

1. Introduction

The best way to change a child's life is to change the world in which they live. By sponsoring a child, one can help to bring about long-term changes to the child, their family and community.

This work ensures that the community will be able to provide the children with the basics they need, which helps them to grow up in a healthy environment and have the chance for a better future.

Child Sponsorship is a kind of fundraising activity which helps to provide the basic essentials such as enough food to eat, basic healthcare and the chance for sponsored child to go to school, etc....

Therefore, in order to systematize the Child Sponsorship activity of MJ and to implement it smoothly, this manual is developed.

2. Child Sponsorship in operation

2.1. A sponsor is not locked into a contract of any kind since financial circumstances of a sponsor may change over time.

2.2. Sometimes the circumstances of a sponsored child change, such as the child's family moving away from the area for various reasons. If this should happen,

2.2.1 MJ will find out the reason/s and explain the situation to the sponsor.

2.2.2. MJ will also help find another child for the sponsor.

2.3. Choosing a child for sponsorship

2.3.1. MJ identifies the communities where many live in poverty.

2.3.2. MJ consult with local governments, community based organizations and village leaders, discussing solutions and building relationships.

2.3.3. MJ staffs meet with the families/ relatives/ foster and explain to them how sponsorship works.

Who is I am going to sponsor?

The screening criteria for the sponsorship:

- The household which run by double Orphaned children/ Child headed households

- A family in which neither of the two parents not capable of doing some works for living and to take care of their children
- Child living under dependency of other households whose economic status is poor.
- Women headed households in which widowed mother who can not afford to send her children to school

2.4. MJ assigns only one sponsor per sponsored child.

2.5. A sponsor can have as many children as he/she/it can afford. "How many children does he/she/it sponsor?" is an individual choice.

2.6. If a sponsor has changed postal address, contact phone number, email address or name, he/she/it has to contact us.

2.7. Minimum Support Packages for sponsored child/ children

What I am going to sponsor and How much? A minimum of \$ 1 (one dollar)/day /child will cover the basic need of a child, including attending school.

Other support can be offered depending on the interest of the sponsor

For how long?

Based on the situation of individual household in which children under the age of 18 are living the duration will be discussed between the sponsor and Mary Joy

How can I communicate with and/or visit the child/children or family that I am supporting? Sponsors can visit the sponsored families/Children through the Organization

2.8. Reporting & Sponsor family meeting

2.8.1. The sponsor will receive biannually report.

2.8.2. MJ will send the report at the 27th day of the last month of the reporting period.

2.8.3. The report consists of:

2.8.3.1. A report on sponsored child's progress

2.8.3.2. A report on the development activities the sponsor is helping in the community.

2.3.3. An updated photo of sponsored child (sometimes a family photo).

2.8.4. Annual meeting will be held with sponsor families at the end of January, every year.

3. Payment information

3.1. After a sponsor completed the sponsorship form, MJ will mail to the sponsor a sponsorship information kit/leaflet and a photograph of sponsored child within 14 working days

3.2. The sponsor will then need to send his/her/its Money or cheque or draft to MJ to confirm his/her/its sponsorship

3.3. The sponsor can elect to pay, every three months, half-yearly or annually. It is advisable to the sponsor to pay annually as it helps to reduce our administration costs, ensuring even more funds reach those in desperate need.

3.4. The sponsor can change his/her/its method of child sponsorship payments at any time after he/she/it has commenced sponsoring a child.

3.5. According to Ethiopian tax system all donations are 100% tax exempt under section July 12/1994 E.C of the Income Tax Act, no 37 chapter 21/2,

3.6. From time to time MJ review the sponsorship amount based on increases in costs and other factors, and MJ will advise you in advance if there is a change to the sponsorship rate

3.7. The sponsor can help reduce MJ administration costs by selecting a less frequent payment period, i.e. 12 monthly is the most cost effective.

3.8. If the sponsor is unable to temporarily or permanently make the regular sponsorship payments, the sponsor is expected to contact MJ three months in advance to explore available options.

3.9. Finance section of MJ is responsible:

3.10.1. To create individual sponsor account & ledger

3.10.2. To produce periodic financial report/monthly, quarterly and annually/.

4. Child Sponsorship – Letters, Gifts & Visits

4.1. Writing or being introduced to the sponsored child is up to the sponsor, but there are some things MJ asks the sponsor to help MJ with to avoid unnecessary difficulties:

- 4.1.1. The sponsor is expected NOT include his/her/its address on the actual letter or postcard. Within very poor communities address of the sponsor could become a source of unsolicited approaches to the sponsor for money, or other requests. The sponsor may be linked with someone of a very different income, culture and society. It can be damaging to mention amounts of money in any form, or to discuss his/her/its personal possessions.
- 4.1.2. A picture of the sponsor or his/her/its family is a great idea. Dress standards of the sponsor should be appropriate to avoid offence.
- 4.2. The sponsor has to follow the following steps to help safeguard privacy of the sponsor:-
 - 4.3.1. Always use an envelope whether the sponsor is sending a letter or a postcard.
 - 4.2.2. Address the envelope to the Mary Joy Through Development address.
 - 4.2.3. On the back of the envelope:
 - On the flap write the sponsor name & address.
 - Below the flap write sponsored child's name & identification.
 - 4.2.4. At the top of the letter or card write:
 - Sponsored child's name
 - Sponsored child's identification number
 - the sponsor name
 - DO NOT include the sponsor address.
- 4.3. If the sponsor hasn't received a reply from his/her/its sponsored child for more than six months after mailing letter and the sponsor would like MJ to follow up, the sponsor is expected to contact MJ.
- 4.4. MJ should send a photo of sponsored child within 2 weeks of commencing a new sponsorship to the sponsor.
- 4.5. The sponsor is expected NOT send parcels to his/her/its sponsored child! Although it is a great feeling to send gifts of things they could never afford, It can be imagined that the sadness when one child receives a parcel and others don't.
- 4.6. A sponsor can make an additional financial contribution to his/her/its sponsored child.

- 4.7. If the sponsored child and the sponsor himself/herself/itself reside in Addis Ababa, The sponsor must contact MJ at least 20 /Twenty /days before his/her/its intended visit. However, if the sponsored child/ children is/ are living out side Addis Ababa or the sponsor is a foreigner, the sponsor must MJ at least three months before the sponsor intended departure date and before the sponsor make any travel bookings.
- 4.8. MJ can arrange and provide a MJ guide to accompany the sponsor on the day of the sponsor visit. The sponsor cover basic expenses associated with the guide and will advise a cost estimate in advance. MJ will also provide other important information the sponsor will need to plan and enjoy the sponsor visit.
- 4.9. MJ does not organize adoption. Sponsored children live with their families/fosters/ relatives. We believe your help to improve their prospects for survival, quality of life and self reliance in their own vicinity and cultures has deeper value than moving them to other place.

5. Protecting sponsored child

Mary Joy Through Development is fully committed to protect the security, privacy, and dignity of the children whose parents/guardians and community leaders have graciously allowed to be a part of our child sponsorship programs.

- 5.1. Sponsored Children have the right to be completely secured from the fear or reality of any potential abuse (either physical or emotional) resulting from an inappropriate contact by a sponsor or any other person.
- 5.2. MJ intentionally withholds information about the children until after the identity of the sponsor is verified. As a sponsor proceed through the sponsorship process, MJ releases only limited information, i.e., does not include last names, community names or locations, or other information by which the location of sponsored children could be easily identified.
- 5.3. The sponsorship process is contingent upon the sponsor agreement, as a sponsor that the sponsor will NOT attempt to contact a sponsored child, his or her family or community members, in any manner other than that prescribed and permitted in advance in writing by Mary Joy Through Development.
- 5.4. Telephone calls, email or unplanned visits by the sponsor to the child's residence and community are forbidden without written permission and oversight by Mary Joy Through Development. In addition, all postal mail and packages sent must conform to Mary Joy Through Development policy that will be stated in materials mailed to each sponsor.
- 5.5. Replication of photos or other information by the sponsor without advance written permission from Mary Joy Through Development is strictly forbidden.

- 5.6. Child profiles are presented for the purpose of conveying appropriate information about the sponsorship relationship to the potential sponsor, and are not for distribution in any other manner.
- 5.7. Mary Joy monitors for inappropriate placement and use of photographs and is committed to aggressive pursuit through all appropriate remedies against all violators of this policy.
- 5.8. MJ is committed to portraying the life situation of the children, families and communities MJ serve with accuracy and dignity.
- 5.9. MJ seeks the full, informed consent of parents, guardians, and/or community leaders for a child's participation in our child sponsorship programs.

6. Child sponsorship image displaying

- 6.1. The sponsor can display the photo of sponsored child at his/her/its home or in personal space at work to share the experience of helping a child in need.
- 6.2. MJ contractually bound by copyright and child protection policies not to allow distribution of the information and images to anyone other than actual child sponsor, unless it is for the original purpose of sponsorship.
- 6.3. As a child sponsor, with MJ written permission, sponsor may enlarge a photo of his/her/its sponsored child to display it at home or personal space at work/business, along with some personal information relating to the child (name and age only).
- 6.4. A sponsor is not allowed to place sponsored child's photo and/or personal information (age, last name, geographical location, health, education or other) on a website (internet or intranet) or email it to others because it creates risks to the privacy, dignity & personal safety of sponsored child.
- 6.5. Mary Joy Through Development welcomes those who wish to assist Mary Joy Through Development in finding new sponsors.

7. Utilizing resources

- 7.1 Individuals and organizations who share our ethos are invited to partner with Mary Joy Through Development utilizing resources supplied to assist in raising awareness and funds for Mary Joy Through Development.

7.2. Organizations and individuals desiring to raise funds on behalf Mary Joy Through Development are subject to the instructions contained herein, asserting intellectual property rights over these resources. MJ written approval is required in advance for this purpose.

7.3. MJ expressly forbid use of these resources, such as photographs or stories for commercial purposes (for the purpose of gaining financially from use of the photograph or story, for the purpose of raising funds for ANY entities other than Mary Joy Through Development and its subsidiaries).

7.4. If MJ written consent is received, the use of these resources by Individuals and organizations must be accompanied by the following statement in all applications:

Copyright 200... Mary Joy Through Development. All rights reserved. Used with permission.

7.5. Permission to use MJ's resources is revocable at any time.

8. Licensing information on using our logo

Use of the Mary Joy Through Development logo is contingent upon the user agreement to the following terms:

8.1 Mary Joy Through Development is the sole owner of Mary Joy Through Development logo.

8.2. Its use acknowledges Mary Joy Through Development ownership of the logo. Mary Joy Through Development reserves the right to take action against any use of the logo that does not conform to any of the conditions herein, or that infringes any intellectual property or other rights of Mary Joy Through Development or violates applicable law.

8.3. All use of or goodwill associated with the logo will convey to the benefit of Mary Joy. Use of the logo does not indicate or create any endorsement, approval, sponsorship or affiliation of or with the second party user website by Mary Joy Through Development. The logo is provided without warranties of any kind, express or implied, including without limitation, warranties of title of non-infringement. Use of the logo is solely at your own risk.

8.4. Mary Joy hereby grants any individual/ organization a license to use the logo, provided that he/it agrees:

- The logo will be used solely for the purpose of promoting the activities of Mary Joy Through Development.
- The logo will always stand alone and will not be combined with any other graphical elements.

- The logo will not be altered in any manner including its proportions, font, design, arrangement, colours or elements or animated, morphed or otherwise distorted in perspective or appearance.
- The logo will not appear more prominently than individual's/ organization's personal, company, product or service website name.
- The logo will be displayed in a positive manner and will not be used in any way that adversely affects Mary Joy Through Development products, services or programs.
- Individual/ organization will not transfer, assign, sell, reproduce, distribute or otherwise exploit individual's/ organization's link to us or individual's/ organization's use of MJ logo.
- The logo will appear only as provided by Mary Joy Through Development.

8.5. The license further depends on your agreement to these terms:

- The logo will not appear on any pages of websites including content or advertising for alcoholic beverages, tobacco, religious or political material or firearms.
- The logo will not appear on pages including content which Mary Joy Through Development finds in its sole discretion to be objectionable or which includes obscene, pornographic, violent, intolerant, tasteless, denigrating or sexually oriented content or materials.
- The logo will not create or give the appearance of creating an endorsement, approval, sponsorship, affiliation or recommendation of any product or service by Mary Joy Through Development.

8.6. The license further depends on the individual's/ organization's agreement that the logo will not be used or displayed in any way that disparages Mary Joy Through Development or its products, services or programs, infringes any intellectual property or other rights of Mary Joy Through Development, violates any state, federal or international law, or diminishes or otherwise damages Mary Joy Through Development goodwill in the logo.

8.7. Mary Joy reserves the right to make any change to the information and/or license provided herein at any time for any reason. Individuals/ organizations acknowledge and agree that the individual/ organization are responsible for keeping up with any such changes.

8.8. Mary Joy reserves the right to revoke the logo license for any reason, in which case you agree to stop use of the logo within 2 business days of notice of revocation. In such a case, you will be prohibited from using the logo without further written permission from Mary Joy Through Development. All appropriate laws shall govern this agreement.

9. Sponsorship & Community Based Organization /CBOs/

From the recent experience of Mary Joy, Community Based Organization -Idirs are found to be the most suitable for sustainable vulnerable child Care and Support activities. Hence,

- 9.1. Mary Joy will strengthen the capacity of Idirs so that the management of child Sponsorship will be gradually taken over and managed by the community themselves.
- 9.2. CBOs - Idir will be empowered and strengthened through provision of training; material supports and technical assistance.
- 9.3. Mary Joy will arrange conditions for back up to fulfill the gap in case unfavorable condition happened to sponsor. This could be in the form of:
 - 9.3.1. Income Generating Activities /IGA/ for Idirs,
 - 9.3.2. Saving & Credit schemes for foster parents.
- 9.4. Mary Joy will enter in to partnership agreement with CBOs - Idir for the management of child Sponsorship.

10. Documentation

- 10.1. MJ ensures that the documentation system for each sponsored child is established and maintained.
- 10.2. MJ will facilitate the availability of a picture of each sponsored child and prepare various cases writings.