

Honorable Sir,

Respectful Greetings

All the service activities of the Organisation that are conducted by giving top most priority to the welfare of the humanity are in full swing with the blessings and the support of donors like you. As a result, many 'free of cost' mass polio corrective surgeries and especially abled helping appliances distribution camps have been organised, till date.

You, as a service contributor have conducted many significant service activity tasks and provided your support. 'Narayan Seva Sansthan' is looking forward to organize a 'free of Cost' mass diagnostic, selection and especially abled helping appliances distribution camp in your region with your kind support.

If you are willing to participate in the spiritual effort of 'Narayan Seva Sansthan', and then kindly review all the important points relating to the camp thoroughly and please fill up the consent form and send it back. On the receipt of the sponsorship amount and the consent letter in the organisation, the file relating to the camp to be organised in your region would be untied on an ascertained date by the planning department. Thereafter, the entire family of the organisation would leave no stone unturned in providing help in turning out this historical event into a successful one.

You can also arrange to get this camp organised in memory of your loved ones or with the courtesy of any institution/ association/trust, under which, respective name would be mentioned on the camp banner and publicity material such as pamphlet, posters etc. The proposed camp, to be initiated with your sincere efforts would improve the life of especially abled' and you would be blessed with an opportunity to offer oblation in this great sacrificial act. Come, avail this opportunity. Get yourself associated with the organisation to serve for the deprived people.

It is earnestly requested to be a part of this sacrificial act. With your close association, we, too would consider ourselves praiseworthy and the 'wretched & distressed' people of your region would be benefitted.

With regard to service, it is humbly requested that:-

1. The sponsorship and support to be provided by you in the camp --- Annexure 'A'
2. For instructions related to the arrangements for the camp--- Annexure 'B'
3. For arrangements relating to the venue of service camp --- Annexure 'C'
4. In anticipation of your sponsorship with regards to the consent of conduction of the camp. Kindly place the order and arrange to send your consent letter -- Annexure 'D'

With Thanks & Regards

Please Note: -- For complete information, specification letter is being sent to you. Kindly arrange to send your consent.

Yours Own

Kailash 'Manav'

Prashant Agarwal

Founder -- Chairman

Global President

Email: [planning@narayanseva.org](mailto:planning@narayanseva.org), [info@narayanseva.org](mailto:info@narayanseva.org) Web: [www.narayanseva.org](http://www.narayanseva.org)

Narayan Seva Sansthan, Udaipur

Sewadham, Seva - Nagar, Sector --4, Hiran Magri, Udaipur -313002 (Raj)

Phone: -- 91 -- 294 -- 6622222, Mobile: -- 96494--99999

Fax: -- 0294 -- 2464445, 2462248

#### ANNEXURE -- 'A'

Sponsorship Amount for 'one day' 'Fate Rising Camp for 'specially abled' and proposed 'Bhagwad' at your end - Rs. 51,000/-

Under above mentioned amount, participating sadhaks (religious workers) would be paid 'to & fro' expenses inclusive of expense relating to the proclamation team, camp team and doctors team.

Kindly arrange to send the above mentioned amount as soon as the venue for the camp is finalized

In addition to the above mentioned amount, Rs 3,000/- would be payable as sponsorship amount for every patient found suitable for surgery during the camp. The entire responsibility with regard to the departure of the selected patients for Udaipur solely vests upon you. The selected patients are required to be sent in groups.

The local arrangements during the camp that are required to be made on your behalf are as follows:--

1. Publicity through printed material such as pamphlets, hoardings, posters and local channels beginning 15 days prior to the initiation of the camp.

2. 7 2 sadhaks of/on behalf of the Organisation would reach the venue for publicity 7 days prior to the camp, but the publicity material such as vehicle, mike etc . These sadhaks would go from village to village and proclaim with regard to the camp.

3. Lodging & boarding facility for the camp publicity team
4. Arrangement of lodging & boarding facility for 10 to 12 sadhaks along with a doctor reaching the venue 1 day prior to the initiation of the camp.
5. To provide tent and sound facility at the local level and arrange food, water, chairs & tables for the patients and their respective attendants.
6. To invite local administrative officers, social workers, political persons and other renowned personalities for the stage programme during the camp.

#### ANNEXURE - ' B'

Request with regard to arrangements and important points with regard to information

1. We are thankful to you/ institution/trust for your sponsorship in organizing such an auspicious act relating to the service of 'specially abled' people
2. The organisation treat it as 'Fate Rising Mahayagya for Specially Abled' and consider it's good fortune in conducting service camps from place to place.
3. At the initial level, the representatives of the organisation develops contact with you to discuss on several matters and witness the venue of the camp.
4. The proclamation team departs from the organisation either 7 or 10 days prior to the initiation of the camp. The proclamation team, with your guidance, proclaims in the surrounding villages through mike and pamphlet. Kindly arrange vehicle and mike facility for the said purpose.

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5. Responsibility with regard to the arrangement of pamphlet, posters, banners, stickers, hoardings for the proclamation of the camp and placement of advertisements in local newspapers and on television channels and arrangement of vehicle, mike etc for the said purpose vests solely upon yourself
6. It is requested to maintain a proclamation team comprising 1 or 2 persons so as to proclaim in local language and 'specially abled' brothers & sisters may be benefitted through the camp.
7. An organizational team comprising 8 to 10 members arrives at the venue a day before the initiation of the camp. The team investigates every activity and helps in forming your helping camp.

8. A team of doctors arrive at the venue a day before the initiation of the camp. Kindly arrange to provide them residential accommodation in a 3 A.C double bedded room of a hotel/circuit house.
9. All the arrangements with regard to the camp must be finalized one day before its initiation. viz. tent arrangement, registration, doctor room, lodging arrangement, sitting arrangement, functional arrangement, calipers management and 2 discussion rooms.
10. Kindly arrange an idol of Lord Mahaveer and Goddess Gayatri for the inaugural ceremony and light lamp, cotton, incense sticks and a match box near the stage.
11. The inaugural ceremony may also be conducted by the managing trustee of 'Narayan Seva Sansthan', Udaipur or any sadhaks as nominated by him. The volunteers of sponsor would also provide their help in the same and their names would be finalized as per the circumstances.
12. Kindly arrange to disclose the list of all the guests and the renowned personalities participating in the camp to the in charge one day prior to the initiation of the camp
13. The registration of the patients during the camp should start from 8 am, onwards Every counter must be occupied by one or two volunteers so as to avoid the language problem.
14. Kindly arrange to make the local volunteers, patients and their respective attendants sit systematically and in proper sequence. Patients are like God for us. They shouldn't feel inconvenience and have to unnecessarily move from here to there.
15. At the completion of the registration, the patients would then consult the doctor.
16. On some occasions, it is seen that some of the patients selected for corrective surgery resist to go for the same. In such circumstances, kindly form a committee, the members of which would motivate the patients for surgery.
17. The responsibility with regard to transit of all the teams and the lodging facility solely vests upon you.
18. All the expenses incurring with regard to the transfer of patients to Udaipur for their corrective surgery would have to be borne by you.

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## Guidelines relating to arrangements at the camp venue

S. No	Arrangement	No.	Specified Detail
1	Tent arrangement for patients and attendants	1	40x105
2	Stage	1	45 x30
3	Table for Stage	1	
4	Podium	1	
5	OPD Room (for Doctor)	2	15x15
6	Registration Room	1	accommodation for 500 persons
7	Control Room	1	15x15
8	Exhibition Room of the Organisation	1	15x30
9	Consultation Room	1	15x15
10	Hall /Tent for the storage of aids & equipments	1	45x60
11	Additional Room	1	45x60

1. Proper arrangement of doctors room should be made and external facility of tent, table, clothes and chairs should be provided for other counters on the day of the camp.
2. Water facility should be provided near all the counters. Proper mike arrangement should be made at registration and control rooms so that the patients may not face any inconvenience.
3. Kindly arrange to form committees for specific activities. (Welcome committee, food committee etc) and arrange to provide its list at the control room so as to avoid inconvenience.
4. Kind make all the arrangements as per abovementioned tabular form
5. The name of the counter should be mentioned on a thermcol sheet or cardboard to avoid inconvenience to the patients.

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**Consent for the Camp -----Annexure 'A'**

Sir, we were delighted to go through the detailed project sent by you with regard to polio diagnostic, selection and 'aids & appliances' distribution camp. We are interested in availing this opportunity. Our complete address is as follows:--

1. Name and complete address -----
2. Contributor/Institution/Association/Trust/Others -----
3. Telephone Number S.T.D -----  
Residence -----
4. Name and address of proposed camp -----
5. Contribution amount sent by the sponsor Cash/Cheque/Demand Draft
6. Boarding doctors (circuit house/hotel) -----
7. Boarding for sadhaks (dharamshala, community hall) -----
8. Proposed date for organizing the camp -----
9. Local Arrangements

Expenses relating to publicity, printed material, transportation, lodging, boarding, tent, electricity, water, generator etc. would also fall under local arrangements.

Special Request: -- Kind arrange to send this form at the earliest

Signature

For more detail regarding camp, kindly contact us at - 09929534444, 0294 -- 6622245

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