



02.04 Appendix 1

ADF Educational Sponsorship Program Policy and Procedures

At ADF we respect and protect children and their families' privacy. We want you to have the opportunity to develop a meaningful relationship with your sponsored child in a way that is safe, secure, and fulfilling for both parties.

Because of this, we ask our sponsors to abide by the following standards while participating and partnering in ADF' sponsorship program:

1. We ask our sponsors to help protect our children's personal and family information, please do not post their private information online. To protect children's security and privacy, please do not post/share your sponsored child's last name online, even if your sponsor child shares with you their last name. For example, it's fine to update your Facebook status or send a Tweet saying "I just sponsored a little girl named Nyasha from Zimbabwe!" –in fact, this is encouraged! But it's not okay to post her photo and say "This is my 12-year-old sponsored child, Nyasha Danda, who lives in Mutare, Zimbabwe."
2. Please do not directly contact your sponsored child or family without ADF's knowledge and consent. This includes contact through the Internet or social media (e.g. Instant Messaging, Facebook, Skype, etc.). ADF does not allow unplanned and unsupervised visits to the child's residence under any circumstance.
3. When communicating with your sponsor child we ask that you only contact them through us by either using our email address(s) or physical address.

For email: info@adzinafoundation.org / adzinafoundation@gmail.com

Physical address: 7340 Chisangano Infill, Rimuka, Kadoma

If you are mailing a letter to your sponsor child please address it as below:

Sponsor child first name + ADF child ID e.g.

Nyasha 0001

Abdullah Dzinamarira Foundation

7340 Chisangano Infill, Rimuka, Kadoma

4. You are welcome to send your sponsored child stickers, bookmarks and photos with your letters – but please refrain from sending larger gifts, which can be problematic with



customs and can cause jealousy between children. If you would like to get your sponsored child a special gift you can contact us and we can give you suggestions based on your sponsor child's needs and then you can send a donation for us to purchase that item for your sponsor child or if you are visiting ADF you can give it to them in person. All gifts should pass through the ADF office.

5. If you send your sponsor child a photo of yourself please be sensitive to the child's circumstances and avoid sending photos of material possessions e.g. your house or car etc. and anything that might be considered inappropriate e.g. revealing clothing etc. All such photos or other related material should be sent through the ADF office.
6. Because your privacy and security are equally important to us, sponsored children and families are discouraged from contacting you without ADF's knowledge as well. This is to protect you from being solicited. Any un-facilitated contact or requests initiated by your sponsored child or their family should be reported immediately to ADF for both their security and yours.
7. The sponsorship process is contingent upon your agreement, as sponsor, that you will NOT attempt to contact a sponsored child, his or her family or community members, in any manner other than that prescribed and permitted by ADF. In particular, telephone calls, email or unplanned visits to the child's residence and community are forbidden without written permission and oversight by ADF. In addition, all postal mail and packages sent must conform to ADF's policy.

By submitting your Sponsorship Application Form you are indicating that you have read, understood and agree to abide by ADF's Sponsorship Program Policies & Procedures

Signed [Sponsor]:

Date:

Signed [ADF Staff]:

Date: