PROCEDURE TITLE	Child Sponsorship General Procedure	**DOCUMENT ID**	GLBL-0216.02
OWNER	Executive Director of Global Programs	**CREATION**	3.2024
STANDARDS AND REGULATIONS	**COA:** **Admin Code:** **Statute:**	**RENEWAL DATE**	2.2028
RELATED OMC POLICIES / PROCEDURES		**LAST MODIFIED/ APPROVAL**	1.2026 – Chief Operating Officer
APPLICABLE TO	10 - Global Staff	**EXPERT REVIEW**	

PURPOSE

This procedure identifies and breaks down the responsibilities of the Global staff regarding the Child Sponsorship Program.

FORMS AND REFERENCE DOCUMENTS

Title	Location
Child Sponsorship Program Guidelines 2023	SharePoint
Child Sponsorship Coordinator Manual	SharePoint
Global Administrative Assistant Manual	SharePoint

PROCEDURE

Global employees will oversee and administer the sponsorship program. Under the leadership of the Director of Child Sponsorship, One More Child (OMC) will operate the program under the following guidelines:

- Sponsorship programs will focus on four main areas of development for children: education, health, social/emotional, and spiritual formation
- OMC, in its sole discretion, reserves the right to admit or remove a child from the sponsorship program
- A maximum of two children per family/household can be sponsored, to maintain supplementary status of the program and not be the primary source of support for a household
- Children newly added to the program should be ages zero-16 and can remain in the program until they finish high school
- Children with special needs may remain in the program until the age of 21
- Children who need extra time to finish school beyond age 18 may be allowed to stay in the sponsorship program while they complete this goal, at the discretion of OMC and the Ministry Partner
- Children of paid program teachers or ministry staff cannot be included in the program
- Sponsorship items (food, educational, medical, etc.) are distributed to the child/family on a regular basis (daily, monthly, quarterly – as outlined per the ministry Memorandum of Understanding
- The sponsored child should be the primary recipient of sponsorship food and other items. This is monitored through regular visits with the family and reported by community members, as necessary.
- OMC is committed to providing Gospel-centered care, and as such, it is highly recommended that children be included in Bible classes and other church activities
- Tangible money (cash) will never be given directly to the child or family, unless approved by OMC and the Ministry Partner