



Atma Phone Etiquette

Answering calls:

- Atma, Namita speaking.

Person asks for:

- **Meeting**
 - Please send an e-mail to admin@atma.org.in and you will receive an appointment within one week.
- **Volunteering:**
 - Thank you for your interest. Please send your CV to volunteer@atma.org.in and someone will reply to you within one week.
 - If they have already mailed their CV please ask them for their name and send an e-mail to volunteer@atma.org.in with the subject: Follow up – Example Name.
- **Donations:**
 - Thank you! That would be great. Please write a cheque in favour of Atma Education with your name, address, and PAN number. Atma will provide you with a receipt, a thank you letter and an 80G income tax exemption for the donation amount.
- **Scholarships:**
 - Atma does not give scholarships – please visit www.helpachild.in
- **Jobs:**
 - Please email your CV to careers@atma.org.in
 - Follow-up on CVs sent: If you are a suitable candidate you will receive an e-mail or call for an interview.
- **Donate Clothing:**
 - Please visit www.Goonj.org they have drop centres all around Mumbai.



- **Information on NGOs:**

- o Please visit our website www.atma.org.in and www.karmayog.org

Important Contact Numbers:

Board Chair
Executive Director
Administrative Manager
Etc
[numbers to be given only as directed]