



Standardization Policy

Street Cause, hereby referred to as 'SC' or 'The Organisation', is a non-profit NGO that is constantly modifying itself to update with the rapidly changing times. Street Cause has certain guidelines, which are to be followed, in order to ensure a smooth functioning organisation.

SCOPE:

The Standardization Policy of Street Cause serves as a guideline drafted to maintain a uniformity of standards among its different wings and divisions. These guidelines are to be strictly followed by all the wings and divisions of Street Cause Hyderabad.

PREFACE:

Street Cause Standardization Policy details the Organisation's specifications regarding logos, letterheads, identity cards, and other labels associated with the non-profit.

This policy shall apply to:

- Chief Executive Board (Chief EB)
- All the Divisions of SC
- Units of Street Cause - Gold, EForce, PAW, I&R, Pride and Hyderabad Youth Assembly.
- All members and volunteers raising funds for Street Cause

1. Logo:

- A. The Organisation has one established logo which can be found in the links below:
- B. The logo will be used in all the letterheads, ID cards, banners, posters or any other article which requires printing like T-shirts, hand bands, ID card tags, or any other accessory/article of clothing
- C. The first two alphabets of the Organisation's name (i.e S of Street and C of Cause) should be in Uppercase followed by the remaining alphabets in Lowercase
- D. The name of the Organisation, whenever mentioned as the title, should be presented in standard Calibri font only
- E. The name of the Organisation wherever mentioned shall be in BOLD only

2. Letterhead:

- A. The Letterhead issued officially from the Organisation shall have the following particulars as per the order mentioned below:
 - i. The Logo of the Organisation
 - ii. The Title of the Organisation
 - iii. The Address of the Organisation
 - iv. The registration number of the Organisation: 169/2009NGOR
 - v. The email address of the Organisation
- B. Only the Chief Executive Board of Street Cause reserves all the rights to retain the Letterhead, and could issue it on a timely basis to the various Street Cause Divisions, Street Cause units – SC Gold, SC Eforce, SC PAW, SC I&R, SC Pride and HYA.

3. T-shirts and Identity Cards:

- A. The Chief Executive Board of Street Cause is authorized to produce T-shirts and Identity Cards in the name of the Organisation. The Chief Executive Board shall produce T-shirts and Identity Cards for the following:
 - i. Chief Executive Board of Street Cause
 - ii. Divisions of Street Cause
 - iii. Units of Street Cause – SC Gold, SC Eforce, SC PAW and Hyderabad Youth Assembly
- B. The Identity Cards issued by the Chief Executive Board for any particular division or unit of Street Cause shall contain the following:

- i. Name and Logo of the Organisation.
 - ii. Name of the Street Cause Division or Unit in which the said Street Cause member is working.
 - iii. Name of the Street Cause working member.
 - iv. Year of validation.
 - v. Digital Signature of the President-Street Cause
- C. Identity Cards for any fundraising event organized by any Street Cause Divisions or Units of Street Cause which include SC Gold, SC Eforce, SC PAW and Hyderabad Youth Assembly shall be issued by the Chief Executive Board of the Street Cause only, which shall contain the following:
 - i. Name and logo of the Organisation
 - ii. Name of the Division or Unit which is organizing the fundraising event.
 - iii. Name of the fundraising event being organized.
 - iv. Name of the Street Cause working member.
 - v. Year of validation.
 - vi. Digital Signature of the President- Street Cause.
- D. Street Cause Logo on Street Cause T-shirts shall be of the size: 3*3 SQ UNITS only
- E. The T-shirt design for various Street Cause units and divisions shall be maintained:
 - i. Chief Executive Board
 - ii. Divisions of Street Cause
 - iii. Units of Street Cause :
 - SC Gold
 - SC EForce
 - SC PAW
 - SC I&R
 - SC Pride
 - Hyderabad Youth Assembly
- F. Street Cause T-shirts for any fundraising event organized by any Street Cause Divisions or Units of Street Cause which include SC Gold, SC Eforce, SC PAW, SC I&R, SC Pride and Hyderabad Youth Assembly shall be issued by the Chief Executive Board of the Street Cause only
- G. The respective workforce of SC Divisions and SC Units is liable to bear the expenses of SC T-shirts and Identity Cards production as per head norms

- H. The T-shirts and Identity Cards issued by the Chief Executive Board of Street Cause shall be done under the discretion of Head- Operations and Logistics and President –Street Cause only

4. Partners/sponsors:

- A. Solitaire Global schools is the education partner of Street Cause for March 2020-June 2023
- B. In all SC unit/divisions fundraiser events, the poster/pass shall have Solitaire global Schools logo and shall tag them as Education partner
- C. Solitaire Global schools would be the Title or Co-Title Sponsor for RFC 7 and RFC 8.

5. Certificates:

- A. Only the Chief Executive Board of Street Cause is authorized to issue certificates in the name of the Organisation. Certificates can be issued to the following:
 - i. Divisions of Street Cause.
 - ii. Units of Street Cause which include- SC Gold, SC Eforce, SC PAW, SC I&R, SC Pride and Hyderabad Youth Assembly.
- B. Certificates are issued to the SC Division workforce on successful completion of their term in discretion with respective Divisional President and the Mentor of the SC Division from the Chief Executive Board
- C. Certificates are issued to the Units of SC which includes SC Gold, SC PAW, SC I&R, SC Pride and SC Eforce workforce on successful completion of their term in discretion with the respective President of the Unit and the Mentor of the SC Unit from the Chief Executive Board
- D. Certificates are issued to SC Unit- Hyderabad Youth Assembly workforce on successful completion of their term in discretion with the Chairperson- Hyderabad Youth Assembly
- E. The certificates issued are only valid when it has a digital signature of President-Street Cause attached to it
- F. In case of any fundraising event organized by any Street Cause Division or Units of Street Cause which includes- SC Gold, SC Eforce, SC PAW, SC I&R, SC Pride and Hyderabad Youth Assembly, only the Chief Executive Board of Street Cause is authorized to issue certificates in the name of the Organisation. The respective SC Division or SC Unit Organizing the fund-raising event is liable to bear the expenses of certificate printing
- G. Certificates shall be issued from the Chief Executive Board of Street Cause in discretion with the Head- Operations & Logistics and President- Street Cause

6. Receipt Books, Cash Memos and Commitment Sheets:

- A. Only the Chief Executive Board of Street Cause is authorized to issue receipt books, cash memos and commitment sheets to SC Divisions and SC Units which include- SC Gold, SC Eforce, SC PAW and Hyderabad Youth Assembly in accordance with the Finance Policy of Street Cause
- B. Receipt books, Cash memos and Commitment sheets shall be issued from the Chief Executive Board of Street Cause in discretion with the Head- Operations & Logistics and President-Street Cause
- C. All passes sold through Street Cause must have the line 'Donating INR 20 will make you a donor member of Street Cause! Thank you for being a part of the change!'

7. Cost Optimization:

- A. The Chief Executive Board shall have a standardized vendor with a fixed marginal cost for logistics purposes under the discretion of Head- Operations & Logistics and President-Street Cause
- B. The printing material shall be acquired at a much cheaper marginal cost post necessary bargain in order to minimize the cost
- C. Extra T-shirts and Identity cards of SC Divisions and SC Units shall be retained by the Chief Executive Board in case of any said emergency or any other unforeseen situation

8. Vendor Management:

- A. The Operations Head of Chief EB shall maintain a list of vendors spread across the city (approximately 15) who shall provide materials such as Stationery, Printing, Groceries, Furniture, Sports Equipment, Electronics etc., at the optimized cost for SC
- B. This list shall be shared with all SC Divisions/Units. The Operations Head will ensure that all these vendors are well aware of the functioning of the SC and provide bills which comply with the SC Finance Policy
- C. In case of vendors for printing materials, the Operations Head shall ensure that they have the necessary standard formats (Logo, Font, etc.) of SC that comply with the Standardization Policy
- D. The Operations head shall have not more than 2 T-Shirt vendors for all of the organisation
- E. The Organisation shall have one videographer for all SC events

9. Amendments :

- A. The Policy has been created by the Chief Executive Board under the guidance of the Permanent Chair of Street Cause

- B. Any change/changes to the policy shall be reviewed by the Portfolio Head, Head-Documentation and Policy Governance, along with the President of Street Cause
- C. If the President is in agreement with the amendments to the Policy, it needs approval from the Board of Governors and Governance Committee
- D. In case of any discrepancies arising, the Street Cause Governance Committee can be approached with the same
- E. **Change of Policy:** The Executive Board of Street Cause, can change the policies, approved by the President of Street Cause, after due consultation with the BOG
- F. **The Board of Governors has the discretionary right to invoke any change in policy based on circumstances**
- G. The Board of Governors has discretionary right to make an exception to the policy based on reasonable circumstances
- H. The Permanent Chair has the discretionary right to override any change in policy made by the Board of Governors and Governance Committee based on circumstances and will have final call over the policies

Note:

1. The policy is subjected to change and further updates.
2. For any queries regarding any of the clauses or points in the policy, please contact:
streetcause@gmail.com

Policy Version	Changes	Created/Modified	Created/Amen ded by	Reviewed & Approved by
Standardization Policy of Street Cause V1.0	Policy Launch	26/04/2019	Kaushik Raj Borelly	Akhilesh Jukareddy
Standardization Policy of Street Cause V1.1		10/06/2019	Ratan Vikram	Akhilesh Jukareddy
Standardization Policy of Street Cause V2.0	Introduced Vendor Management	29/04/2020	Ratan Vikram	Meghana Mojjada, Bhargav Kumar (Board of Governors)

