

Local Sponsorship Handbook



— & Good Neighbors PHL

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Message from the President

Dear Sponsor,

Warm greetings from Good Neighbors Philippines (GN PHL)!

I would like to express my earnest gratitude for your willingness to join us in our noble initiative of helping the marginalized Filipino children. For more than a decade now, our organization in the Philippines, as a humanitarian and child-focused organization, has been touching the lives of more than 13,000 children across the country. The comprehensive programs and services on sponsorship, health, education and child protection, environment, disaster risk reduction and management, among others, which are implemented with funding support from our donor countries, have remarkably helped the children in improving their lives.



As we enter the 2nd decade of serving the Filipinos, we continue to expand our geographical reach by opening a new Community Development Project (CDP) area in Sitio Bakal, Bagong Silangan, Quezon City and identifying prospect areas for future expansion. This epoch of our humanitarian work will etch in our history the localization of our sponsorship program. This means that our efforts will lean towards maximizing Philippine resources as the leading source of our support instead of relying too much on donor countries.

The move of establishing our locally-based fund source, I believe, will introduce a more sustainable development trajectory for the children and the country. Furthermore, this will allow and open more opportunities to Filipinos who are seeking to help their fellow countrymen.

It is on this note that I would like to extend my deepest appreciation for helping our children. Your support will surely help your sponsored child to rise from the depths of poverty, as well as help the child's family and the community to raise a more responsible individual.

Thank you and God bless you more!

Sincerely yours,

김대현

Daehyun Kim

President

Good Neighbors Philippines

VISION



We envision a country where people care and share with love for the welfare of every Filipino child.



MISSION

We strive in promoting the well-being of marginalized Filipino children through integrated and child-centered community development programs that create long term positive change.

CORE VALUES



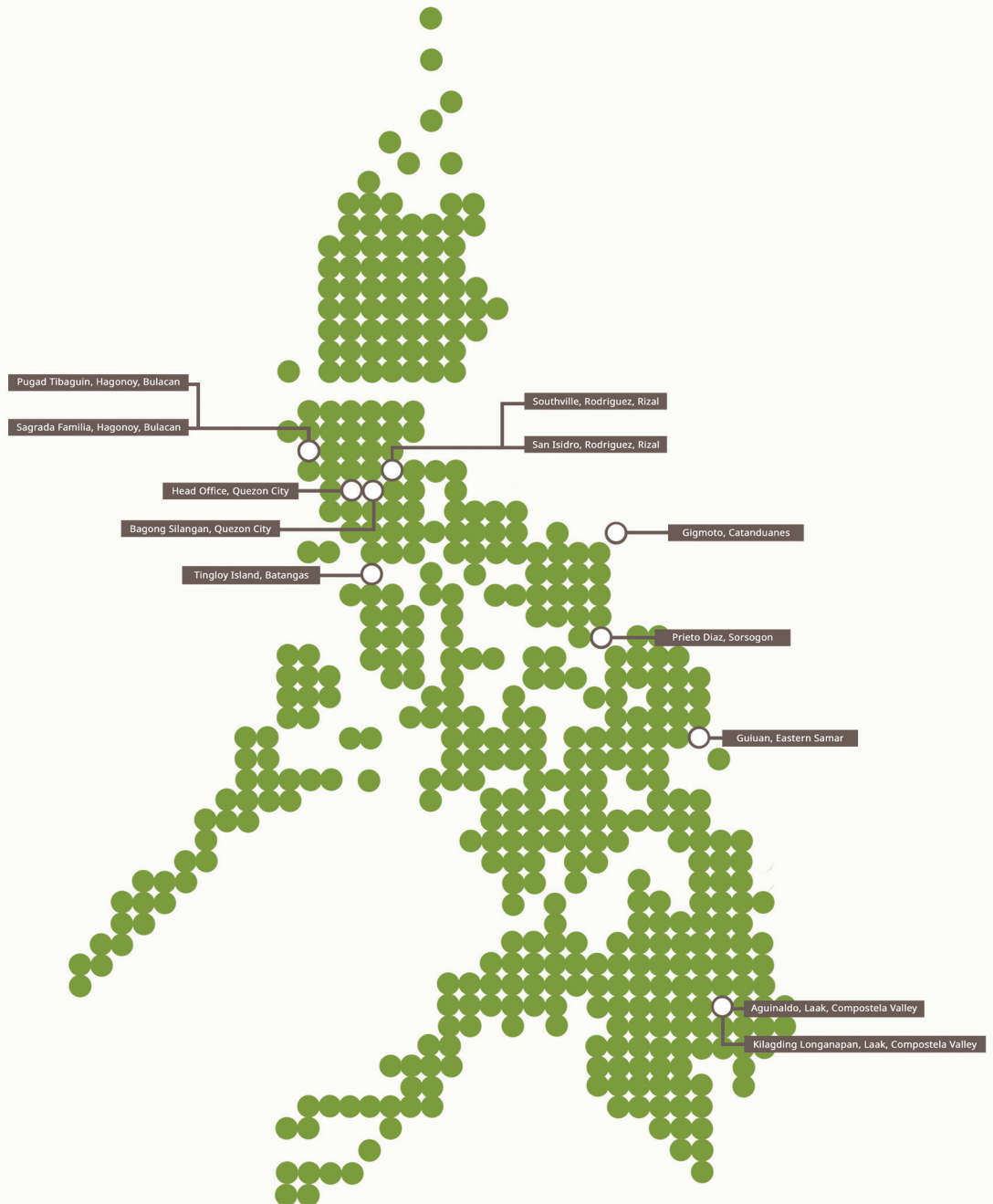
L - Love

I - Innovativeness

T - Transparency and accountability

E - Empowerment

Areas of Our Work



Rationale

Good Neighbors Philippines (GN PHL) is the local resource mobilization or fundraising arm and daughter organization of Good Neighbors International Philippines (GNIP), a humanitarian, child-focused, non-government organization. GNIP promotes the well-being of marginalized Filipino children through integrated and child-centered community development programs that produce long term positive change. Through the years, it has developed comprehensive programs and created great impact in developing and protecting the rights of children.

Originally founded in South Korea, Good Neighbors officially started its Philippine sponsorship and community service in 2009. During the ten years since then, its sources of funds significantly came from donor countries like South Korea, USA, Australia, Canada, and Taiwan. To broaden and localize its services, GN PHL was established to start the initiative of introducing local sponsorship. This strategy sprung from the principle that Philippine society also has the capacity to help fellow Filipinos with focus on marginalized children and vulnerable communities. In this effort, the Philippine social landscape was eyed as a prime source of support for more sustainable sponsorship initiatives.

Sponsoring a child is a fulfilling and rewarding act of kindness. In the context of our organization, it allows us to build a purposeful relationship between the sponsor and sponsored child. It is an opportunity to express our care and show our sheer love for children and communities in need of our help.

It is in this light that we have developed these guidelines to frame the systems and procedures of implementing and managing the local sponsorship of GN PHL. Moreover, it contextualizes the responsibilities of the sponsors, sponsored children, and the organization.

Child Sponsorship

Child Sponsorship is a one-on-one sponsorship scheme from a sponsor to a Filipino child. This is a helping engagement where the child is supported to help him fulfill his basic needs and, at the same time, provide development efforts in the community where the sponsored child lives.

The child who will be eligible for sponsorship should be within the age bracket of two to eighteen years old and should belong to a poor family. Only children in Good Neighbors project areas will be qualified for sponsorship.

Significance of Child Sponsorship

Local child sponsorship promotes the spirit of sharing and caring for and among the Filipinos and other interested sponsors. It strengthens the culture and value of love, care, partnership, and unity. The benefits of the sponsorship to the child and the sponsor are the following:

Sponsored Child

Sponsorship improves the life of the child. The donations given to the child are translated into concrete services through sectoral programs on education, health, sponsorship, and advocacy, among others. Also, there are services extended to the family and the community in the form of income generating projects, projects for the environment, and disaster risk reduction and management. All these services are geared towards directly and indirectly improving the life of the child.

The sponsorship program also provides the creation of a purposeful and meaningful relationship between the sponsor and the child. This allows them to engage in an emotional exchange that can result to fostering positive influence and encouragement for the child to become a capable, independent, and self-reliant individual.

Sponsor

The sponsor is given the opportunity to exercise the philanthropic act of sharing one's blessings. Sponsors are also relieved from the rudiments of searching for a child to support. In a wider context, the sponsor is fostered with a sense of global citizenship to solve global issues such as poverty where children are often the innocent victims.

Moreover, the sponsor can be a link to educating and influencing others who are interested and willing to become sponsors as well.

Eligibility of the Sponsor

A sponsor can be anyone who is willing and interested to support a child living in a Community Development Project (CDP) area of GNIP. A sponsor should possess good values and good qualities worthy of being a role model to the child he sponsors.

Mode of Donation

The sponsor can choose from the following payment schemes:

- A. Php 750.00 a month
- B. Php 2,250.00 quarterly
- C. Php 9,000.00 every year (1-time payment per year)

The payment can be transmitted to GN PHL through bank deposit, online banking, and auto debit from the account of the sponsor and other modes which the organization may see fit, necessary, or helpful for the sponsor's donation.

Use of the Donations

1. Annual Medical Check-up of the sponsored children
2. School supplies
3. Socialization/Christmas party of the children
4. Conduct of Annual Progress Report of the children
5. Income Generating activities for the parents of the children
6. Community Sponsorship Facilitators training
7. Capacity building of parents
8. Child rights training

Utilization of Financial Support

The financial support of the sponsor will benefit not only the sponsored child but also his family and the community where he lives. Comprehensive sectoral programs and services provided focus on education, health, water, sanitation and hygiene (WaSH), income generation, energy and environment, and sponsorship.

Identification of specific services for the sponsored child, family, and community will largely depend on the results of the assessment and community situational analysis. As such, the services provided to the different CDPs are relative and varied.

Community projects can also be considered for the utilization of financial support. These include projects like the construction of needed water facilities, health stations, and learning centers, among others.

Mandatory Documents and Updates Given to a Sponsor

Welcome Kit

Every sponsor will receive a welcome kit after confirming their sponsorship with GN PHL. This kit includes the Local Sponsorship Handbook and the child's profile.

Annual Progress Report

Every June, the child's Annual Progress Report (APR) will be given to the sponsor. This report consists of updates about the sponsored child's health, education, family, and living condition within the past year. A recent photo will also be attached to show the sponsor the physical development of the child.

Annual Child Letter

Every December, the Annual Child Letter (ACL) will be delivered to the sponsor. The ACL is the original letter written by the sponsored child. Annually, the theme of the letter will change based on what GN PHL will set for the year. The letter will be accomplished in card format to fit with the Christmas or Thanksgiving season.

Special Documents and Updates Given to a Sponsor

Token of Appreciation

The sponsor who successfully sponsors a child until the age of 18 will be considered as an exemplary act of generosity and sponsorship. As such, it will be recognized by Good Neighbors through the awarding of a special token of appreciation.

Gift Documentation

This is only given to a sponsor who participated in or gave a Gift, Money and/ or Letter (GML) to the sponsored child. The following will be included in the document:

- Photo of the child receiving the gifts.
- Photo of the child holding the gifts.
- Photo of the child holding the thank you letter.
- Photo of the child together with family/ friends/staff
- Detailed breakdown of gifts.

Reply Letter

The child writes a reply letter to the sponsor who sent a letter. Aside from the original reply letter of the sponsored child, the sponsor will also receive the following:

- Photo of the child receiving the letter.
- Photo of the child reading the letter.
- Photo of the child writing the reply letter.
- Photo of the child holding the reply letter.

Guidelines in Matching a Child to a Sponsor



After the New Child Finding (NCF), the process where GNIP identifies children who are eligible for sponsorship, the Head Office (HO) is responsible for finding new sponsors for the newly registered children. The sponsor has the right to choose the child they will support but their preferences (i.e. gender, age, or academic standing) should be expressed outright in the beginning of the sponsorship recruitment process. In the situation where there is no expression of a sponsor's preference, GN PHL reserves the right to do the matching in a very objective manner.

In case the sponsor has a child preference, the following can be done:

For a New Child and Sponsor

- a) Inquire at the Head Office regarding the availability of the preferred child to sponsor through phone calls, Facebook messaging, and inquiry through the website of the organization.
- b) Walk-in at the GN PHL office.
- c) If a list of sponsors and their preferred children to be sponsored are available, GN PHL is responsible for holding a meeting with the sponsor to introduce the profile of the children.

In the Case of an Existing Child and Sponsor

If the sponsor of a child was terminated or there was a withdrawal of support, the organization will look for a new sponsor to continue the support given to the child.

Visit Guidance

Good Neighbors believes that the sponsor will treat their sponsored child like a member of their family. As such, the sponsor may express interest to physically meet the child. The sponsor can visit the child in their home, school or in GNIP facilities once a year provided that the visit follows the guidelines set by Good Neighbors for the security of all parties involved.

During the visitation, the sponsored child will be accompanied by one guardian and one staff from GNIP. The latter will serve as a guide and at the same time, be in charge of ensuring that the activity is in accordance with the plan previously established and approved.

Visit Preparation

The sponsor who is interested to visit a sponsored child should send a formal communication or letter to the Head Office Staff In-Charge stating the desired visiting plan or itinerary. The Staff In-Charge will be responsible for getting the necessary information about the child and his availability to be visited. If these details are finalized, a meeting will be scheduled with the child to discuss the following:

- a) Discussion of the plan of the sponsor.
- b) Discussion of the dos and don'ts during the child visit which are in accordance with the child protection policy.
- c) Finalization of the visiting plan.
- d) Signing of agreement.

Activities Allowed and Recommended During the Sponsor's Visit:

- Shopping with the sponsored child
- Dining out with the sponsored child
- Visiting a local park or other places of interest
- Visiting the school of the sponsored child
- Visiting some of the GNIP facilities in the area
- Giving of special gift to the sponsored child (guided by the child protection policy)

Gift Guidance

Photos/Letters from the Sponsor to the Sponsored Child

The sponsor is allowed to send photos or letters to the child up to four times a year. The content of the letter should follow the Sponsorship Policy of GNIP. In writing a letter to the child, the sponsor can write anything appropriate except for the following:

- a) Asking for contact details.
- b) Stating personal stories not in accordance with the child protection policy.

Gifts for the Sponsored Child

The sponsor is encouraged to give a special gift to the child. He can send any of the following to the child:

1. **GIFT (G)**

This may consist of the sponsor letter and other small gifts such as but not limited to the following: stickers, hair clips/ribbons, coloring books, or other child-friendly items that can be enjoyed by the child and can fit in a regular envelope. Checks or cash in an envelope is strongly not advised.

2. **MONEY (M)**

Aside from photos and letters, the sponsor can send gift money in the form of cash inclusive of the cost of delivery charge from the sponsor to GN PHL. The amount of the gift money may range from Php 500.00 to Php 4,000.00 a month. The amount should be given to GNIP as the organization will handle purchasing the items to be gifted to the child. The items to be purchased are based on:

- Sponsor's request or preference for gifts
- Sponsored child's gift requests

3. **SPONSOR LETTER (L)**

The sponsors can send to their respective sponsored child a letter. The content of the letter may include general information about the sponsor, his family, work, education and other topics that can inspire the sponsored child. Sensitive issues or topics are not allowed to be included in the letter's contents. The sponsor can send a letter up to four times a year.

Timing of Sending of GML to Head Office

The Head Office (HO) will consolidate all sponsors who want to provide Gift, Money or Letter (GML) to the children every 20th of the month. All GMLs (GML package/letter/gift) received until the 20th of every month will be delivered to the child in the following month.

Example:

- a) The sponsor gave the GML on the 15th of January, the Head Office will include it in the January GML which will be delivered to the child in February.
- b) The sponsor gave the GML on the 21st of January, the HO will include it in February GML which will be delivered to the child in March.

Child Protection Policy

1. All sponsors and sponsored children are required to sign an agreement containing the understanding and willingness to comply with the GNIP policy regarding sponsorship. All the limitations will be included in the agreement.
2. The sponsor and the sponsored child are not allowed to communicate with each other via Facebook, Facebook Messenger, e-mail, Skype, text messaging or any kind of communication that is not known to GNIP.
3. Considering the security of both parties, the sponsored child and the sponsor will be given a screen name or pseudonym. The said name will only be used within the organization. The child and the sponsor are not allowed to use their assigned pseudonym in any social media platform.
4. The complete address of the child will not be disclosed to the sponsor. However, if the sponsor wants to visit the child, the sponsor can do so, as long as the visit will follow the established process and guidelines.
5. The contact details and full name of both parties will only be accessed by the organization. This is to keep the privacy and security of both parties.
6. The sponsor should not give cash or checks directly to the child.
7. Sponsor visits are not allowed to last overnight or more than a day. The sponsor's visit should be from 8:00 am to 4:00 pm on the agreed upon date only.
8. Sponsor's visits will consider and prioritize the schedule of the child in school.

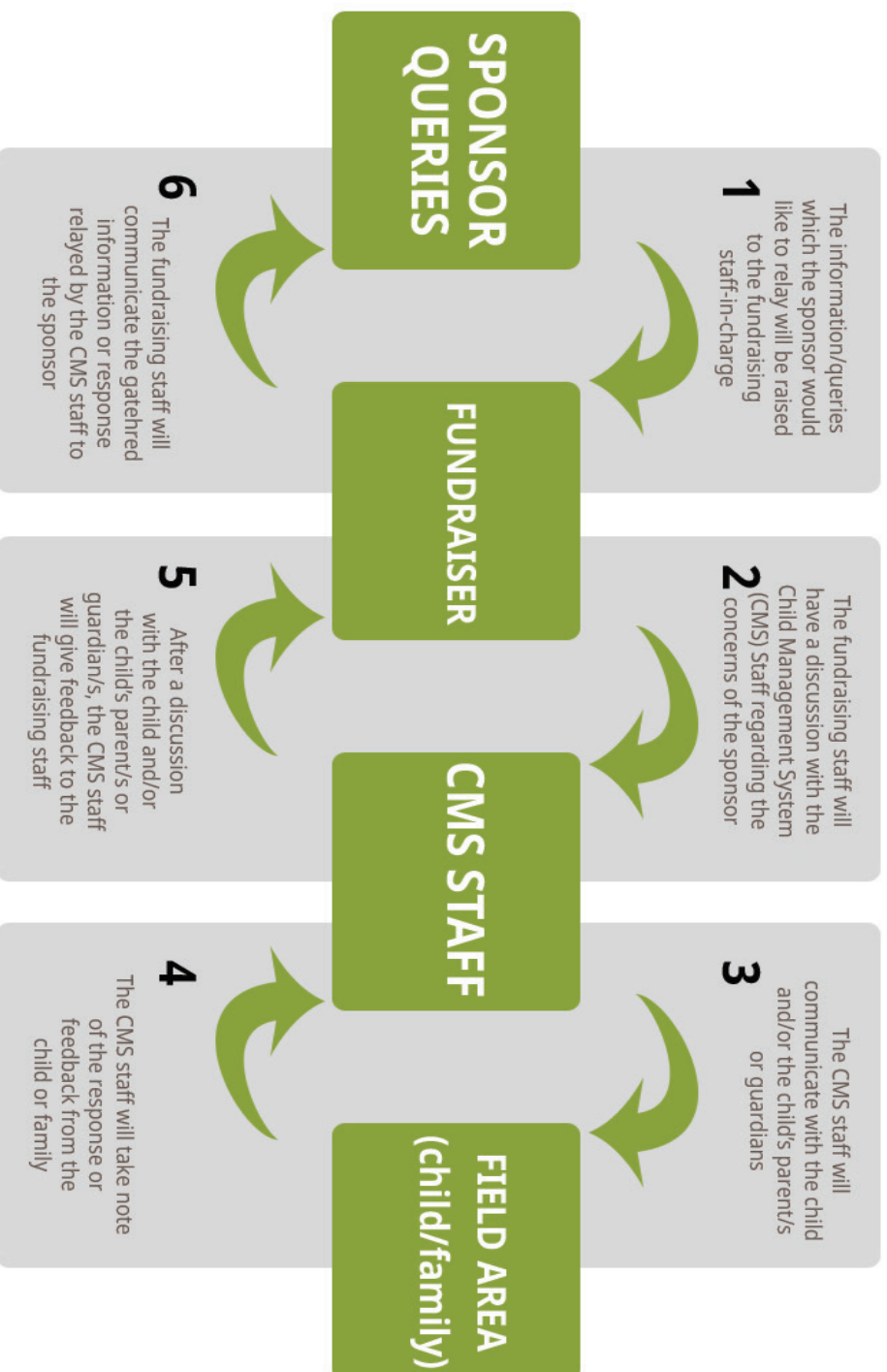
Communication Protocol

Good Neighbors believes that the communication between the sponsor and the sponsored child is very important. However, for this situation, the protection of the sponsored child is given primary importance to avoid abuse and other forms of possible child rights violations. As such, direct communication between the sponsor and the sponsored child is strictly not allowed. Instead, a communication flow/protocol will be followed to ensure both the child and the sponsor's safety, as well as effective coordination among parties involved.

As illustrated in the diagram found on the next page, the steps for the communication between the sponsor and sponsored child are as follows:

1. The information/queries which the sponsor would like to convey will be channeled to the fundraising staff in-charge.
2. The fundraising staff in-charge will have a discussion with the Child Management System (CMS) staff regarding the concerns of the sponsor.
3. The CMS staff will communicate to the sponsored child and/or the child's parents/guardians.
4. After the discussion of the CMS staff with the child/parents, the CMS will discuss and relay the feedback gathered to the fundraiser.
5. The fundraiser will communicate the information gathered from the CMS staff to the sponsor.

Sponsor and Sponsored Child Communication Protocol



Annual Mandatory Activities

Activities	Schedule
Special Protection Program	January-December
Annual Progress Report (APR)	June
Distribution of School Supplies	May
Medical Check-up	May
Annual Child Letter (ACL)	December
Socialization	December

Sponsor Termination

The support of the sponsor can be terminated because of the following:

- a) The sponsor communicated with the sponsored child without the knowledge and consent of GN PHL.
- b) The sponsor did not follow the child protection policy in terms of using photos and other information of the sponsored child.
- c) The sponsor is found to have an ulterior motive in helping the child.
- d) If the sponsor did not comply with the requirements of GN PHL, especially in terms of paying the monthly amount as agreed upon in the signed contract.

Dropping of Sponsored Children

Just as sponsors are required to fulfill certain qualifications, there are also cases in which sponsored children may be dropped. These are as follows:

- a) The child and the child's family left the GN CDP area.
- b) The child/the child's family or guardians expressed the desire to discontinue the sponsorship under Good Neighbors.
- c) The sponsored child/child's family violated the child protection policy.
- d) The child and the child's family do not attend the activities of GN.
- e) The sponsored child reached the age of 18.

If the sponsored child happened to be dropped out because of any reason stated in the sponsorship guidelines, the sponsor will be properly informed immediately after the final validation. A dropout letter will also be given to the sponsor. The sponsor will still be given the opportunity to continue his/her sponsorship by supporting a new child in need of help.

About Sitio Bakal

In the bustling environment of Quezon City, where modernization is apparent with all the rising establishments, ceaseless development, and the recognition that it garners, there is a community that isn't quite on the same level. Despite the modernization in the city, there are communities that are in need of special attention and care— communities that have problems to be addressed. One of these is Sitio Bakal, Barangay Bagong Silangan in the second district of Quezon City, Metro Manila, Philippines. During the latter years, a drastic conversion brought about relocation efforts for informal settlers coming from downtown.

On the 26th of September, 2009, Typhoon Ondoy, internationally known as Ketsana, brought heavy rains in the National Capital Region and nearby provinces. This caused floods in different areas including Bagong Silangan where a lot of people died, house vanished, and hope was lost. Sitio Bakal, a place where people have limited access to clean and safe water is also a place where a lot of families, mostly children, suffer from illnesses caused by water contamination, especially in times of calamities like during Typhoon Ondoy.

Getting access to water is a laborious task that the people of Sitio Bakal have to go through everyday. This situation includes from lining up at wells to pumping water to fill containers they have to carry back home regardless of how distant their houses are. Indeed, Sitio Bakal is nothing like the modern city it is part of. At night, travelling to the sitio gets even more difficult because, aside from the lack of water services, it also doesn't have any electricity. Just like how the world of the families of who lost their loved ones during the typhoon became dark, Sitio Bakal might as well be called twilight zone because of the darkness during the night time.

Good Neighbors International Philippines, with the goal of improving the lives of Filipinos, especially of the children, shifted its focus to the community of Sitio Bakal to provide the services that the area needs. This humanitarian movement of GNIP aims to restore the smiles on the faces of people, especially of the youth of Sitio Bakal through its advocacy to grant them their rights and to be a support system to eventually help them develop their well-being.

GNIP's plans and fundraising for its implementations is one step towards helping the people, especially the children of Sitio Bakal who need to face brighter days.

There can be no clearer reflection of a society's soul than the way in which it treats its children. We need your help to brighten the smile on the faces of these kids. Donate, join the cause, and be one of the stars in their eyes.

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Good Change for the World
