PROCEDURE TITLE	Child Sponsorship Ministry Partner Procedure	**DOCUMENT ID**	GLBL-0215.02
OWNER	Vice President of Global	**CREATION**	03.01.2024
STANDARDS AND REGULATIONS	**COA:** **Admin Code:** **Statute:**	**RENEWAL DATE**	2.2028
RELATED OMC POLICIES / PROCEDURES	Child Protection Policy	**LAST MODIFIED/APPROVAL**	1.2026 - Chief Operating Officer
APPLICABLE TO	10 - Global Staff	**EXPERT REVIEW**	

PURPOSE

This procedure identifies the parameters for Ministry Partners to uphold program standards that ensure integrity, transparency, and the delivery of maximum benefits to children and families, while providing sponsors with clear communication and safe interactions.

FORMS AND REFERENCE DOCUMENTS

Title	Location
Child Sponsorship Program Guidelines 2023	SharePoint
Child Sponsorship Application Template	SharePoint
Ministry Partner Monthly Report Template	SharePoint

PROCEDURE

When starting and maintaining the child sponsorship program, the Ministry Partner will meet with families in need and explain the benefits of the program. Each time a new child is identified for entry into the program, an application is completed by the Ministry Partner, and a photo of the fully-clothed child is taken from the waist up, with space above the head.

Monthly Procedures

- When preparing for monthly wires or checks to be sent from the headquarters office, a Ministry Partner must present all irregular requests or relevant information to the Executive Director of Global Programs no later than the 10th of the month, so that proper consideration can be given to the request and sufficient time will be had to add it.
- It is important for Ministry Partners to develop a system of tracking and reporting expenses. If they do not have one, One More Child (OMC) may provide one.
    - Receipt copies for all sponsorship items purchased must be saved in a secure location
    - Sporadic auditing of the use of funds may occur
- A Ministry Partner monthly impact report will be included in the monthly wire email. The monthly report must be completed and returned in a timely manner each month to avoid any delays in the distribution of funds. These reports are used to update and evaluate metrics for the Global team by the Executive Director of Global Programs.
- Sponsorship items are distributed to each child/family on a consistent basis
    - It is the responsibility of the Ministry Partner to arrange the selection, purchase, and preparation of culturally appropriate and necessary items for the children Ministry Partners are encouraged to keep items consistent and similar (as possible) for all families to promote equity within the program
- Positive impact stories with photos are sent to OMC monthly highlighting ministry activities, special events, etc. These stories are used for Engagement, Development, and Communications purposes and sent to the necessary parties on a regular basis.

- The Ministry Partner will seek and prepare regular training opportunities for parents and/or children in the program to promote self-sufficiency and healthy growth among program participants
- Health and educational progress for each child should be tracked on a regular basis (such as height, weight, general health, school attendance/performance, etc.).
- It is the responsibility of the Ministry Partner to receive letters from sponsors, edit any translation, and distribute these letters to children as quickly as possible.
    - When children receive a letter from their sponsor, it is requested that each child write back within two months using the blank template provided by OMC.
    - The letter must be translated before it is scanned and emailed back to OMC

Annual Procedures

- Annual letter templates are provided to the Ministry Partner by the Global staff.
    - The Ministry Partner will assist children in completing the letters in a timely manner and will have the letters translated before they are scanned and sent back via Dropbox or Google Drive.
    - The annual letter templates are to be printed and scanned by a professional printer to preserve quality
    - OMC will cover the cost of printing and translation and include this in the monthly wire or check request
- Annual digital photos will be taken of each child and submitted at the same time as the letter templates – both for sponsored and unsponsored (available) individual children who have been without sponsorship for a year or more. This is so that the website can be updated for all children and to ensure that the information is current. As with the initial procedure, the photo is taken from the waist up, with space above the head, and the child must be fully clothed.

Once a location reaches a certain number of children in the sponsorship program (for example, around 100 sponsored children), the Global Department will consider adding paid Ministry Partner to help manage the program.