PROCEDURE TITLE	Child Sponsorship Child Beneficiary and Family Procedure	**DOCUMENT ID**	GLBL-0218.02
OWNER	Executive Director of Global Programs	**CREATION**	03.01.2024
STANDARDS AND REGULATIONS	**COA:** **Admin Code:** **Statute:**	**RENEWAL DATE**	2.2028
RELATED OMC POLICIES / PROCEDURES		**LATEST VERSION APPROVAL**	1.2026 – Chief Operating Officer
APPLICABLE TO	10 - Global Staff	**EXPERT REVIEW**	

PURPOSE

This policy identifies the path to acceptance into the Child Sponsorship Program for the child beneficiary and his/her parents.

FORMS AND REFERENCE DOCUMENTS

Title	Location
Child Sponsorship Program Guidelines 2023	SharePoint
Sponsorship application instructions (English & Spanish)	SharePoint
Child Sponsorship Application Template (English & Spanish)	SharePoint

PROCEDURE

- Ministry Partners determine which children are eligible for the Child Sponsorship Program based on the Program Guidelines documents
- Upon entry into the child sponsorship program, an application is completed and a profile photo of the child is taken for the purpose of administration
- The parent or guardian of the child is asked to acknowledge the following items upon completing the application for sponsorship:
    - They are the parent/guardian of the child and the information given is accurate
    - They grant permission to post their child's picture and information on the One More Child (OMC) webpage
    - They are not granting any right to OMC over themselves or their children
    - The only intention of this form is to gather information about the sponsored child
    - OMC, in its sole discretion, reserves the right to admit or remove the child from the sponsorship program
    - They will address health problems as they are discovered through health checks
    - They will ensure their child attends school regularly and will actively participate in the child's educational progress
    - They agree to attend sponsorship meetings
    - They recognize that OMC is a Christian organization, and these values will be integrated in all areas of the sponsorship program
    - They commit to act in accordance with ethical biblical standards, such as total honesty, and will communicate regularly to keep sponsorship employees and volunteers informed about relevant issues

- If a child or family decides to discontinue participation in the sponsorship program (moves away, etc.), notification will be sent to OMC and the Global team will request the sponsor/donor to transfer their sponsorship to a different child.

A child or family member may not sell or market their sponsorship benefits to receive a profit. Such actions are cause for removal from the program.