



INTERNATIONAL PROMISE FOUNDATION



SPONSORSHIP HANDBOOK

POLICY AND PROCEDURE MANUAL FOR CHILD SPONSORSHIP PROGRAM

PROJECT: PROMISED HELP

INTERNATIONAL PROMISE FOUNDATION

AND

H.E.L.P. BANGLADESH

INTRODUCTION

International Promise Foundation (IPF) is the parent organization of *Promised Help*.

The mission statement of International Promise Foundation is to provide assistance internationally in fulfillment of the Biblical instructions of our Lord Jesus Christ as outlined in James 1:27..."look after orphans and widows in their distress." Our hope is to serve God's kingdom to the best of our ability for generations to come.

Promised Help, International Promise Foundation's child sponsorship program with H.E.L.P. Bangladesh provides a channel for interested individuals, families, groups, or churches to assist children residing at the Samaritan Children's Home with quality Christian education, food, clothing, and medical care.

ORGANIZATIONAL CHART

International Promise Foundation
Board of Directors

Fred and Julie Spica & Robert and Beth Spica
Founders

Jenna Kape
IPF Executive Director

CONTACT INFORMATION

International Promise Foundation
PO Box 97
Byron Center, MI 49315

Email: jenna.kape@outlook.com

Phone: 616.214.0078

CHILD PROTECTION POLICIES

Purpose: to ensure that no child (sponsored or non-sponsored) in project Promise Help suffers from any form of abuse or neglect. Although children are considered active participants in programs designed to protect them, to give them a voice and provide them with skills for protecting themselves, the responsibility for protection of children lies within the adults in their lives. Protecting the child includes but is not limited to the following:

- Children may not be contacted by their sponsors directly, all communication (letters, email, photos, gifts, etc.) must come to International Promise Foundation who will then pass them along to sponsored children.
- All sponsor correspondence with a sponsored child must be reviewed for inappropriate or suggestive comments, requests, or obscenities. In the event of an inappropriate correspondence being discovered, International Promise Foundation reserves the right to decline sponsorship or sever the sponsorship relationship.
- At no time should sponsors and sponsored children exchange contact information. This includes but is not limited to addresses, phone numbers, and email addresses.
- International Promise Foundation prohibits unannounced visits. Requests from a sponsor to visit a child will be forwarded to HELP Bangladesh from International Promise Foundation who in turn will inform the appropriate personnel and arrange for the visit.
- International Promise Foundation will not facilitate the visit of any child to a sponsor's country or facilitate the adoption of children. Requests for such assistance will be tactfully declined.
- Visits between a sponsor and a sponsored child should take place in a public area, i.e. school or church rather than in the child's home.

ELIGIBILITY FOR SPONSORSHIP

A child eligible for sponsorship through Promised Help must be living in the Samaritan Children's Home.

He/she must not have a sponsor through another origination.

Qualifications:

- A child aged birth through high school may be sponsored.
- On recommendation from a Promised Help Liaison, a student may be recommended for continued sponsorship while attending college or university. The sponsor will be contacted and if he/she is willing to continue to assist the child the child may remain in the program through graduation from said institution or until the student must leave Joy House or Hostel and the supervision of H.E.L.P. Bangladesh.
- There is never to be a double sponsorship of any child; i.e. the same child enrolled under two different names or sponsored by an organization other than International Promise Foundation.

REASONS FOR DISCONTINUING SPONSORSHIP

There is always the possibility that child sponsorship may need to be reviewed for children who do not qualify for the program. If a sponsored child is no longer eligible for sponsorship the sponsor will be contacted immediately to select a child still in need of sponsorship.

COMMUNICATION FROM SPONSORED CHILDREN

Each year at the close of school, an annual update will be completed on all children and sent to their sponsor. This report will include information about the child's health & wellbeing, school progress, and any changes with the child's family (if applicable). This report will also contain an updated photo of the child.

FINANCIAL DONATIONS

International Promise Foundation tracks all sponsored children to insure monies for sponsorships are used appropriately. Yearly visits are made to the home by IPF board members to insure this as well.

Donors have the option to pay annually or monthly. Donors will provide credit/debit OR checking/savings information for monthly or annual debits. Monthly payments will occur the 1st business day of each month and annual debits will occur as noted on individual enrollment agreements. All sponsorships will be regarded as continuous until a 30 day written notice is given to International Promise Foundation.

Should a bank, for any reason, not honor any debit, donors are responsible for any fees that may be applied by their banking institution. International Promise Foundation will contact donors directly for secondary payment information if unable to process any transaction.

Donors who select to pay via a credit or debit card will incur a \$2.00 processing fee for bank service charges to help the underwritten costs of this foundation. It is the donor's responsibility to notify International Promise Foundation in writing, of changes in financial institutions, credit/debit cards, and any other changes to financial information.

USE OF SPONSORSHIP FUNDS

Administration Expenses

The Spica family will underwrite administrative costs related to the Promised Help program as follows;

- Bi-monthly wire-transfer fees
- Printing cost of child biographies/photos
- Mailing or faxing
- Telephone calls
- Marketing materials
- Office Supplies

Sponsorship Funds

100% of funds received through Promised Help sponsorship program will be sent to HELP Bangladesh, Samaritan Children's Home. The money received for each sponsored child can be used to cover costs related to the following;

- Educational needs (approximately 25%)
- Nutritional needs (approximately 35%)
- Staff & Teacher Salaries (approximately 25%)
- Medical needs (approximately 5%)
- Clothing needs (approximately 5%)
- General needs (approximately 5%)

SPECIAL FINANCIAL GIFTS

Sponsors are welcome to send their sponsored children special monetary gifts at any time (ideally Christmas and Birthdays). International Promise Foundation will insure a gift is purchased on behalf of the sponsor and presented to the child. The gift may be something that the child needs (shoes, extra clothing, etc.) or something the child would enjoy (soccer ball, doll, etc.).

ADDENDUM

If the cost of living per child is to increase, sponsors will be contacted directly about a possible rate increase.