



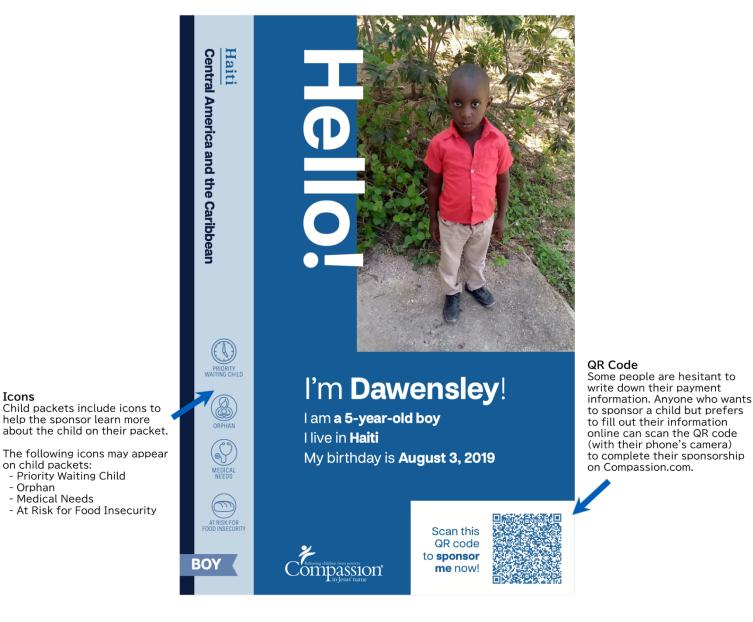
## CHILD SPONSORSHIP PACKET INSTRUCTIONAL GUIDE

The Child Sponsorship Packet is a key component of Compassion's presence at an event. This guide will help you assist new sponsors with completing the acceptance form included in the child sponsorship packet.

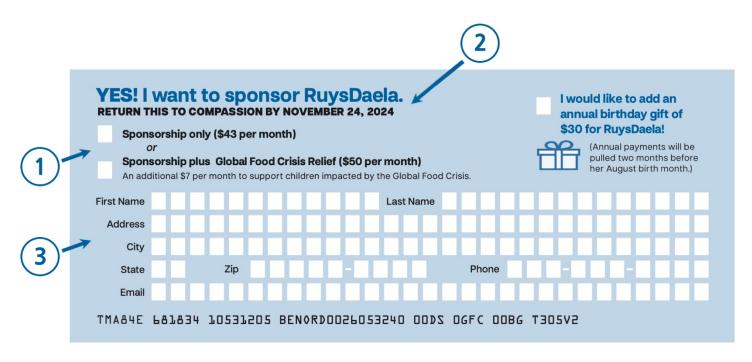
## Front of Packet

Icons

- Orphan



# COMPLETING THE ACCEPTANCE FORM



## 1. Choose Commitment Level

Sponsors may choose to give the base rate of \$43 per month or choose to give \$50 per month (\$43 for sponsorship plus an additional \$7 per month for an additional fund.)

These funds include:

- CP Critical Program Needs
- ER Disaster Relief
- GFC Global Food Crisis
- HA HIV/AIDS
- MA Medical Assistance
- OV Highly Vulnerable Children

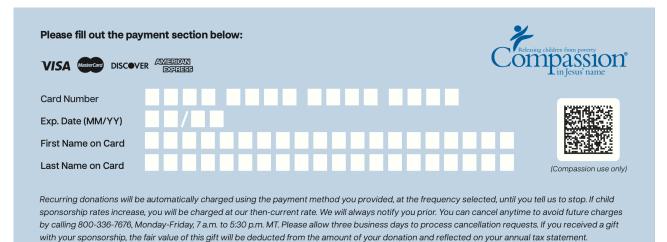
## 2. Child Packet Due Date

If the sponsor wants to take the packet away with them, they should be advised to decide before the expiration date on the packet. If they choose not to complete the form at the event, they can complete the process online (via QR code), by phone, or by mailing the completed form and a payment.

## 3. Complete Contact Information

For tax deductibility, the name on the sponsorship form must match the name on the credit/debit card.

# COMPLETING THE ACCEPTANCE FORM (Cont.)



Compassion International PO Box 65000, Colorado Springs, CO 80962-9951

## 4. Forms of Payment\*

## Credit Card (preferred)

- Compassion accepts Visa, MasterCard, American Express & Discover.
- No signature is required.
- The sponsor's first donation is processed when the form is received by Compassion (usually within 10 business days).
- Please confirm that the amount given and the method of donation are correct and complete.

#### Check

- Checks should be stapled to the Compassion copy of the acceptance form (the part with the sponsor information).
- Please confirm that the amount given and the method of donation are correct and complete.

## Pay Later (non-preferred)

- This option is available for sponsors who do not have a card or check available at the event to sponsor a child. Please keep in mind that we don't encourage this option due to the low percentage of follow-through. However, you are welcome to offer this option if need be.
- Please have the sponsor fill out the form and leave it with you at the table. The sponsor will then receive a packet in the mail with information on the child they selected, along with a form to make their donation. They should return the form, along with a check or other payment information.

\*Compassion does **not** accept cash.

## 5. Receipt

The back of the child packet features a paragraph detailing how the sponsor's initial and future payments will be processed. This functions as the sponsor's receipt. The sponsor will receive a statement in the mail within 30 days, or annually if paying by recurring credit card.

Due to the sensitive sponsor information on the forms, **never** leave completed forms unattended.



# **Frequently Asked Questions**

## When should I expect the donation to hit my card every month?

The first donation can happen immediately but can also take up to 10 business days, depending on mailing and banking timeframes. Once that first donation is processed, your card will be charged on that date moving forward.

## Can I change the day my card is charged, or can I change my method of payment?

Absolutely! Just call 800-336-7676 (this number can be found in your packet), and our call center can assist you with that.

## I'd like my monthly reminders to be emailed to me rather than mailed. Is this possible?

Not a problem. We can offer reminders via email, as well. Just call 800-336-7676 (this number can be found in your packet), and our call center can assist you with that.

## How do I communicate with my sponsored child?

This information will be in your Welcome Packet. Compassion has a wonderful source of information online about communicating with your child. You can find that at www.compassion.com > Get Involved (www.compassion.com/get-involved.htm).