

Terms for Receiving Aid

Checklist

(Documents required by Children's Care Emmaus)

Sponsorship Program

- Acknowledgment of receipt of payments made for 1st and 2nd semester
- Revised annual financial accounts (original)
 - 1 financial year
 - sponsorships and family aid to be listed separately
- Receipts for expenditure made under sponsorship program (in digital form)
- Annual report (in digital form)
 - general information on the institution
 - detailed information on sponsorship program
 - not more than 3 photographs
- Thanking letters by godchildren
 - name and number of the godchild
 - translation into English (India)
 - if the child learns English, letter in English
- Leaving of a godchild
 - individual reason
 - situation of the godchild

Family Aid

- Report
 - detailed amounts paid
 - kind of help
 - information on beneficiary
 - photographs
- Receipts for expenditure made under family aid (in digital form)

General

The main concern of Children's Care Emmaus is to assist people in distress and to cooperate with them to resolve the causes of misery. Regardless of ethnicities, origin and religion the aid of our inter-confessional organisation flows to the needy. The motto „Serve the most needy first“ figuring in the manifest of Emmaus inspires our activities. Together with the needy, the sick, the disabled, the handicapped and the old people, the orphans, the victims of catastrophs, the children, the youths and the adults we try to create conditions allowing all people to live in dignity.

Possible aid by Children's Care Emmaus may consist of personal children's sponsorships, contributions to the construction of homes, schools, houses, toilets, bore wells, further family assistance, job creation, emergency fund, taking over of hospital costs, nutrition of pupils, delivery of sewing machines, hand mills, bicycles, wheelchairs etc.

The independent testing institution IDEAS AidRating has analyzed the work and the reporting of Children's Care Emmaus and has confirmed a conscientious dealing with donate funds and a transparent information of the public about their activities and their use of these funds. AidRating has issued the seal of transparency to Children's Care Emmaus for 2016.

As of 2018 Children's Care Emmaus is based on the following criteria as to examination, support and accompaniment of their projects in development cooperation.

The Sponsorship Program

Children are defenseless victims of misery. The personal children's sponsorships (CHF 50.00 per child/month, i.e. CHF 600.00 per year) enable destitute girls and boys in development countries to go to school and to do a professional training. Nutrition, schooling and training are targeted on a comprehensive development of the children. That way they will be in a position to manage independently their later life.

Composition of the sponsorship contribution

The sponsorship contribution for a child is composed of as follows (CHF 30.00 are forwarded to the institution looking after the godchild):

CHF	30.00	For the godchild (this amount may be used by the partner institution either for our sponsorship program or may directly be paid to the parents or to the school of the child). This amount must guarantee the school attendance of the child.
	10.00	For the support of over 300 godchildren of Children's Care Emmaus having lost their godfather or godmother (by death, entrance into a retirement home, termination) for whom we care in the meantime until we have found for them new godfathers and godmothers. Thus the whole sponsorship program is covered by the sponsorship contributions.
	5.00	For the family aid provided by Children's Care Emmaus.
	5.00	For the escort expenditure by Children's Care Emmaus.

CHF	50.00	Monthly total of sponsorship contribution
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The monthly sponsorship contribution of CHF 30.00 paid to the partner institution for the godchild must primarily be used for the godchild itself (nutrition, clothing, schooling etc.). Provided that the child's vital resources are secured and it physically and mentally well develops a possible remaining balance may be used for other needy children of the school or of the home or elsewhere.

Special contributions in favor of the godchildren

Many godfathers or godmothers donate special contributions for their godchild (anniversary or Christmas or other occasions). These gifts are handed over to the godchild (or to its parents) so that it may buy something useful, e.g. a dress or a piece of furniture for its room, a bicycle etc. If need be the contribution may also be delivered in rates.

Necessary information for new godchildren

Your applications for new sponsorships must contain the following documents and information:

- Christian name
- Surname (underlined)
- Nationality
- Birthday: Exact date, not only year figures
- Sex
- Health status (diseases, malformations etc.)
- School and education: School class, formation, study (perhaps professional future plans)
- Father and mother: Name, civil status, jobs, monthly earnings, health status etc.
- Brothers and sisters: Name, age, school class
- Housing conditions: Apartment, cottage or house, for rent or not
- Responsible person and partner institution
- Photograph in good quality (in printed and not in digital form): Please in natural clothing and environment, e.g. taken in front of its home. No unnatural posing in a studio with borrowed clothes or jewelry.

Reference numbers of the godchildren

Each godchild is identified by a consecutive number. Please always quote it in brackets behind the name of the godchild, e.g. Mahesh (23). You so considerably facilitate our task.

Thanking letters written by the godchildren

Once a year (if possible between March and October) the godchild writes his godfather or his godmother a personal handwritten thanking letter decorated by drawings or ornaments. We do not need any Christmas or new year's letters of the godchildren to their godparents. The letter shall be written in the national language and on the back or on a separate sheet be translated into English by the partner institution (the translator should be named, e.g. ,Translated by ...). The elder children knowing to write in English, shall write their letters in English. Besides the exact name of the godchild (= its signature) the thanking letter must also quote its reference number in brackets which greatly simplifies the delivery to the godparents. The godchild shall report on its everyday life, the school, leisure, family, possible problems etc. The godchild shall in no case ask the godparents for money!

With this contact the children will make their godfathers and godmothers happy and motivate them to continue their support.

If godfathers or godmothers let the godchild or its family have a special amount as a gift, the godchild will mention the amount in its next thanking letter and communicate for what it was spent. Of course it shall also be warmly thanked for.

Sometimes we receive thanking letters of the same godchild with different handwritings so that the godfather or the godmother begin to doubt of the existence of his or her godchild and do not trust us anymore. This badly affects our relief organization. Have, therefore, the godchildren always personally write their thanking letters to the godparents (see above).

The letters of godfathers and godmothers to their godchildren sent you are to be forwarded to the respective children. These shall acknowledge receipt of this mail in their next thanking letter and reply to all questions asked for by the godfathers and godmothers. This is very important.

Godchildren not having written to their godfathers and godmothers for more than one year threaten our sponsorship program. For us this is a big problem as we already had cases where godfathers or godmothers had cancelled their sponsorship for want of a sign of life over a very long time from their godchild. It is, therefore, absolutely necessary that you let us have every year the thanking letters of all godchildren!

Drawings made by the godchildren

In-between we let you have by registered mail adhesive labels in plastic containers and ask you to use them for the drawings by the godchildren and to have them returned to us in the containers. The godchildren shall make colorful drawings showing people, animals, houses, ships etc. It does not matter if the drawings are childlike but in no case they should be reproduced from existing pictures or photographs by way of tracing. Outside the designated margin for the drawings the child writes its name, its age and the country (watch enclosure). Please return by registered airmail but colorful, pretty and clean drawings in the specific plastic containers.

The drawings of the godchildren are glued on cards by our volunteers and then sold for CHF 5.00 per piece. We shall contact you when we need new drawings.

Leaving of godchildren

If godchildren no longer need a sponsorship please let us know the following details so that we can adequately inform the respective godfathers and godmothers:

- Name and number of the godchild
- Individual reason why the godchild does no longer need the sponsorship, e.g. for change of school, domicile, graduation of school (mention graduation class), apprenticeship, education or study (diploma, bachelor, master etc. mentioning the exact job title)
- The actual situation of the godchild: Looking for a job, start of a job (name of shop, company or authority), marriage etc.

We shall then let you know how many new applications you may send us (details and photographs as above). Provided that the necessary resources are available to us we shall record the new children in our sponsorship program. In this case the new children will be assigned the consecutive reference numbers in our list of godchildren.

The Family Aid

In the shelter of the family the children get the equipment for their later independent life. The family care shall effect that father, mother and children take new courage. Our primary goal is the consolidation of the external and the internal stability of endangered families so that these can perceive and bear responsibility by themselves.

The family aid consists of:

- Renovation and construction of unpretentious houses
- Supply of tools, seeds and fertilizer
- Medical care (operations, medicaments, crutches, wheelchairs)
- Purchase of dairy cows, goats, sewing machines, hand mills etc.
- Job creation (opening of a shop, a workshop etc.)
- Purchase of bicycles etc.

Family aid fund

On the occasion of the payments by Children's Care Emmaus for the second semester to several partner institutions a certain amount is included for family care. You as responsible person of the partner institution decide yourself which persons as to how and with what shall be supported. You will use the means where it is most needed.

Family aid report

Once you have used up the amount (at the latest after one year) you are expected to explicitly report to us on the use of funds. The family care report must include:

- Date and amount of the individually defined payment beneficiaries were supported
- What was the respective amount for
- Information about the beneficiaries : First name and last name (underline last name), age, husband, wife, number of children, job, health, previous and actual situation, future prospects
- Photographs of the beneficiaries in front of the built house, with the dairy cow received or with the sewing machine etc.

The Community Aid

Needy children and families are living in villages or in urban slums. They are part of a larger community. For individuals to be helped, it is also essential to promote village, district, city and , city and regional infrastructure. Children's Care Emmaus supports these communities with concrete projects evaluated and realized with the local population as well as with the relevant authorities. The community aid includes projects such as:

- Construction of wells, sewers, school buildings and homes
- Construction of roads
- Financing of small workshops and industries
- Construction of community centers
- Installation of public toilets
- Education and training programs
- Support of women groups

- Health education
- Maternity and child care etc.

Help request

Prior to addressing a help request to Children's Care Emmaus please ask us whether a support for a larger project is presently possible at all. The financial framework should be modest and not exceed CHF 20,000.00 for a larger building project. In case that we inform you that you may submit us your request please complete it with the following documents :

- Nomination of the responsible person for the project
- Information and photos of the actual situation
- Detailed project description
- Costs estimate
- Budget estimates
- Construction plan

Status report

When we can guarantee the financing of your project and the amount has been paid to you, the project must be realized immediately. In due time you are to send us an interim report on the actual status of the project. We expect you to let us have an illustrated report with photographs together with a status of accounts.

Final report

When the project has been terminated you are to send us a final report consisting of:

- Detailed report on the execution and termination of the project
- Photographs documenting the project
- Revised closing statement of accounts (original required) evidencing: Receipt of our payment, expenses in detail, balance
- Receipts of all expenses (as a digital file)

The Finances

To ensure a transparent financial control we need a receipt of each of your expenses. At the end of the financial year you have to let us have the revised annual statement of account (absolutely the original) as well as the receipts of all expenses (summarized in two digital files: Sponsorship program and family aid).

Acknowledgment of receipt

Our financial assistance consists of two half-yearly payments to your institution, one on May 20 for the first semester, and one on November 20 for the second semester. Immediately upon receipt of each settlement you must send us an acknowledgment of receipt which must contain:

- Date of receipt of our payment
- Amount of payment in the original currency
- Amount of payment in the local currency (quoting exchange rate)
- Amount of bank charges deducted
- Total amount received in your local currency
- Date and authorized signature of the receiving institution

The revised annual accounts

At the end of the financial year we need an original statement of the annual accounts (no digitized version). The annual accounts must have been revised by an official and independent accounting auditor. This statement shall exclusively show but the funds transferred by Children's Care Emmaus (income and expenditure) or else a general total statement of the whole institution which, however, separately reveals the funds received from Children's Care Emmaus and their use. The annual accounts shall disclose:

- Initial and closing date of the financial year
- Initial balance of previous year
- Income: Amounts and dates of both half-yearly transfers by Children's Care Emmaus (in original and local currency)
- Expenditure: Detailed use of funds (divided into positions as to nutrition of godchildren, education fees, school uniforms for godchildren, excursions of godchildren, transport costs, upkeeping of home and school buildings, teacher wages, family aid, administrative costs, electricity etc.)
- Final balance of the financial year

Receipts

In addition to the revised annual accounts you are to send us two digital files showing the receipts of all expenses made under the sponsorship program and the family care:

- **Receipts under sponsorship program**
The digital file consists of the receipts of all expenses made under the sponsorship program (to shops, companies, suppliers etc.). The receipts of all payments directly made to godchildren, their parents, heads of school etc. must be countersigned and signed.
- **Receipts under family aid**
The digital file consists of the receipts of all expenses made under the family aid (to shops, companies, suppliers etc.). The receipts of all payments directly made to favored families, village communities etc. must be countersigned and signed.

The Annual Report

At the end of the year you will have to send us a detailed progress report on the general activities of your institution (organized courses, change of responsible persons, problems etc.) as well as a detailed report on your activities with regard to our sponsorship program. Illustrate it with not more than three photographs!

Details we expect you to include in your annual report on the sponsorship program:

- **Number of children and appropriate care costs**
 - Total number of children took care of within your institution:
 - Total amount in CHF you spent for care of all children:
 - Total number of children figuring in our sponsorship program:
 - Total amount in CHF you received from us for the godchildren:

- **School fees, school uniforms and school material**
 - Total number of godchildren for whom you paid school fees, school uniforms and school material:
 - Total amount in CHF you paid for school fees, school uniforms and school material:

- **Direct donates to parents for sponsorship of their child**
 - Total number of godchildren to whose parents you paid money as a sponsorship for their child/children:
 - Total amount in CHF you paid to parents of godchildren as a sponsorship for their child/children:

Children's Care Emmaus 2018