



Shri Shirdi Saibaba Temple of Rockies
10250 E Easter Ave, Centennial, CO 80112
Phone:303-792-3639
www.ShirdiSaiofRockies.org

**Policy and Procedure Document
for Operation and Management**

2016

Version 1.1

Date	Version	Description
03/04/2016	0.1	Initial version
03/15/2016	1.0	Added more sections, and structured the document.
03/24/2016	1.1	Re-structured the document with review feedback.
03/30/2016	1.2	Clarified the responsibilities of Manager and org chart correction

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Table of Contents

1. Introduction	3
2. Governing Structure.....	3
3. Organization Chart.....	3
4. General Responsibilities of Temple Committees.....	4
5. Conflict Resolution.....	4
6. Operations Committee	4
A. Office Sub Committee.....	4
B. Altar Sub Committee.....	5
C. Kitchen Sub Committee	6
7. Finance Committee:.....	6
A. Book keeping & Audit Sub Committee:.....	6
B. Fund-raising Sub Committee:	6
C. Capital Projects Sub Committee:	6
8. Responsibilities of Manager.....	7
9. Responsibilities of Priests	7
10. Temple Documentation	8
11. Account and Expense Guidelines.....	8
12. Vendor Contract Guidelines.....	8
Annexure 1: Vendor Contract / Agreement.....	10
Annexure 2: Operations Guidelines	12
Annexure 3: Kitchen Guidelines	13
Annexure 4: Office Guidelines	14

1. Introduction

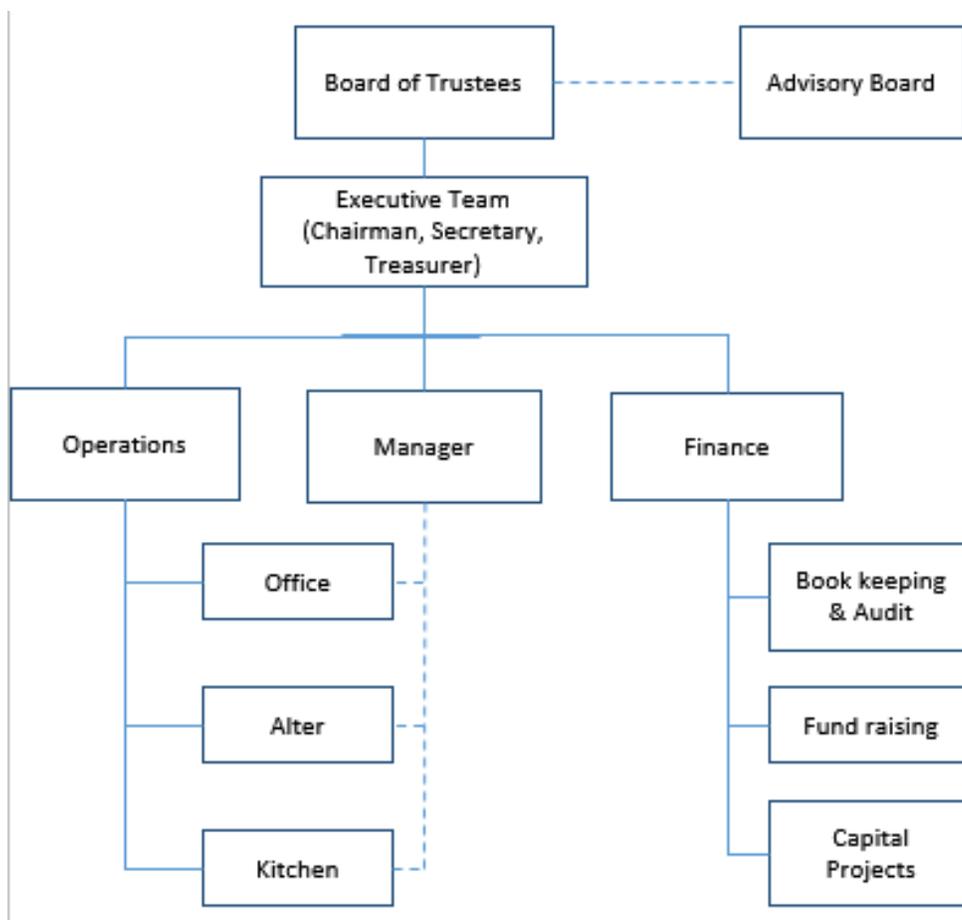
This document lists out all the policies and procedures set forth for the temple to perform smooth operations and management. Any changes to this need to be reviewed by the Board of Trustees (BoT), and approve duly by the organization.

2. Governing Structure

The governing structure of Shri Shirdi Saibaba Temple of Rockies consist of the following bodies.

1. Board of Trustees: Described in the temple bylaws.
2. Executive Team: Described in the temple bylaws.
3. Advisory Board: The Advisory Board may consist of the retired BoT members, who are willing to support the organization on a timely basis, to resolve any disputes, or issues within the BoT.
4. Committees: BoT will form various committees described hereunder, to focus on each of the functional areas of the organization.

3. Organization Chart



4. General Responsibilities of Temple Committees

1. The Chairman, with the approval of the BoT, shall appoint the various committee leads. The committee leads shall recommend members to their committees.
2. The BoT will meet quarterly with all the committee leads. Each committee lead may invite those members/volunteers of their respective committees who may add value to the meetings with the BoT:
3. All leads of the various committees shall submit their respective budgets to the BoT through the Chairman within three (3) months after the committees are established.
4. All expenses except regular maintenance expenses, not budgeted already or in excess of \$2500.00 will require prior approval of the Chairman and/or the Secretary, and all expenses in excess of \$2500 shall require the approval of the majority of the BoT, unless already appropriated in the budget by the BoT.
5. At least three quotations shall be obtained for purchases of materials or services for \$2,500.00 or more.
6. No individual member shall enter into any contracts, agreements or other instruments whether written or oral, with any other individual or organization at any time with the exception of the Chairman and/or Secretary by virtue of such authority conferred on him/her per the bylaws.
7. Each committee shall have at least two members. Each individual committee lead will plan meetings with their members whenever needed. Meetings could be defined at regular intervals or can be called at adhoc basis. Any member who is absent from three (3) consecutive meetings without legitimate reasons will be disqualified from the respective committees.
8. The committee functions can be modified by the BoT, as needed.
9. Committees can be pulled apart at any given time at the discretion of Chairman and with the approval of majority of BoT.

5. Conflict Resolution

Any conflicts that may arise within the committees will need to be resolved within the committee, before escalating to the BoT. The conflicts beyond the BoT will be resolved with the intervention from the Advisory Board (invitees for BoT meeting).

In case of a conflict between the Temple Bylaws and the rest of this Policies and Procedures Manual, the Bylaws will supersede.

6. Operations Committee

This is the group of several sub committees with the primary responsibility to maintain the day-to-day activities of the temple. The sub committees within this group can be as follows. This committee will have three sub leads who will work closely with the manager of the temple. Operations guidelines are published in the Appendix 2.

A. Office Sub Committee

This committee comprises of members who are willing and members in good standing experienced in managing office operations of organizations and/or facilities. This committee has the following responsibilities in addition to other duties that may from time to time fall within its jurisdiction as approved by the BoT.

1. Ensure cleanliness of temple premises which includes ground maintenance (landscaping, temporary structures, etc.), parking lot and any other activity that falls in the "general up-keeping of premises" category.
2. Keep an open line of communication with all the other committees and Manager as needed.
3. Ensure appropriate sound systems and necessary logistics are available for various temple functions (Pooja services, lectures, etc.)
4. Assist the Manager in the payroll of all temple employees (time sheets), Puja schedule for Pundits, utilities and provide accommodation and other daily requirements as needed for the temple guests.
5. Review the suggestions/complaints from the devotees and resolve issues. Forward all unresolved items to the

- 6 BoT with the preliminary recommendations and assessment.
- 7 Manage the insurance requirements for the temple's employees, vehicles, worker compensation update.
- 8 Prepare and recommend plans for temple facilities including various capital projects (new or remodeling) to the Board.
- 9 Maintain the office requirements during the normal Temple hours to help devotees and other stakeholders.
- 10 Facilitate all local, state and federal government relationships with respect to the mission and objectives of the temple including legal documentations, license and various permit needed for the special events.
- 11 Develop brochures, posters, letters and any other relevant communication aids (social media and emails) and advertising materials for promoting routine as well as special Temple functions.
- 12 Provide appropriate public relations and advertising materials for timely publications including various Puja and event schedule for weekly, monthly and quarterly.
- 13 Work closely with the Cultural and Educational Committee with respect to publicity for special seminars, invited guests, cultural events and fund raising priorities.
- 14 Publish approved articles, announcements, invitations and any other information of interest to the devotees.
- 15 Print the calendar of religious events, list of services offered by the Temple (as compiled by the Pooja Committee), and all other Temple schedules in the Temple newsletter.
- 16 Maintain the Temple web-site and provide the updated information on Temple activities in a timely manner.
- 17 Update the Temple mailing-list in coordination with the Temple treasurer and the Operations Committee.
- 18 Recruit and schedule volunteers for routine activities and special Temple functions (special Poojas, Homas, Hindu festivals, etc.).
- 19 Provide assistance in setting up facilities/tables/leads for lectures, discourses, etc. and the sound systems.
- 20 Confirm all private reservations and set up tables and leads, sound system, if needed.
- 21 Keep record of all donations and coordinate with Treasurer and Operations Committee to maintain inventory.
- 22 Assign priests for Pooja services for both on-site and off-site services. Confirm assignments through daily review of the temple reservation book.
- 23 Responsible for maintenance of temple facilities.
- 24 Provides IT support such as maintaining the software and hardware infrastructure to keep up the Temple operations.
- 25 Provides the necessary support to maintain the Telephone, Fax, Internet, Security systems and Security cameras within the organization.

B. Altar Sub Committee

This committee shall consist of members who are willing and familiar with the Hindu religious rituals and traditions. The committee should reflect the diversity of duties in terms of age, gender and religion. They should have a basic understanding of the temple activities (Poojas, Havans and other rituals). The Pooja Committee has the following responsibilities in addition to other duties that may from time to time fall within its jurisdiction as approved by the Board.

1. Recommend the auspicious days to be observed and the religious festivals to be celebrated and prepare the calendar of religious events for publication.
2. Establish, maintain and review the list of services that temple offers to the devotees and recommend the charges for those services.
3. Plan, make necessary arrangements and oversee the performance of religious services and festivals. These arrangements may include decorations, sponsorship of materials needed for the Poojas (flowers, fruits, Prasadam, etc.), assignment of tasks, and coordinating with other committees (sound system, volunteers, etc.) as needed.
4. Evaluate at the request of the BoT prospective candidates for priests and make recommendations to the Executive Team for final selection.
5. Review performance of the priests and make recommendations to the BoT on a regular basis.
6. Review and make recommendations for any text material that is published by the temple regarding religious events, rituals and develop budget for the each function and submit for approval by BoT through the treasurer of the board.
7. Establish and maintain an inventory for jewelry, ornaments and clothing used for temple deities at least every six months and forward records to the temple secretary. The committee shall confirm the listing through field

verifications against the inventory list and compiled in one place as “Temple Inventory”.

8. Provide all the relevant information to the Office Committee in a timely manner for publication. A sub-committee consisting of Executive committee, Leads of Operations Committee and Treasurer will be in-charge of jewelry & ornaments.
9. Assign committee members (along with representatives from the committees) as needed for special Temple Poojas/functions (Satya Narayan Pooja, Janmashtami, Shivratri, etc.)
10. Maintain a list of items offered for blessings by devotees for use only in specific Poojas. These items must be returned promptly to the devotees.
11. Monitor Priests' activities and report any problems to the Pooja Committee Lead.

C. Kitchen Sub Committee

The Kitchen (or Prasadam) Committee consists of members who can prepare food (if needed) and can manage the kitchen. The committee has the following responsibilities, in addition to other duties that may from time to time fall under its jurisdiction after approval of the BoT.

1. Coordinate the preparation of Prasadam and its distribution to devotees during regular temple activities and special events.
2. Maintain the supplies needed for Kitchen operations.
3. Coordinate the Kitchen volunteers and make a list of volunteers and coordinate with the restaurant and volunteers who support for the Prasadam on Thursday and for the special events.

7. Finance Committee:

This is the group of several sub committees with the primary responsibility to maintain the financial and help accounting aspects of the temple. Headed by the Treasurer, who is selected in the BOT. The sub committees within this group can be as follows.

A. Book keeping & Audit Sub Committee:

1. Review on a regular basis, accounting procedures, receipts and disbursement, authorization procedures, bank transactions, payroll and report all findings and recommendations to the BoT.
2. Book keeping functions on a regular basis.
3. Tax filing and disclosure of accounts and financial related documents to devotees and BoT as needed.
4. Preparation of annual and monthly budgets.
5. Coordination with internal/external auditors and reconciliation of the accounts.
6. Prepare monthly, quarterly and annual financials, accounts for the devotees and shared with BoT.

B. Fund-raising Sub Committee:

1. Actively solicit new funds by arranging and conducting specialized fund-raising events (Puja, devotional and other donation opportunities) or by any other appropriate and legal methods.
2. Facilitate all local, state and federal government relationships and also all the devotees of Baba in Colorado, outside Colorado in USA and also in India with respect to the mission and objectives of the Temple and solicit any funding and donation opportunities.

C. Capital Projects Sub Committee:

1. Propose any capital projects to the BoT with proper justification.
2. Fund the capital projects that are approved and keep account, budget and management as per legal requirement and for the full disclosure needed for the devotees.
3. Get the permit, license and due approval from the Local City and Country authorities as needed.
4. Follow the Bidding process that leads to approval of vendors and award of contract

5. Overall supervision and guidance to the capital project till its successful completion.
6. Review and assure compliance with all applicable Township, County, City, State and Federal Regulations and Laws relating to building and construction.
7. See also that insurance and bids are in accordance with the temple policies and local laws.

8. Responsibilities of Manager

Manager is the primary responsible person of the Temple operations. Manager will coordinate with all the sub-committees under the Operations, and makes sure all the operations go smooth across all day-to-day tasks are performed without any break. He/She will be the interface between committee leads and executive, so that no board member or executive has direct influence or contact or interfere in temple operations. The temple manager is responsible for all activities and scheduling of events broadly. Manager will be indemnified by the temple. He will have access to the bank account and be authorized to clear all recurring payments and operational expenses. When expenses cross \$1000 he will require approval from the executive authority/ board.

9. Responsibilities of Priests

1. All temple Poojas and rituals are to be performed according to the procedures described in the "Agama Sastras" and Hindu Sastra. The rituals shall be authentic and should not be altered. The temple is Saibaba temple and priority is that Priest follow the Shirdi tradition and Puja of Baba.
2. Cleanliness of the shrines (prayer hall, Gurusthan and Dhuni area) and the surrounding area shall be the responsibility of the priests and to make sure that Priest coordinate with the altar committee and operation committee if they need especial support and help for the Puja event.
3. Lists of materials needed for common Poojas and other usual rituals shall be maintained by the priests and given to the sponsoring devotees.
4. Priests should be familiar with and collect the appropriate fee for Poojas (offsite) as per fixed minimum donation by the temple and share with the devotees in advance.
5. Priests shall meet regularly with the Pooja Committee members to plan and execute regular Poojas and special functions of the temple.
6. The priests shall act as hosts of the temple and serve the needs of the devotees as much as possible and be sensible to provide equal treatment of the devotee whether a first time devotee of the temple or a board of trustee.
7. Priests should be present in the temple during Temple hours unless they are assigned for duty outside.
8. Priests shall not engage in other than Pooja rituals and stipulated Temple activities and not engage on any political or disharmony discussion in the temple premise.
9. If priest has to leave the facility and no one is in the temple then they must ensure that no fire of any form is burning (must check Prayer hall and kitchen for connected cookers etc.) in the temple space and all the temple asset is in safe condition before locking the temple every day.
10. Must not mention any board person's name to justify anything to any devotee. Special darshan requests must not be entertained during unofficial timings.
11. Emergency darshan on discretion of Board and may be allowed. Priest must discuss with board first before committing any special event and Puja in temple.
12. No Archanas after Shej Aarti and complete silence in prayer hall.
13. Archanas can be done together and group them in a time slot and should have a proper receipt of the payment.
14. For any Puja that is performed in temple during unofficial hours, inform board and ensure that temple fee / donation is collected, recorded and proper receipt is issued to the devotees.
15. Ensure to come up with a plan how to perform the Puja during any festival by the individual devotees.
16. Temple programs supersede any private events and first right of refusal or cancellation of other events.
17. No special maha prasad Puja on Thursday after 6:30PM and Aarti followed with the exact time every day.
18. DONOT allow anyone near Altar while Aarti is going on unless need help or someone is doing chamaram seva but always by approval of priest and need to follow the alter area policy. DONOT hesitate to stop someone approaching to go near Baba while Aarti is going on. Rule applies to all volunteers as well.
19. Ensure that no one brings full tray of any prasadam inside, if someone does ask them politely to take it back and

- bring in the paper square bowl. If Liquid is there then use the brass bowls
20. Ensure that enough Puja supply is in stock for at least 1-2 month. Also, for any coming festival, Puja priest must ensure that they have the list ready ahead of time.
 21. Any Puja done at the temple, please ask devotees to do cleaning after the Puja and bring back all stuff of the temple in its original location.
 22. DO NOT encourage preferential treatment of any kind towards anyone and not be afraid or intimidated by anyone. If such things happen, then priest bring that to the alter area and operation committee for speedy action.

10. Temple Documentation

1. All of the documentation related to the temple activities/operations must be filed and maintained in the Temple office.
2. The Manager shall have the overall responsibility for maintaining all of the Temple documentation.
3. The Manager shall develop and implement an organized system for filing all the relevant documentation and ensure accurate documentation through periodic reviews.
4. The Temple documentation shall include, but not limited to the following: Minutes of the Board meetings, Minutes of General Body meetings, minutes of the meetings of the various Temple committees, building drawings, blueprints and sketches, permits and approvals granted by government authorities, listing of current and previous donors, bank loans and **all** relevant documentation related to various fund-raising activities.

11. Account and Expense Guidelines

The following Accounting Procedures to be followed by Treasurer and operation committees:

1. All purchases should be made with the Temple debit card or Temple check
2. Receipts /supporting documentation for any checks or debit card expenditure is mandatory. Exceptions: Maintenance bills. All expenses should be associated with original receipts and also justification of the purchase and proper approval. All purchases should be made with the Temple debit card or Temple check. All receipts should be submitted within 7 days of the purchase date for book keeping purposes
3. Any purchases on a personal card should be pre-authorized by the Executive Committee and should have a proper justification.
4. Any work performed in the temple for an amount \$2500 and above need 3 bids to be considered and evaluated by committee and recommended to board.
5. Checks on or above \$5000 written to vendors to be signed by 2 board members. Exception is Mortgage Loan payment checks and any preapproved checks by board.
6. 2 approved debit cards will be maintained for purposes of purchases required. These purchases or services should be approved in yearly annual budget or pre-approval by majority of board on exclusive works.
7. Cash from Hundi is counted by at least 2 to 3 volunteers.
8. Every month Financials (Income statement, General ledger and Balance sheet) will be presented to board by treasurer.
9. All the expenditure/receipts will be reconciled by finance team. Disbursements above \$1000 other than for a special event organized by temple (Which has been approved) will go thru approval of board.
10. Treasurer will reconcile final bank statements financial statements, issue 1099 forms and file taxes.
11. Receipts will be compiled electronically in Wave Apps from Feb 2016.For Year 2015 – these are compiled only in Neat Desk and still this will continue.

12. Vendor Contract Guidelines

For any service or product worth \$2500 and over, temple need to get at least 3 bids from qualified vendors. All the bids will be evaluated by the respective committee along with the Executive Team, to select the bid with best quality at the best price, and the contract can be written as per the following guidelines. The contractor should be checked for the prior

projects experience, referrals, insurance and license requirements for evaluation purposes. The contract template is attached in the Annexure 1.

1. Negotiate the contract terms and conditions with the vendor.

Decipher what the organization and the vendor have agreed upon regarding the services of the vendor and the vendor's responsibilities. Typical subsections of a contract are:

- Bidding
- Costs and Equipment
- Confidentiality Agreement
- Ownership – Individual or company
- Invoices
- Communications
- Reporting
- Review & Acceptance
- Timeliness
- Insurance Verification
- Attendance at Meetings
- Back-up

2. Meet/ discuss with the vendor and review the issues and obtain agreement.

3. Prepare the contract.

4. Review the contract with the board members. If needed look for legal advice (for major projects legal advice is advisable). Establish a purchase order and invoice.

Annexure 1: Vendor Contract / Agreement

1. This agreement (the “Agreement”) effective as of _____, (the “Effective Date”) between Shri Shirdi Saibaba Temple of Rockies, 10250 E Easter Ave, Centennial CO 80112 (hereafter “Client”) and _____ (hereafter the “Contractor”);
2. Contractor is willing to provide such services in accordance such terms and conditions _____. In consideration of the foregoing and the mutual promises and covenants contained herein, the parties hereto hereby agree as follows _____. The Client hereby engages Contractor, and Contractor hereby accepts such engagement, upon the terms and conditions set forth herein for the period commencing on Dt. _____ and ending on date _____. Contractor shall perform the services set for in the Statement Of Work (SOW) and deliver the deliverables described in the in accordance with the timeline set forth in the SOW. Any changes to the SOW which will impact the cost of the project or change the time line, must be accomplished through a change order/ amendment signed by both parties. As complete compensation for the Services and Deliverables, the Client will pay contractor the sum of \$ _____.
3. In performing all aspects of the Services, Contractor shall coordinate and consult regularly with administrator of the agreement, or a designee thereof. Promptly after completion of each component of the Services/Deliverables, the Client will review, and where appropriate, test the component for conformity to the specifications and warranties contained in the Agreement. If the component so conforms, the Client will notify the Contractor accordingly (“Acceptance”). If the Client claims that there is a failure to conform to such specifications and/or warranties, the Client shall promptly notify Contractor of such nonconformance and Contractor will promptly take all steps necessary to effect conformance.
4. Each party acknowledges that the timeline is contingent upon timely completion of each phase by each party. Each party will report delays or anticipated delays as they occur and will make every reasonable effort to correct the situation.
5. In performing the Services, Contractor is an independent contractor, and not an employee of the Client, nor are any of Contractor’s employees or contract personnel employees of the Client. Contractor shall have the right to perform services for others and the sole right to control and direct the means, methods and manner by which the Services required hereunder will be performed, consistent with the terms of this Agreement.
6. Contractor shall not be entitled to any fringe benefits, including health insurance, benefits, paid vacation, or other employee benefits provided by the Client to its employees. Contractor is responsible for payment of any taxes, withholdings and any other statutory or contractual obligations of any sort, in connection with services provided hereunder. Contractor has no authority to create or assume any obligation on behalf of the Client, or to hold itself out as having such authority, without the prior written consent of the Client.
7. It is understood that in the course of the Contractor's performance hereunder Contractor may become privy to information relating to the Client’s operations, employees, finances, projects, products and production plans, research and development, system design, software, hardware, technical processes and formulas, source codes, activities, and so on. Such information shall be deemed confidential in every case where either a reasonable person would understand it to be confidential or the Client has identified it as such, unless the information in question (i) was already known to Contractor prior to its first disclosure hereunder; (ii) has become generally known to the public through no fault of the Contractor's; or (iii) is required by law to be disclosed (in which case the Contractor shall provide the Client with a reasonable opportunity to seek a protective order maintaining confidentiality).
8. Contractor shall maintain the secrecy of all of the Client’s confidential information (including, without limitation, all confidential information that the Client has received or will receive from third parties), using the same care it applies to its own confidential information, and shall make use of such confidential information only to the minimum extent necessary to effect the Agreement. Contractor shall not exploit or reveal to any third party any of such information without the Client’s express prior written consent.

9. This provision shall apply to all confidential information, whether it was exchanged before or after the date of this Agreement.
10. All confidential information referred to in this Section in whatever form shall at all times remain the property of the Client, and shall, upon written request of the Client, be delivered by Contractor to the Client in all tangible forms, or, promptly destroyed by Contractor to the extent such delivery is impracticable.
11. Contractor must possess and provide the copy of the liability insurance that they carry for their employees/contractors who are intend to perform actual work at the temple property.

Warranties:

Contractor represents and warrants that the Deliverables and the Services will be performed in a good workmanlike manner, by competent personnel, and in accordance with applicable professional standard, and that the Deliverables will perform in accordance with the specifications provided to the Contractor by the Client. If any element of the Services does not conform to the foregoing warranty, the Client shall notify the Contractor in writing of such nonconformance, and Contractor shall re-perform such element in a manner that does conform. Contractor represents and warrants that its provision of Services and delivery of the Deliverables hereunder will not infringe any United States patent existing on the Effective Date or any copyright or trade secret which is protected under United States law. Contractor represents and warrants that Contractor’s signing of this Agreement and the performance of Contractor’s Services hereunder is not and will not be in violation of any other contract, agreement or understanding to which Contractor is a party or by which Contractor is bound.

Neither party may transfer or assign this Agreement, in whole or in part, in any manner whatsoever without the prior written consent of the other.

This Agreement contains a complete statement of all arrangements between the parties relating to its subject matter, supersedes any previous arrangements or understandings, whether written or oral, and may only be changed by a written agreement signed by the parties hereto.

AGREED TO AND ACCEPTED BY:

For Contractor:

For THE CLIENT:

(Name)

(Name)

(Signature)

(Signature)

(Date)

(Date)

Annexure 2: Operations Guidelines

1. No devotee/volunteer will be stepping on to the altar area. Devotees can only touch Baba's Paadukas.
2. Devotees will be allowed only once a year on February 28th to go on to the altar to touch all the deities.
3. Devotees are allowed to do Parikrama to the deities only on Thursdays
4. Baba's original deity & other small deities will be kept in meditation room. This room will be called "Gurusthan".
5. Devotees are encouraged to have Darshan of Baba in "Gurusthan" before entering the main prayer hall for Baba's darshan.
6. Dhuni area once completed will be called "Dwarkamai".
7. Priest will be doing simple Abhishekam to Baba (on main altar) with water & milk every Thursday.
8. Every time, priest offers Naivedyam & does Aarti in the prayer hall, it will be repeated to all the deities in "Gurusthan" too. Volunteers can take Aarti plate to the "Gurusthan" every day with the exception of Thursday. On Thursday, only priest will do the Aarti in the "Gurusthan".
9. Small Deities will be brought by the priest only into the main prayer hall from the "Gurusthan" (ex: ShivaLing on Monday) after the Dhoop Aarti. Meanwhile, volunteers will need to have the Abhishekam cart ready. Other than priest no one is allowed to carry any Deity from/to the "Gurusthan".
10. Kakad Aarti will be done without any decorations. Priest will offer butter and water before Aarti.
11. Before Shej Aarti, volunteers will close the curtain, priest will change Baba's clothes, and remove the crown and garlands. Priest will put Rudraksha mala around Baba's neck and will keep water near him.
12. Crown should not be placed all the time. It has to be on and off as Baba does not like it and used to throw it during His time. So, the tradition is to put it on and off in Shirdi. Crown should be placed during Madhyan and Dhoop Aarti. No crown during Kakad and Shej Aarti. Rest of the time, Kafni is enough.
13. If you wish to do personal pooja or Abhishekam to Baba in "Gurusthan", the sponsorship is \$151.
14. Devotees must sign up at temple office to volunteer in different areas. Office team will let the devotees know about the available slots.
15. During the inclement weather, or other emergency conditions, the operations can take a decision of closing the temple.

Annexure 3: Kitchen Guidelines

1. Please wash your hands before you start any work (cooking food/cutting vegetables).
2. Please wear the gloves for food serving.
3. Please serve the food with respect and avoid gossiping and using cellphones while serving prasadam.
4. Please maintain low noise inside the kitchen area and inside the cooking area.
5. For any cuts or burns immediately please go to office and get the first aid or try to get the band aid.
6. Whoever is available please try to clean the dishes as soon as possible when you see them in the sink.
7. Please count and write the number whenever you open any new packet of boxes.
8. Please try to clear the trash bags and throw them at the trash bin if you see at least 4 or more.
9. Please suggest any helpful points under the kitchen guide lines.

Annexure 4: Office Guidelines

1. At least one office volunteer should be available in the normal Temple hours and have a good number of selfless volunteer recruited for each day and also on Thursday, weekend and for the special event service and volunteerism.
2. Include a random devotee to be present while counting the Hundi donations and get signed on the paper and counter sign with the actual amount of collection.
3. Update the community under the emergency conditions, as directed by the Operations team.
4. Update the community about the temple operation, Various Puja and event as well as ask for pledge of the donation to the temple.