

**WorldHelp**<sup>®</sup>  
Help for today. Hope for tomorrow.



## 2024 Child Sponsorship Program Partner and Administrator Manual

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## Important Deadlines for 2024-2025

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Jan. 12	General Program Update #1 (Reporting on Christmas 2023)
Jan. 19	Quarterly Financial Report #4
Feb. 29	Signed Sponsorship Agreement
March 1	Easter Cards from Children to Sponsors
April 19	Quarterly Financial Report #1
TBD	Annual Updates and Photos (please arrange a date)
July 19	Quarterly Financial Report #2
Aug. 30	General Program Update #2
Oct. 18	Quarterly Financial Report #3
Nov. 1	Christmas Cards from Children to Sponsors
Jan. 10, 2025	General Program Update #1 for 2024 (Reporting on Christmas 2024)
Jan. 17, 2025	Quarterly Financial Report #4

## Expectations

Providing accurate and complete information on each child in your program is one of the most important things you can do to help us find sponsors for these children. Sponsors are interested in learning about their sponsored child's background so they can better pray for the child and his or her unique situation.

To be accepted in the World Help Sponsorship Program, **each child must meet these requirements:**

1. Child must be at least 4 years of age or older. Generally, children should be under the age of 13, though special cases will be considered.
2. Child must be in a situation where his or her family/caretakers cannot provide for all the child's basic or special needs.
3. Child must have frequent and consistent involvement in your program(s). The child's involvement should be on a weekly basis, at least. If less, please indicate this on the child's form and note how "lasting impact" is being accomplished in this child's life.

## Forms

Two forms **must** be completed for every new child in the program:

### 1. Child History Form (page 8)

- a. This form has a place for an *Agency Identification (ID) Number*. If your organization already uses a numbering system for the children in your program, please use that number. We will create a separate World Help ID Number for the children once they are entered into the program. (e.g. CARIHH123)
- b. If the child has no last name (surname), please indicate this on the form.
- c. Please use  or  to indicate "yes" and **leave blank to indicate "no."**

### 2. Child Information Form (page 9)

Please write as much detailed information about the child's background as you can. The more information provided, the better our chances will be in finding a sponsor for them.

## Please remember:

1. **Please do not send any new children's forms or photos before asking** if we are ready to accept them. There is typically a long waiting list.
2. **The submission of children's applications to our sponsorship program does not guarantee financial support whatsoever.** After "enrollment" of children into our program, initial financial disbursements for children that become sponsored may take between 6-18 months. Funding from child sponsorship is not guaranteed.
3. Acquiring a sponsor for a new child can take up to 18 months, if we are able to find one at all.
4. A child cannot be placed in the program if the information we receive on a **Child History Form** or **Child Information Form** is incomplete.

## Photo Requirements

- All photos must be taken vertically. Always position the child's head at the top of the picture.
- Take the photo when the child is wearing **casual clothes**, not a school uniform. If possible, ask children to wear clothing without large text or photos on it.
- Please make certain that the child's eyes are open and that he/she is looking directly at the lens.
- Make certain to check that the focus is clear and sharp. Unclear photos cannot be used.
- Avoid taking photos when the light source is directly above the child causing shadows over their face. A light source that is too bright can cause the child to partly close their eyes. Taking photos in the late afternoon, early morning, or in a well-lighted room will usually result in better quality photos.
- Do not position the child so that there is bright light behind them. This will usually result in the child's face being too dark.
- Do not have the children stand in front of a dark wall.
- Please check the quality of each photo before sending them to us. Poor quality photos cannot be used.
- **Make certain that the camera is set on the highest or best quality setting. Use the highest resolution possible.** Check the camera menu before taking pictures to make certain that the setting has not been changed.
- At least three photos are needed for each child. Please use these guidelines:
  - One photo of the child holding a sign with their name and Agency ID Number (Example A)
  - One full body shot (Example B)
  - One of the child's head and shoulders (Example C)



- **Digital Photos**

- **Please send photos on a CD, DVD, USB drive, or SD card.**
- Do not use a photo program to reduce the size of the photo and digital file. We want to make certain that we have the best pictures possible.
- Photos may also be sent over a file-sharing service like Google Drive or Dropbox. This is often an unreliable method, so we strongly encourage the use of CDs or DVDs.
- **Do not insert photos into a Word or PowerPoint document.** Doing so lowers the quality of the photo, making it unusable.
- Your digital camera automatically gives a name to every photo you take. Please change the name of these digital files on a computer before sending them to us.
- When preparing digital photos, please make certain that the computer file names include the **ID Number** and **child's name**. Since you are sending three different digital photos for each child you must name each digital file the same but add a number 1, 2, or 3 at the end. Example: *CARIHH123 John Smith 1*; *CARIHH123 John Smith 2*

- **Printed Photos**

- If you are unable to send digital photos, please contact us about alternate options.

***Photos of poor quality will not be accepted and must be re-submitted.  
Avoid taking pictures that have these problems:***



Example A  
Dark shadows on eyes.



Example B  
Dark shadows on face.



Example C  
Eyes partly closed because of bright sunlight.



Example D  
Eyes partly closed because of bright sunlight.

# Child History Form

Agency ID Number (if applicable): \_\_\_\_\_

Today's Date: \_\_\_\_\_

First Name: \_\_\_\_\_

Nickname (if any): \_\_\_\_\_

Last Name (Surname): \_\_\_\_\_

Gender (circle one): Male / Female

Child's location: \_\_\_\_\_  
City/Village State/Province

Date of Birth: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Current Age: \_\_\_\_\_  
Month (spelled out e.g. April) Day Year

School Level: \_\_\_\_\_

Describe the child's progress in school:  Poor  Average  Good  Excellent

What is the child's favorite subject in school? \_\_\_\_\_

What are the child's personality traits? \_\_\_\_\_

List the child's favorite leisure activities: \_\_\_\_\_

What would the child like to do/be when he/she grows up? \_\_\_\_\_

What word best describes the child's health?  Good  Average  Weak

List any known physical problems: \_\_\_\_\_

Is the child in any way affected by the HIV/AIDS virus?

Child is infected  Family member infected — relationship to child: \_\_\_\_\_

Death of family member to disease - relationship to child: \_\_\_\_\_ Year individual died: \_\_\_\_\_

Where does the child live **during the school term**?

Home with mother  Home with father  Home with both parents  Other \_\_\_\_\_

Children's Home / Boarding School, Name of Home: \_\_\_\_\_

Where does the child live **during school holidays and breaks**?

Home with mother  Home with father  Home with both parents  Other \_\_\_\_\_

Children's Home / Boarding School, Name of Home: \_\_\_\_\_

Biological Mother's Name: \_\_\_\_\_  Living  Deceased

Mother's occupation and brief description: \_\_\_\_\_

Biological Father's Name: \_\_\_\_\_  Living  Deceased

Father's occupation and brief description: \_\_\_\_\_

Number of brothers: \_\_\_\_\_ Number of sisters: \_\_\_\_\_ Child's Birth Order: \_\_\_\_\_

Please list the names and ID numbers of brothers or sisters who are currently in the sponsorship program:

\_\_\_\_\_







**Annual Updates (Annual Progress Reports)** are incredibly valuable to sponsors. These reports update sponsors on their sponsored child's health, progress in school, and overall development. This encourages sponsors to remain dedicated to continuing sponsorship. **Each child is required to complete at least two update forms. Children with three sponsors are required to complete three forms.**

We will mail you the necessary forms to complete the **Annual Updates** at least four months before they are due. Additional detailed instructions will be sent along with the forms.

**2024 Annual Updates (including photos) will be due by June 21st, but are welcome any time before that date.**

**Children with missing updates/photos for two consecutive years will be automatically removed from the program. Please ensure that each child's complete updates and photos are submitted each year in a timely manner.**

Each report must include the following:

## 1. One new photo of each child

- Please refer to the photo requirements on pages 6-7.
- **Digital Photos — Photos must be in high-quality digital format**
  - Set your camera to the highest-quality setting. Generally, **photos must be at least 1MB in size** to meet minimum standards.
  - Set the correct date on your camera, but do not include the date on the image.
  - Photos may be saved on a CD, DVD, USB drive, or SD card.
  - **Change the name of each digital photo file to include the ID Number and child's name.** Example- "CARIHH123 John David Smith"
  - Photos not meeting standards for quality must be re-submitted.

## 2. Annual Update Forms

- **Only use the 2024 forms provided to you. Do not use forms from previous years or make photocopies. If you need new copies, please ask.**
- Complete each **Annual Update** form that is requested per child. Children with three sponsors are required to complete three forms.
- All forms should be filled out in ink — not pencil.
- The handwriting on the forms should be clear and neat. These will be sent directly to sponsors.

## 3. Writing Section

This letter should be written by the child. If the child cannot write in English, have the child write in his/her own language. This must be translated into English on the same page before it is sent to our office. Each child should complete the artwork section.

# A LITTLE BIT About Me

\_\_\_\_\_ Child's Name

\_\_\_\_\_ Child's ID Number

My favorite food to eat is ...



\_\_\_\_\_

My favorite sport is ...



\_\_\_\_\_

My favorite animal is ...



\_\_\_\_\_

My favorite subject in school is ...



\_\_\_\_\_

My best friend's name is ...



\_\_\_\_\_

I would like to travel to ...



\_\_\_\_\_

Something I am good at is ...



\_\_\_\_\_

When I grow up, I want to be a ...



\_\_\_\_\_

Dear Sponsor,

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Letter Translation:

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**Child's Art**

- Children must be at least 4 years of age or older. Generally, children should be under the age of 13 when first enrolled, though special cases will be considered.
- Children will be allowed to remain in our program as long as they are consistently and actively involved in your children's program and are enrolled in an educational institution.
- The following are examples of situations where a child would **no longer be considered eligible** for sponsorship:
  - a. Child gets married.
  - b. Child leaves school to seek employment.
  - c. Child graduates from high school or equivalent program.
  - d. Child moves to another location where your organization does not operate.
- It is important to maintain regular communication with us regarding the status of each child.
- Our desire in setting these limits is not to hurt or deprive the children in any way. Our goal is to encourage the children to become independent by the time they reach an appropriate stage of life.
- These situations will be evaluated on a case-by-case basis.
- Please inform us of any special circumstances as they arise.

## When a Child Leaves Your Program

- **Immediately notify the World Help office when a child is no longer in your program. It is very important that we give this information to the sponsors as soon as possible so that our integrity is not questioned.**
- We must have a *completed Leaving Form* (page 16) for each child who leaves the program.
- Please be as specific as possible when explaining why the child has left the program.
- You may email or mail the completed **Leaving Form** to our office to make certain that we receive the information as soon as possible.
- Please inform us when a child who is still under your care moves to a different location or program, so we can update our records accordingly.
- Please inform us *immediately* if a child has died. Good communication is so important, especially during these difficult times. If the death of a child should occur, we need to inform the sponsor as soon as possible to let them know how he/she died and how they can partner in prayer.
- Also notify us immediately if a child is extremely sick. We want to be able to pray for the child and also contact the sponsors so they can begin praying too.

# World Help - Leaving Form

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This form should be completed and sent via e-mail or post to the World Help office **within 15 days** of a child leaving your program.

Today's Date: \_\_\_\_\_

World Help ID Number: \_\_\_\_\_

Child's Name: \_\_\_\_\_

Please explain the reason for the child leaving the program. Please be very specific.

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Who is caring for the child now?

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Where is the child living and what are the child's living conditions?

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Please list the names and ID numbers of the child's brothers or sisters who are currently in the sponsorship program:

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Having children in your program write letters to their sponsors is the most effective way to keep sponsors interested in the children they are sponsoring, and will help encourage them to continue their support.

- We ask that each child send their sponsor a minimum of **two letters** each year- at Easter and Christmas. For children who find it difficult to write letters, encourage them to write about topics like their favorite hobbies or games, special events and holidays, or their progress in school. Sponsors appreciate learning new things about the child's life, culture, and interests.
- Sponsors may also write letters to the child they are sponsoring. Every two months we will send you any letters we have received. Please contact us with any concerns relating to the content and delivery of these letters. World Help will e-mail you when packages of these letters are sent to you. Please confirm with World Help once you have received these packages and if there were any issues with delivery.
- Please make sure that children promptly **reply** to their sponsors **within two weeks** each time they receive a letter.
- If a child cannot write the letter and someone writes the letter for the child, please make a note of this on the letter or card. This is acceptable, as long as the child's thoughts are the main source of the letter.
- To make certain that children, family members, or social workers do not contact sponsors directly, all letters must go through the World Help office. When writing to sponsors, please make certain that the children do not ask for gifts or money or share their personal contact information such as phone number, e-mail address, or social media account.
- Please see **page 25** for more information about our sponsor interaction policy.
- Each letter must be translated into English before it is sent to our office unless otherwise arranged.

## General Program Updates

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In addition to **Annual Updates** and letter writing, providing sponsors with general **Program Updates** is an effective way to encourage them to remain dedicated to sponsorship. Sponsors are eager to learn about your program's daily/weekly activities, special events, and about ways in which they can meaningfully pray for your organization and for their sponsored child.

- Please send at least **two General Program Updates** each calendar year. **The first General Program Update is due in January, and should report on how Christmas funds were used.** The second program update should be submitted in **September**. The following are the types of information we encourage you to write about in your program updates:
  - A testimony or success story of one of the children in the program
  - A special celebration, cultural event, or outing
  - Building projects
  - Important developments or changes in your country or region that have affected your program
  - Any events that you think sponsors would enjoy reading about
- These updates do not need to be "print-ready" as we will be formatting them and sending them to sponsors. You are more than welcome to send these updates via plain-text e-mail or in newsletter form.
- High resolution photos of your program's facilities, the children in an activity, or any special events should also be included.
- Do not include individual reports on each child in this general update. Individual testimonies, however, are encouraged.

1. The submission of children's applications to our sponsorship program does not guarantee financial support whatsoever. After "enrollment" of children into our program, initial financial disbursements for children that become sponsored may take between 6-18 months. Funding from child sponsorship is not guaranteed.
2. Each year you will receive 12 Child Sponsorship disbursements.
3. The funds paid out to you each disbursement are collected from the various sponsors and their banks, processed by World Help and our bank, and then sent out to you.
4. Because of the challenges faced with collecting funds from all of the sponsors each month and the banking processes involved, disbursements are sent out every 3-8 weeks. Disbursement numbers do not correspond with the month, only the number out of 12 that it represents for the year. Therefore, disbursement #6 does not represent June, even though June is the 6<sup>th</sup> month of the year. Disbursement #6 only represents that it is the sixth time out of 12 that we have disbursed to you in 2024.
5. Sponsorship fund amounts *may vary* from disbursement to disbursement. This is usually based on whether or not each sponsor sends in their support each month. Unfortunately, we cannot send funds if sponsorships were not fulfilled. Letter writing, **Annual Updates**, and **General Program Updates** help encourage sponsors to give faithfully, in addition to these being program requirements.
6. Sponsorship funds should *only* be used to directly benefit children in the World Help Child Sponsorship Program, their families, **and other children that may be a part of your program, but not yet a part of the World Help Child Sponsorship Program**. Funds should help your program provide children with necessary items such as food, clothing, education, housing, medical care, and spiritual enrichment. This will vary based on the specific reach of your program. Sponsorship funds may also help cover administrative costs associated with providing this care.
7. World Help has the right to withhold funds if required reporting standards are not met in a timely manner.

## Receipts

1. World Help will e-mail you as soon as funds have been sent to you. This e-mail will include an itemized receipt.
2. Every time you receive a disbursement from World Help, you **must e-mail, fax, or mail back to us the signed Receipt Form**. It is very important that we receive this receipt as soon as possible.
3. World Help is required to collect these signed receipts from you with every disbursement. Funds will not be disbursed to your organization if signed receipts are not returned in a timely fashion.
4. To ensure timely disbursements, please let us know immediately if your banking information changes for any reason.

While World Help's primary focus is acquiring, managing, and retaining general sponsorship funding for your programs, we occasionally have opportunities to fundraise for special funds or projects. Please remember that World Help is not a foundation, and we are only able to disburse funding that is graciously donated to us by our network of individuals and churches. With this, no funding is guaranteed, and all funding is subject to reduction or cancellation at any time.

## 1. Christmas Funds

- a. Each year, we ask sponsors to give a special financial gift to the sponsorship program so that we can disburse additional funding to you around the Christmas holidays. Because this funding is not guaranteed and will fluctuate year-to-year, please do not budget these funds until our office has notified you of the disbursement.
- b. Christmas funding may be used to provide a special gift, meal, outing, or event for children in the program. Please contact World Help with any questions about appropriate use of funds.
- c. Ensure that a short report along with 5-10 high-quality digital photos of how the funds were used is submitted in January.

## 2. Birthday Funds

- a. Throughout the year, we ask sponsors to give a special financial gift to the sponsorship program in honor of their sponsored child's birthday. Because this funding is not guaranteed and will fluctuate year-to-year, please do not budget these funds until our office has notified you of the disbursement.
- b. Birthday funding may be used to provide a special gift, meal, outing, or event for children in the program to honor each child's birthday. Please contact World Help with any questions about appropriate use of funds.
- c. Please send photos and testimonies from the usage of these funds so that we can share them with sponsors.

## 3. Education Funds (also known as Back to School)

- a. Throughout the year, we ask sponsors to give a special financial gift to the sponsorship program to help support educational needs. Because this funding is not guaranteed and will fluctuate year-to-year, please do not budget these funds until our office has notified you of the disbursement.
- b. Education funding must be used to provide tangible educational value to the children in your program. This includes things like school supplies, school fees, school uniforms/shoes, teacher/tutor salaries, or general support for school operations. Please contact World Help with any questions about appropriate use of funds.
- c. Please send photos and testimonies from the usage of these funds so that we can share them with sponsors.

## 4. Medical Emergency Fund

- a. World Help maintains a small fund to aid sponsored children in the event of a medical emergency. Please notify us as soon as possible if you or a child in your program is facing a serious medical emergency, and we may be able to contribute a small amount to help offset medical costs.
- b. Please understand that the balance of this fund fluctuates, and availability is severely limited.

For the purpose of accountability and to comply with auditing standards, World Help requires a **Quarterly Financial Report** (pages 21-22) **for each program that has children enrolled in the sponsorship program**. This report must be mailed, e-mailed, or faxed to our office within the month following the end of the quarter (see schedule below).

- In **April**, we require the Quarterly Report for each program for disbursements # **1-3**
- In **July**, we require the Quarterly Report for each program for disbursements # **4-6**
- In **November**, we require the Quarterly Report for each program for disbursements # **7-9**
- In **January**, we require the Quarterly Report for each program for disbursements # **10-12**

World Help will not be able to continue distributing funds until this requirement is fulfilled.

**The first report expected from you should cover how funds were spent at each program/location for disbursements # 1-3 and should be received by World Help no later than April 19, 2024.**

You are encouraged to develop an internal system of financial accountability. The report on pages 24-25 is merely a template or sample financial report form. You are more than welcome to send us copies of financial reports in different formats as long as they cover the categories listed below **for each program**.

Please use the following guidelines when completing this report:

- **Housing Expenses** – list all expenses paid for children’s housing, such as electric bills, water bills, or rent.
- **Educational Expenses** – list all expenses paid for children’s education, such as school fees, books, pencils, paper, or uniforms.
- **Food Expenses** – list all expenses paid for children’s food, such as actual food purchased, cooking tools, or animals purchased as a food source.
- **Medical Expenses** – list all expenses paid for children’s medical needs, such as doctors’ fees, immunizations, medications, surgeries, or vitamins.
- **Other Expenses** – list all other expenses paid with sponsorship funds not covered in the above areas such as clothing, special outings, transportation, etc.

# Quarterly Financial Report Part 1

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Organization Name: \_\_\_\_\_

Program Name: \_\_\_\_\_

Report Prepared by: \_\_\_\_\_ Date: \_\_\_\_\_

Accounting for disbursement # \_\_\_\_\_ to \_\_\_\_\_

Funds received for disbursement # \_\_\_\_\_ \$ \_\_\_\_\_

Funds received for disbursement # \_\_\_\_\_ \$ \_\_\_\_\_

Funds received for disbursement # \_\_\_\_\_ \$ \_\_\_\_\_

Total Funds Received from World Help Sponsorship Program: \$ \_\_\_\_\_

Total World Help Sponsorship Funds Spent: \$ \_\_\_\_\_

## Housing Expenses

Description	Price Per Item	Quantity	Total
<b>Total</b>			

## Food Expenses

Description	Price Per Item	Quantity	Total
<b>Total</b>			



## The Basis of our Partnership Covenant

*“Two are better than one, because they have a good return for their work: If one falls down, his friend can help him up. But pity the man who falls and has no one to help him up! Though one may be overpowered, two can defend themselves. A cord of three strands is not quickly broken.”*

Ecclesiastes 4:9-10, 12 (NIV)

*“I thank my God every time I remember you. In all my prayers for all of you, I always pray with joy because of **your partnership in the Gospel** from the first day until now, being confident of this, that he who began a good work in you will carry it on to completion until the day of Christ Jesus.”*

Philippians 1:3-6 (NIV)

Upon these two key passages a biblical model of partnership can be established. Two are better than one because, in biblical partnership, we have a multiplied return on our combined work and investment. Our partnership is based upon the mutual vision of providing **Help for Today, and Hope for Tomorrow**.

We agree to work together as equal partners in the Gospel so that the Kingdom of God may be advanced, especially in the least-reached areas of the world. What neither one of us can achieve separately, we can accomplish together because our confidence is in God's faithful promise to complete His good work through us and our partnership.

## World Help

**World Help is a faith-based, humanitarian organization that serves the physical and spiritual needs of people in impoverished communities around the world.** Our strategy is based on the belief that true transformation is only possible when the needs of the body and soul are addressed simultaneously. We are committed to purposeful investment through sustainable programs, enabling individuals and communities to thrive – body, mind, and soul – and building lasting change for generations to come.

We mutually commit both of our ministries to a **Covenant Partnership** under the terms of this agreement and the attached **Child Sponsorship Agreement**. May the cause of Christ be advanced in and through our Covenant Partnership to the glory of God.

World Help enters partnerships and selects projects based upon the following principles:

**Principle #1: Spiritual Development**

- Directly or indirectly provides opportunities for evangelism and discipleship.
- Strengthens the testimony and reputation of the local church.
- Complements the existing outreach of the local church.

**Principle #2: Community-focused**

- Benefits the entire community or targets marginalized groups (women, children, disabled, low social status).
- Requested by beneficiaries and involves them in design and implementation.
- Implemented in a manner appropriate to the local religious, cultural, economic context.
- Beneficiaries can evaluate the program and give feedback.

**Principle #3: Poverty Alleviation**

- Resources reach intended beneficiaries.
- Strengthens the local economy and does not undermine it.
- Beneficiaries experience a measurable improvement in living standards and/or quality of life.

**Principle #4: Empowerment**

- Increases beneficiary motivation and avoids dependency.
- Equips beneficiaries with productive skills and/or tools.
- There is a clear exit strategy for World Help support and introduction of program sustainability.

**Operating Guidelines**

1. Open communication is critical to any relationship, and we agree to develop and foster an approach to communication that is honest, respectful, collaborative, and timely.
2. Financial disbursements from World Help are to be used only for their intended purpose and may not be redesignated without prior written consent from World Help. World Help may request financial reports and supporting documentation for any project or program at any time. Further guidelines are noted in project-specific MOUs.
3. Leadership, staff, and representatives of your organization should not attempt to solicit funds from, nor present project proposals to any donor, partner, or visitor from World Help. You agree that project proposals within the understanding of this agreement shall be made directly to World Help and not to World Help donors. Any questions received from donors about project budgets or details that have not yet been confirmed must be directed to World Help.
4. You must disclose to World Help any allegations or instances of impropriety or mismanagement of your organization, its leadership, and staff within 14 days of it being brought to your attention. This includes criminal charges, civil litigation, negative media exposure, regulatory issues/penalties, adverse audit findings, and notable complaints from your staff, beneficiaries, or other donors.
5. Both parties commit to maintaining strict confidentiality regarding any sensitive information. This includes, but is not limited to strategic plans, financial information, contact information, and any other confidential material. Your staff, volunteers, and representatives must adhere to this confidentiality policy even after the termination of our partnership.
6. You may not offer employment or contract paid services to any current or former World Help staff without prior written consent from World Help.

## Termination

**This partnership may be terminated at any time at either party's discretion.**

- A. Upon termination of the partnership, you agree to complete and send required reporting for any outstanding projects or programs according to previously agreed upon deadlines. If these projects or programs cannot be completed by the agreed upon deadline, World Help may request a full or partial return of disbursed funds.
- B. Upon termination of the partnership, you agree to maintain confidentiality as described in the Operating Guidelines above.
- C. Upon termination of the partnership, you agree that you will not solicit World Help donors for funding unless your relationship with the donor(s) pre-existed the establishment of your partnership with World Help.
- D. Upon termination of the partnership, you agree not to offer employment or contract paid services to current or former World Help staff as outlined in the Operating Guidelines above.

## Child Protection Policy

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The mission of World Help is to serve the physical and spiritual needs of people in impoverished communities around the world.

It is the goal of the World Help Child Sponsorship Program to provide a safe environment for the physical, emotional, and spiritual well-being of all children participating in children's programs, including participants in any long-term, daily, or temporary childcare programs.

Attached to this partner manual is a copy of World Help's Child Protection Policy. This is to inform partners of how World Help is taking steps with our staff, trip participants, and volunteers to protect the children in the Child Sponsorship Program. This policy sets out common values, principles, and beliefs, and describes the steps that will be taken in meeting our commitment to protect children. We encourage our partners to adopt similar policies to ensure that all children under their care are safe and well protected.

"States Parties shall protect the child from all forms of physical or mental violence, injury or abuse, neglect, maltreatment or exploitation, including sexual abuse."

(United Nations Convention on the Rights of the Child (1989), Article 19).

The relationship between sponsor and child is unique and can be incredibly special for both parties. It is our goal to foster this relationship in a healthy, respectful, and safe manner. Please familiarize yourself with the following policies as they pertain to sponsor-child interaction:

## 1. Sponsor-Child Visits

- a. **All sponsor-child visits must be arranged through World Help.** If a sponsor contacts you directly about arranging a visit, please direct them to World Help.
- b. World Help conducts criminal background checks on all visitors who are not participants on official World Help trips. Even with this measure in place, please do not hesitate to cancel or prematurely end a visit if you feel a visitor is suspicious in any way. Notify World Help immediately.
- c. All partner programs have the right to decline sponsor visits for any reason.
- d. Sponsors are responsible for arranging their own transportation and absorbing any costs. World Help accepts no liability for any aspect of a visit.
- e. Visits may only be conducted in a publicly visible area and under the supervision of program staff and/or responsible caretaker such as social worker or guardian. **Never allow visitors to be alone with children under any circumstances.**
- f. All visits should be conducted at the program site (i.e. school, church, community center). Alternate locations are discouraged but will be considered on a case-by-case basis.

## 2. Letter-writing

- a. **Children in the sponsorship program are not permitted to communicate with their sponsors through any medium outside of letters sent through official World Help channels.** Children and sponsors are prohibited from communicating directly through telephone/mobile phone, letters sent directly, fax, e-mail, instant messaging, and all forms of social media such as Facebook, Twitter, Instagram, Telegram, WhatsApp, etc.
- b. All communication between children and sponsors is screened and monitored by World Help. Letters containing inappropriate content will be discarded at World Help's discretion. Program staff are also encouraged, but not required, to screen incoming and outgoing letters.
- c. Please notify World Help if you notice a pattern of content that is inappropriate for the children in your program and we will alter our screening processes.
- d. Sponsors and children are not permitted to share personal contact information including postal address, physical address, e-mail address, or social media accounts.

## 3. Social Media

- a. Children in the sponsorship program are **not permitted** to connect, send requests, or otherwise communicate with sponsors through any form of social media. This is for the safety and security of all parties involved.
- b. World Help discourages sponsors from connecting with their sponsored child through the Internet. Because we cannot control their behavior, please encourage children in your program to decline these requests.
- c. Please alert the World Help if you become aware of any sponsor repeatedly initiating inappropriate contact with you, your staff, or the children in your program.

## 4. Privacy

- a. World Help will never share your contact information with anyone without your permission.
- b. World Help will never share your financial information (including financial reports and audits) with anyone without your permission.
- c. **Be wary of any unfamiliar individual or organization claiming to be affiliated with World Help. Check with another World Help staff if you are unsure.**

As a partner in ministry with World Help, my organization agrees to the following:

- I/we have read the **2024 Child Sponsorship Manual** and understand its contents.
- I/we agree to submit a **Child History Form, Child Information Form, and three photos** for each new child entered into the sponsorship program (pages 5-9), only after consulting World Help first.
- I/we agree to supply World Help with the requested **Annual Updates**, including **high-quality digital photo** of each child in the program, **by the date agreed to** (pages 12-14).
- I/we agree to **notify World Help within 15 days** when a child is no longer in the program by providing a **Leaving Form** with a detailed reason for why the child left the program (pages 15-16).
- I/we agree to have newly sponsored children send **Thank You for Sponsoring Me** letters within 45 days of being notified (pages 10-11), and having children reply to letters sent from their sponsors and send them back to the World Help office within two months of receiving them.
- **I/we agree to have children write Easter and Christmas letters or cards** (page 17) in addition to the **Annual Update** (page 12). In addition, I/we will encourage children to reply to letters received from their sponsor(s).
- I/we agree to send **General Program Updates at least twice per year** (page 17).
- I/we agree to prepare and send **Quarterly Financial Reports** according to instructions (pages 20-22).
- I/we agree to use all funds sent from World Help only for the intended purpose (page 18).
- I/we agree to sign and return the receipt each disbursement upon receiving funds (page 18).
- I/we agree to abide by the **Partnership Covenant** and **Principles of Partnership** (pages 23-25).
- I/we agree to abide by the **Child Protection Policy** and **Sponsor Interaction Policy**. I/we also agree to develop and implement child protection measures in my/our organization (pages 25-26 and attachment).
- I/we understand that World Help has the right to withhold payments if all requirements are not adequately fulfilled.

\_\_\_\_\_

Name

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Organization Name