waste:**

- Gather biodegradable waste, such as fruit and vegetable peels, and eggshells.
- Avoid non-biodegradable materials, oils, and meat products to prevent contamination.

2. **Preparing the Composting Area:**

- Choose a spot for composting or use a compost bin. Ensure it has proper ventilation for airflow.
- Layer the compost bin with dry materials like leaves or shredded paper as a base.

3. **Layering Waste:**

- Add organic waste in layers, alternating with dry materials (e.g., dried leaves, sawdust) to balance moisture and aeration.

4. **Aeration and Moisture Maintenance:**

- Regularly turn the pile to provide oxygen and speed up decomposition.
- Ensure the compost is moist but not too wet; water can be sprinkled if it feels dry.

5. **Natural Decomposition:**

- Microorganisms in the waste will break it down into nutrient-rich compost.
- This process can take 4–8 weeks, depending on the climate and waste composition.

6. **Ready-to-Use Fertilizer:**

- Once the compost turns dark and has an earthy smell, it is ready to be used as an organic fertilizer.
- The fertilizer can be mixed into the soil to enhance its nutrient content and improve plant growth.

7. **Training and Guidance**

- A trainer will provide students with basic knowledge of waste management and recycling techniques.

Cost Breakdown

1. **Dustbins, Gloves, Savlon, Masks:** 700
2. **Stationery Items:** 200
3. **Trainer Fees:** 300

Total Cost: 1,200

This comprehensive project not only fosters environmental responsibility but also aligns with the six intended requirements, empowering students to create positive change.

Solution: Tutoring

This solution aims to address the lack of educational opportunities for underprivileged children in rural and slum areas by involving young volunteers in tutoring initiatives.

1. **Volunteer Selection**

- **Eligibility:**
 - Students in classes 9 and 10 will serve as tutors, as they are capable of teaching younger children.
 - Class teachers will select students who are responsible and suitable for tutoring.
- **Training:**
 - A trainer will conduct a session to guide the volunteers on effective tutoring techniques.

1. Tutoring Sessions

● **Initiating the Program:**

- Volunteers will visit nearby slums or rural areas in teams.
- During their first visit, they will bring books with colorful, engaging pictures to capture the children's interest.
- Volunteers will introduce basic concepts from "Poraai" during a 1–1.5 hour session.

● **Follow-Up Visits:**

- On subsequent visits, study materials will gradually advance, covering topics like basic math and sentence formation in Bangla and English.
- Sessions will be held twice a month based on the children's responses and progress.

1. Management and Oversight

● **A point person** will be assigned to:

- Track the activities of the volunteers.
- Monitor the participation and progress of underprivileged children.

1. Benefits and Impact

- **Accessibility:** This activity is free of cost for volunteers, as a partnering organization will provide necessary support.
- **Feasibility:** Sessions require only 1–2 hours, ensuring minimal disruption to the volunteers' own studies.
- **Social Impact:**
 - Addresses a critical issue of education inequality.
 - Helps bridge the gap for the 31% of the population living below the poverty line who cannot afford schooling.
 - Strengthens teamwork and fosters a sense of responsibility among volunteers.

6. Learning Outcomes of Volunteers

Enhanced Communication Skills:

- Volunteers learn to explain concepts clearly and effectively, adapting their communication style to suit young learners.

Improved Leadership Abilities:

- By managing sessions and guiding children, volunteers develop leadership and mentoring skills.

Empathy and Social Awareness:

- Interacting with underprivileged children increases awareness of social challenges and cultivates a sense of empathy.

Cost Breakdown

1. **Trainer Fees:** 300
2. **Small Whiteboard and Markers:** 200
3. **Books:** 100

Total Cost: 600

This initiative empowers volunteers to make a tangible difference in the lives of underprivileged children, ensuring they receive at least a basic education and a chance to build a better future.

Project Review:

Personal Statements of Internship Coordinators:

Summya Binte Mahmud: While this was the first time for me to work as an internship coordinator, working with the interns throughout the internship was a pleasant experience as everyone was cooperative and diligent. Even though my interaction with the interns was much more limited than I had anticipated, I was able to learn and observe their individual characteristics as proper contact was kept throughout each step of the project between the interns and the coordinators, which in turn helped in the project. All of the interns showed dedication to each task and we were able to complete the majority of the assignments within the estimated timeframe. However, we faced certain difficulties and limitations throughout the project as well. Some of the significant ones were the lack of a ‘breathing room’ or excess time in cases of unexpected delays. As we could not conduct the internship for almost a week, our schedule was harmed quite a bit. Additionally, I have gained much more experience as an internship coordinator through this experience that I will be able to utilize in the future. For example, I have realized the priority of interaction with the target demographic that we are addressing in the research. Hence, in future endeavors, I would try my utmost to provide that link between the interns and the students of low-income families to enhance the depth of project research.

Tanha Ahmed Nijhum: It was my first time working with students of North South University for an internship session and I was excited to see what they had to offer. With past experience as an internship coordinator, I was excited to help the new interns out and guide them throughout the month-long program. It was refreshing to see the thought processes of the young interns and I was able to gain insight into how they work and learn from it. Guiding them throughout the program was a personally rewarding experience from which I hope the interns will be able to leave with good memories and knowledge that they can apply in the next chapters of their lives. For me it was particularly rewarding to see my past experiences at Poraai.com come into use and how it helped me navigate the challenges this internship program provided. However, the internship program was not without its problems; this was supposed to be a 2 month-long program but it was condensed into a 1 month one. This caused many aspects of the internship to be hurried or even completely cut off and I believe that hurt the overall experiences of the new interns. Not only that but due to the unforeseen Quota reform movement developing right in front of our eyes, the internship program had to be halted for at least a week, leading to delays in our project. We weren't prepared for such developments to occur and it taught me to be more prepared and have more contingency plans planned out for future internship programs.

Personal Statements of Interns:

Kazi Zisanur Rahman: This internship has been a life-changing experience for me, as it is my first internship. I gained hands-on experience in various areas. I learned how to teach children by creating a cheerful environment, as well as how to build connections and communicate effectively with influential individuals. I also developed skills in convincing others in a professional manner. Additionally, I improved my writing skills by creating professional documents such as event proposals and marketing strategies. Moreover, I learned time management, how to work under pressure, and how to handle multiple tasks simultaneously.

Sanzida Rahman: Participating in this internship has improved me in many ways. Through this experience, I was introduced to a professional office-like environment, something I had never encountered before. I developed time management skills as I handled multiple tasks

simultaneously. I also learned how to write official project proposals and gained insights into current market trends and marketing strategies. The internship included several team-based tasks, which helped me understand the importance of teamwork. Additionally, working on project planning during the internship enhanced my creativity in various ways.

Overall takeaways from this internship project:

- The internship emphasized the importance of teamwork, teaching interns how to divide tasks effectively among themselves to maximize efficiency and productivity.
- Interns developed their skills in drafting formal proposals learning the structure, tone, and content required to communicate ideas professionally and persuasively.
- The project provided hands-on experience in planning and executing campaigns, helping interns understand how to set objectives, create timelines, delegate responsibilities, and measure success.
- The experience highlighted the importance of balancing time management with task quality, offering valuable lessons for future projects and endeavors.
- The internship underscored the importance of strategic planning, collaboration, and execution, offering a comprehensive learning experience that prepared interns for future challenges in their academic and professional journeys.

Future recommendations for the next batch of interns:

- Develop a well-structured schedule with clearly defined goals and timelines. This can help interns balance multiple tasks more effectively and reduce the rush that leads to less polished outcomes.
- Stay in constant communication with your team and supervisors. Ask questions, seek clarity, and provide updates on your progress to ensure smooth collaboration.
- Divide tasks fairly among team members and leverage each other's strengths. Effective teamwork will not only improve efficiency but also foster a positive work environment.
- Make the most of every opportunity to learn. Whether it's mastering marketing strategies, proposal writing, or campaign planning, take notes and actively participate in discussions and activities.

- Maintain a planner or use task management tools to keep track of deadlines and assignments. Staying organized will help you balance multiple responsibilities effectively.
- Be prepared to handle unexpected challenges and last-minute changes. Flexibility is key to thriving in a dynamic work environment.

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