



## Manual on Implementation and Documentation of the Sponsorship Programme of CASP

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## 1. Definitions of Sponsorship

### **General:**

Sponsorship is a process of support given to a child to enable the child to achieve the maximum of their potential despite the lack of advantages. These may be in terms of social, economic or other obstacles to the development of the child. The process is continued till the child becomes self-sufficient. This could mean financially supporting the education, health or security of the sponsored child or in some cases all of these. This could also mean contributing more widely to the child's community developing and indirectly helping an individual child. However an important feature of the CASP system of sponsorship is that it is ensured that the child continues to stay with his / her family of any sort (either with parents or other relatives or in foster care) and is NEVER institutionalised.

### **CASP concept of sponsorship:**

Sponsorship is an aid given to the underprivileged children for education, for a certain period of time, while the child continues to stay with a family. The aid helps the family to bear the educational expenses of the child either completely or partially. CASP assists to fulfil the educational requirements of a child in the given aid. But sponsorship of CASP is not restricted to only supporting financially but also provides guidance and counselling to the child for education. Throughout the sponsorship tenure not only the child but its entire family is supported like a part of the 'CASP family' by the CASP Team. **The creation of a 'relationship' between the sponsor, the child and the child's family is a unique feature of the CASP sponsorship program.**

CASP has defined 3 age groups for providing educational aid; Balwadi (3 to 6 years), Sponsorship (6 to 21 years or completion of 12<sup>th</sup> std. whichever is earlier) and Scholarship (18 years of age and above till the completion of higher education, or 21 years, whichever is later). The sponsorship aid is given to a child for a specified duration of time. Once the child reaches the age of 18 years the case of the child is reviewed and either terminated or for continued with complete or partial scholarship aid. This is dependent on the requirement of the child and the willingness of the sponsor.

## 2. Objectives of sponsorship

- To support the families through the sponsorship program to continue the education of a child until s/he completes the education till std.12 or reaches the age of 21, whichever is earlier.
- To ensure the holistic development of the child.
- To ensure that the child has the necessary skills to earn a living through various vocational trainings.
- To continue the support to a child / youth on the basis of her merit through scholarship program to pursue his/her career to enable employment.



- To provide support to the communities of children for development and to improve the quality of life through 'Child Centric Community Development' (CCCD) by ensuring that the child is benefited directly or indirectly.

### **3. Criteria for Selection, Continuation and Termination**

The criteria suggested for the process of selection, continuation and termination are only guidelines and should not be considered to be binding. These should be applied with a view to maximising the outcomes of the intervention. CASP has only a limited amount of funding for support and therefore children with a potential to utilise the support should be preferentially identified.

**Selection Criteria:** The needy child should be referred by school authorities, parents, community people, sponsors or the staff of CASP. The Development Promoter MUST visit the child's home and school and prepare a visit report with recommendations prior to the child. Guidelines for inclusion of a child in the sponsorship programme are as follows: -

#### **Child:**

- Preference will be given to girl child / orphans / disabled /those with seriously ill parents/single parent/ widows and single woman.
- The child MUST be between the ages of 3-14 years.
- The child MUST be attending school regularly.
- The child must have passed the previous annual examination in the first attempt. **(Exceptions may be made if the child does not fulfil this criteria due to ill health or some calamity)**
- The child should not be in receipt of any other form of aid from any other agency or individual.
- The child must live with parents or relatives or guardians.
- NOTE - In a special case a child who is in a hostel / boarding school may be considered. The basis for considering such a special case may include :-
  - A sponsored child whose parents are dead and s/he has no relatives to stay with and is therefore staying in a hostel for the underprivileged children.
  - A child who does not have educational facilities within a reasonable distance of her / his home.
- Siblings of the child should not be under CASP sponsorship (Except for the Tihar Jail Project or the Gujarat Unit).

## **Family:**

- The income of the family should not exceed Rs.2000 per capita/pm. To arrive at this figure we would divide the total estimated family income by the number of persons in the family.
- The family should have a ration card either of yellow or saffron colour.
- The family must produce either an income certificate / letter from the employer or a letter of recommendation from the head of school/college where the proposed child is studying as a supporting document.
- Family should render a written undertaking that they will continue the child's education as long as the support is available from CASP.
- Family should give an undertaking that they will not migrate from their current residence unless it is absolutely necessary for continuing the education of the sponsored child.

## **Termination Criteria**

- The child has completed 18 years of age.
- The child's education is discontinued for any reason.
- The child has failed twice in one standard in spite of support given by CASP Team
- Discontinuation of education by the child in spite of counselling provided by CASP Team
- The child has migrated away from the area of work of CASP.
- The socio economic status of the child's family has substantially improved.
- The child has taken up employment and thus no longer requires support for education.
- Non cooperation from the family after contacting twice
- Death of the child – a separate SOP on the subject exists and will be followed.
- If the information given by the parents is found to be false.
- During the visit of the sponsor, if the family persists in not following the advice provided by the staff of CASP.
- Family withdraws voluntarily.
- In case the family receives aid from other institution.

## **Continuation Criteria**

The sponsorship can be terminated on the basis of above criteria. However a child can be continued as a special case even after he/she is eligible for termination. In such a case the sponsor must be communicated by separate letter and he/she or the agency should be ready to continue the support. The criteria for considering a case for continuation are as follows: -

- The child has demonstrated a good scholastic performance and discontinuing the aid will result in his/her education being disrupted
- The child is completing last years of higher education specially in case of girl
- The financial condition of the family has still not improved.



A Case Conference will be conducted to review a case recommended for continuation and the minutes of the meeting will be recorded. A copy of the minutes will also be included in the file of the child. Participants in the conference are the Chairperson of the unit (Chair of the conference and final authority for decisions), Manager, Program Officer and the concerned Development Promoter.

## 4. Enrolment Procedure and Categories of Sponsorship:

Enrolment of a child into the sponsorship programme is a very important process. It is necessary for us to be able to identify children who genuinely need to be sponsored and will genuinely benefit from the programme.

Following are the steps in enrolment of a child for sponsorship-

1. Referral of child from school, community or sponsor – The Development Promoter should prepare a brief recommendation on plain paper giving details of the child and also name and address of the individual recommending the child. The recommendation should also include reasons for recommending the child and details of how well the individual who is recommending is familiar with the child and family.
2. Home visit by Development Promoter to the house of the concerned child – The DP should observe the condition of the house and family, financial situation and also collect supporting documents as follows,
  - Income certificate of the parents or related documents (BPL Ration card).
  - Residential proof (Aadhaar card, electricity bill, passbook of bank)
  - Proof that the child is enrolled in a school ( Latest report card or other proof of enrolment)
  - Age proof of the child (Birth certificate or letter from school)
3. The case history will be written by the Development Promoter who visits the child's house. Case history is an important aspect of sponsorship. It gives all the details of the child to the sponsor. The selection of the child and acceptability to the sponsor depends on the case history provided. Further it will form the baseline against which all future development of the child will be measured and compared. Therefore this should be comprehensive and complete (The format of the case history is enclosed as annexure 2).
4. The case will be presented in the Case Conference by the concerned development promoter. The Chairperson and Project Director/Manager will then assess the case and decide with regard to accepting the case and recommending it to a sponsor, after due discussion.
5. During the meeting the Project Manager will suggest the sponsor to whom the case will be recommended.
6. Signed undertakings will be obtained from the family accepted for sponsorship. These are with regard to: -
  - Cooperation with the staff of CASP.
  - Permission to take photographs of the child from time to time.



- The parent will undertake to communicate any change in their financial condition immediately.
- The parent will also undertake to communicate information about any aid that the child may receive from any other agency/ individual.
- The parent will also undertake to communicate about migration from the area of sponsorship.
- The format for this undertaking is attached below and signature/thumb impression of parent / guardian MUST be obtained.

### UNDERTAKING

I \_\_\_\_\_ Father / mother / guardian of \_\_\_\_\_ (child proposed for sponsorship) hereby undertake that I shall ensure the following: -

- Cooperation with the staff of CASP.
- Permission to take photographs of the child from time to time.
- I will undertake to communicate any change in their financial condition immediately.
- I will also undertake to communicate information about any aid that the child may receive from any other agency/ individual.
- I will also undertake to communicate about migration from the area of sponsorship.

I understand that in In case I am not able to fulfil these commitments I shall in now ay object to the sponsorship being immediately terminated.

(Signature of parent / guardian)

**Simultaneously a procedure of appealing for sponsorship will be initiated:** The first communication with the sponsor is a request for accepting the appeal for sponsorship. This communication should include detailed information about CASP, detailed information about sponsorship program, the impact of our work and the difference their sponsorship will make in the life of the sponsored child. A copy of the 'Child Protection Policy' will also be enclosed. It should be confirmed by each unit that the 'Child Protection Policy' is read and acknowledged by the sponsor before sending the case history.

There are **various types of sponsors such as**

- |      |                       |      |                    |
|------|-----------------------|------|--------------------|
| A)   | Indian Sponsors       | B)   | Foreign Sponsor    |
| i)   | Indian Individual     | i)   | Foreign Individual |
| ii)  | Indian Group Sponsors | ii)  | Foreign Groups     |
| iii) | Indian Corporate      | iii) | Foreign Agencies   |
| iv)  | Government            |      |                    |



7. Case History will be sent to the accepted sponsor for approval/information along with details of the bank of the unit or of the CASP Head Office where funds can be remitted as per the guideline mentioned in the financial issues.
8. A receipt and a letter of thanks will also be sent after the child is accepted for sponsorship support by the sponsor.
9. Communication will also be made with the child and her / his family about the details of the sponsors.

## **Enrolment of the child in system software-**

CASP has a separate software system for the sponsorship program since 2009. This is managed at all the units and Head Office. The software contains information about all aspects of the sponsorship program. This includes information about the child from enrolment till termination from the sponsorship program.

**Initiation of system software for new case:** For any sponsored case the entry of data in the software begins with allotment of a file number. Once the case is accepted by a sponsor it should be entered into the software to obtain an automatically generated number. Once the details of any case are entered in the system the software allots a 'File Number' which is unique for that particular case. For all future reference, correspondence and further updating of information in the system, the file number is the reference code for that case. The updates of communications sent to the sponsor about Progress Report, Receipts, Termination Reports, Letters of thanks, Appeals for pending sponsorship amount can be generated from the system. The system also allows the user to generate various types of information and reports. The precision of all the reports depends on the initial entries made in the database and updates from time to time.

The system will be operated, maintained and updated by the System Officer at CASP Head Office and System Operator at Unit levels. The Program Officers and managers will supposed to monitor the system for accuracy on daily or alternate day basis.

## **Categories of sponsorship**

GN - General

PC - Physically challenged

MC - Mentally challenges

FC - Foster Care

LA - Children of Leprosy affected parents or under the shadow

OC - Orphan Children, Whether to consider if parents are no more or no other family members.

CI - Children of prison inmates,

CP - Children of seriously ill parents

SP – Child of a single parent who is economically challenged

## **5. Significant Events**

### **5.1 Case Conference-**

Case Conference is a meeting to review the cases of sponsorship. This will be conducted to decide with regard to selection of a child for sponsorship, yearly review for continuation of a child in the sponsorship programme, termination of sponsorship support to a child and in case of any emergency /special situation e.g. accident, medical issues, legal cases, child abuse, or selection of the child for training, workshop etc. This is a committee at the unit level comprising of Development Promoter, Program Officer, Manager and Chairperson. The other staff of the unit will act as observers and provide their inputs. Experts from various fields can also be invited for the conference depending on the issues being discussed. The minutes of each Case Conference will be shared with the Chairperson & signed by him/her.

- **Selection of a case:** The case history will be presented by the Development Promoter during the conference and the committee will cross check and finalize the decision of accepting or denying the case on the basis of the laid down 'Selection Criteria for child and family'. The minutes of each Case Conference will be maintained and kept on file for future reference. The minutes should include the major points of the case presented, the issues in the discussion, the criteria on which the decision is taken and signatures of all members present. Once the decision for accepting the case is taken, the Case History will be sent on to the sponsor for approval in the case of new sponsor and for information in the case of regular sponsors. The case history will be sent on immediately by : -
  - The manager - in case of 'single unit sponsor' (sponsor supporting cases from one unit only).
  - By the System Officer at HEaad Office - in case of 'multi unit sponsor' (sponsor supporting cases from more than one unit).
  
- **Review of the case (Termination or continuation):** A case of a child will be reviewed every year to decide about continuation or termination of the sponsorship support. The progress reports of the particular annual year will be presented by the Development Promoter in the conference. The case will be reviewed on the basis of the progress reports and it will be ascertained if the case fits the criteria for continuation and termination. The minutes of each Case Conference will be maintained on file for future reference. The minutes should include the major points from the progress report presented, the discussion thereafter, the criteria on which the decision of either continuation or termination is taken and signatures of the members. A case proposed for termination will be presented in a case conference at least TWO MONTHS prior to the actual date of termination. In other cases the conference will be conducted after the results of the annual examinations of the children are available. The decision of continuation will also depend on the consent of the sponsor, hence an appeal for the sponsorship amount for the next year should be sent to the sponsor immediately after the case conference. Once the confirmation is received from the sponsor the



sponsorship support can be disbursed. If a decision to terminate support is taken the same will be communicated to the sponsor in the given format and the sponsored family.

## **5.2 Visits:-**

### **5.2.1. Visits to the child's home (Home Visits): -**

A home visit will provide a clear picture of the current status of the child. Apart from writing the reports in the given format, a visit will also give an opportunity to the Development Promoter for observation. Also interaction with the family members will help the DP in understanding the progress of the child and scope for future interventions.

Home visits will be made by different officials and sponsors for different purposes.

**Visits by Development promoter-** The home visits should be conducted to obtain information at various occasions and purposes-

- Case history
- Progress Report
- Need Assessment
- Distribution of gifts sent by the sponsor
- Achievements of the child
- Visit of the sponsor
- Accident /death of the child
- Termination Report
- Quarterly visit
- Any other situation

The Case History, Progress Reports, Termination Reports must be prepared **ONLY AFTER AN ACTUAL** visit is conducted to the child' home. (The format for Home Visit is enclosed as annexure 5)

**5.2.2 Visits by Project Manager:** Home visits by Project Managers are necessary to monitor the progress of the sponsorship program and to ensure that the sponsorship program is moving in the right direction. The Project Manager is expected to visit 2% of cases of each DP in a year. Some of the visits will be conducted with prior planning and some surprise visits should be conducted by the Manager. The reports of all visits should be shared with the Chairperson and Head Office on monthly basis.

**5.2.3 Visits by Head Office officials:** The concerned officers of CASP Head Office should visit the child's home during their visits to the units. Some of the visits will be made with prior planning and some surprise visits should be conducted to the units and the child's home. This is mainly to ensure the progress of program and to get a candid look at the work being done by the units.



**5.2.4 Visit by the Sponsor :** As per our policy the sponsor is welcomed to visit his/her sponsor child. The visits will be arranged by the units as per the convenience of the sponsor. But at the same time it will be ensured that the date is suitable to the family of the child too. All the correspondence related to the visit should be in writing (soft or hard copies) and be added in the file of the child. The Project Manager must ensure that the 'Child Protection Policy' is read and signed by the sponsor before the visit. The family of the child must be informed well in advance of the planned visit of the sponsor. The sponsor **MUST** be accompanied by the Development Promoter or some staff member of CASP.

The sponsors may not be aware about the cultural norms of the area of the sponsored child. Hence guidelines (Dos & Don'ts) must be issued to the sponsor in advance. This is to ensure that the family is not disturbed and their cultural norms are not violated. These will be shared with all sponsors irrespective of nationality, religious beliefs, education and gender. The Dos & Don'ts for the sponsor and the families of the sponsored child during the visit are as follows: -

## **Code of Conduct-**

### **Guidelines for the sponsor:**

- The attire of the sponsor should be such that the body is covered properly from shoulders to below the knee.
- Half pants and sleeveless dresses should be avoided in rural and tribal areas.
- Hugging or kissing the child **MUST** be avoided.
- The male sponsor must keep a distance from the girls and ladies of the family and will **NOT** touch them in any way. Hand shaking with them is to be avoided.
- The footwear of visitors will be removed before entering the house, especially kitchen or area of worship.
- No promises of giving any type of aid will be made to the parents or the child.
- Photographs will be taken **ONLY AFTER** the consent of the child and the family is obtained.
- The visitors will **NOT** smoke in the house
- Distribution of chocolates or toffees amongst the children of the community should be avoided.
- If the visitor plans to give gifts to the child the same will be scrutinised by CASP staff for appropriateness and acceptability.
- No visiting cards will be handed out by the visitors.
- The children/child will **NOT** be offered rides or other trips by the visitors.
- Consumption of water or food can be unsuitable for the visitors from foreign countries. They should therefore politely refuse.
- No cash will be given to the child or the family members.

### **Guidelines for the family:**

- No demands for aid will be made to the sponsor directly.



- If the family desires, they can offer food or water to the sponsor but should not force him/her to consume it if s/he is not willing to.
- Any type of behaviour insulting the sponsor should not take place.
- The aid received should be shown to the sponsor during the visit.
- The parents MUST allow the child to speak to the sponsor directly under supervision of the family members and Development Promoter.

#### **Guidelines for CASP staff:**

- Apart from a sudden crisis, the managers must be aware of the situations in the area where the sponsor will visit. This is to ensure the safety of the visitors.
- All the correspondence must reach the sponsor well in advance.
- The managers must ENSURE that the 'guidelines for the sponsor' have reached to him/her by mail, courier or post well in advance. A print copy of the same must be given to the sponsor before the visit.
- The staff of CASP MUST be able to justify each and every point in the guidelines, if the sponsor has any queries.
- If the language of the sponsor can be understood by the family of the sponsored child the CASP staff should allow the children and parents to talk directly to the sponsor. After an initial introduction the CASP staff should not interfere at each and every question and ONLY extend support where ever required.

#### **5.2.5 Visit to Education Institute (school/college/vocational training institute) visit:**

The Development Promoter should visit the school of the child at least once a year.

The purpose of the visit is to obtain information with regard to the following: -

1. Is the attending school regularly?
2. What is his / her progress in academics? What additional inputs are required to improve these?
3. Does the child show any interest in extracurricular activities? What areas can the child be encouraged to further explore and develop?
4. How are the interpersonal relations of the child and co-students? Does the child need any support / guidance / counselling?
5. Are there any specific issues with regard to the child's behaviour / development / achievements?

#### **5.3 Activities to be conducted with the children -**



Common activities will also be conducted for sponsored children from the amount to be spent on providing direct aid (65% of sponsorship amount). These are activities which will support the development of the child in fields other than academics. The list of approved common activities is: -

- Sports day either at the school or organised by CASP
- Educational/ exposure visits
- Soft skill workshops / Vocational Training
- Exhibitions of the items produced / prepared by the children
- Support for participation in competitions
- Children's magazines
- Street play groups

## 5.4 Child Centred Community Development (CCCD)

The CASP concept of sponsorship sees the family and the community of the child as important determinants of the development of the child. Therefore the sponsorship programme also has a component for development of the community as a whole. However the development has to be conducted such that the impact will be primarily and directly reflected in the children of the community either directly or indirectly. This approach is referred to as CCCD. Activities (including distribution of material aid) which can be undertaken under the CCCD programme are as follows:

The approved list of the aid and activities is as below;

1. Hand Pump for a bore well
2. Water Filter
3. Solar Lamps
4. Medical Check up for the community of the child
5. Sanitary block-building or constructing a public latrine
6. Day care center for children
7. Repair and maintenance of a common facility
8. Education center for the community children : giving tuitions or remedial teaching (The format enclosed as annexure 7)
9. Vaccination – Rubella, Mumps, Measles, TB, Polio, Cholera
10. Arrangements of lectures, health camps
11. Library books for community/schools/lab equipments to school
12. Celebration of Independence Day, Republic Day, Children's Day, Women's Day etc.
13. Support for employment – Vocational training, market availability, exhibition stalls, (The format of application is enclosed as annexure 8)
14. Health worker's training

The Unit Manager must ensure that at least 10 families are able to utilise any item that is meant for common use. The benefit must be measured and reported (in prescribed formats) annually.

## 6. Communication with Sponsor:

Communication with sponsor is a very important component of sponsorship as the programme is dependent on the creation and sustenance of a relation between the sponsor and the child being supported. It is necessary for CASP to develop and maintain this relationship. Repeated and continuous contact with the sponsor is essential to maintain a good relationship. The queries raised by the sponsors must be resolved immediately and it will be ensured that a response is sent within 3 working days of receipt of any communication. In case the staff is not able to resolve the issue immediately the same must be communicated to the sponsor while giving reasons for the same and also giving a tentative date by when the further communication will be sent.

All the correspondence between the child and the sponsor or sponsoring agency will be made through CASP. The address of the sponsor will NEVER be disclosed to the child or child's family. This is to avoid the possibility of the family asking for more money or other aid directly from the sponsor. This is because CASP takes the responsibility of proper utilisation of any funds that are provided for the child.

A separate note will be enclosed with all letters from the sponsored children. These will explain any part of the letter which may not be clear to the sponsor. This is because the sponsors or donors may not be familiar with the Indian situation and they cannot understand the relevance of the Indian festivals and customs mentioned in the letters sent to them by CASP or children. The circumstances in which we will communicate with the sponsor are as follows-

- a. Appeal for sponsorship
  - b. Sharing Case History for approval/information
  - c. Receipt and thanks letter after the child is accepted for sponsorship
  - d. Sharing Progress reports
  - e. Thanks letters from the children - when some gifts/greeting cards are received from the sponsors for their sponsored children
  - f. Greetings to the sponsor on their birthday, marriage anniversaries and festivals.
  - g. Sending information about special achievements of the children (Apart from regular achievements in school)
  - h. Information about accident/death/illness of sponsored child or any other event in the family
  - i. Termination of the case
  - j. Reminder for sponsorship amount
  - k. Sending newsletters and annual report
  - l. Interim communication in case the Progress Report cannot be sent immediately
- 
- a. **Appeal for sponsorship:** The first communication with a sponsor is a request for accepting the appeal for sponsorship. This communication should include detailed information about CASP, detailed information about the sponsorship program, the impact of our work and the difference the sponsorship will make in the life of the sponsored child. This will be



accompanied by the 'Child Protection Policy'. It should be confirmed by each unit that the 'Child Protection Policy' is read and acknowledged by the sponsor before sending on the case history.

- b. **Sharing the Case History for approval:** Once the Case History is approved by the committee members in the Case Conference, it will be sent to the sponsor for approval, along with the information about 'details of the bank transfer' to the unit or CASP Head Office as per the guidelines mentioned in financial issues.
- c. **Receipt and thanks letter after the child is accepted:** The receipt of the amount received needs to be sent to the sponsor immediately along with a thanks letter from the concerned CASP authorities. For sending the receipt, we must should obtain the sponsor's correct name and address for correspondence.
- d. **Progress reports:** The progress reports will be sent to the sponsor at regular intervals as per the sponsorship guidelines OR as decided mutually with the sponsor. The progress reports of all the children of one agency must be sent under one SINGLE covering letter along with a list of names and file numbers of the sponsored children.
- e. **Thanks letters from the children:** Some sponsors send gift money, gift items, greeting cards or letters to the sponsored children. A thanks letter to the sponsor from the child is essential to demonstrate gratitude towards the support and to assure the sponsor that the child has received the gift. Hence, a thanks letter in the handwriting of the child will be sent to the sponsor immediately along with a photograph of the child with the items that the sponsor has sent for the child.
- f. **Greetings to the sponsor:** The sponsors and their spouses should be greeted on their birthdays and anniversaries by email. (By post in case the sponsor does not have an email). On festivals a greeting card OR a card prepared by the child will be sent (by courier/post/scanned) to the sponsor.
- g. **Gift or greeting cards from Sponsors:** These gifts, letters and greeting cards should be opened and checked. This is to avoid handing over articles which should not be given to the children (as per the local cultural context) or to avoid letting the child or his/her family know the address of the sponsor. Some sponsors may include money in the packet with the gift or letter. If such an amount is received by the unit from the sponsor directly the unit MUST deposit the amount in the bank account of Head Office irrespective of the amount and whether it is in Indian rupees or in foreign currency. This should be counted and deposited in the bank account. Head Office will subsequently transfer the amount to the bank account of the concerned unit. A list of all the items including the cash sent by the sponsor should be recorded in the case file of the child. The unit should hand over all the items to the child immediately on receipt. Cash will NOT be handed over to the child or the family hence the unit can make a fixed deposit in the name of the child in a bank OR purchase a gift for the child apart, in consultation with the family members. A signature should be obtained as acknowledgement on the list of items including the cash component (if a fixed deposit is made). The signature of the child will be required if the child is above 11 years. In case of children below 11 years the signature of the parents will be required. A gift register will be



maintained by each Development Promoter. A photograph of the children with the gift, along with a thanks letter from the child will be sent to the sponsor immediately. Please refer photographs and video recording guidelines in this regard. The receipt and distribution of gifts MUST be updated in the system software.

- h. Information about special achievement:** The child may have some achievements in his/her life apart from the achievements in school. These should be communicated to the sponsor. The communication must contain thanks to the sponsor if the achievement is in some way due to the support provided by the sponsor. The achievements by the child are a matter of pride to any sponsor and this is a way of demonstrating that the aid provided by him/her is being utilised to contribute to the development of the child.
- i. Information about accident/death/illness of sponsored child or family members:** This is the most difficult communication to be made with the sponsor. The sponsor will be investing money, emotions and effort in the child and will be attached emotionally with the child. Hence such communication should be made with due care. The communication should be made in the format enclosed as annexure 3. (SOP on Child Death)
- j. Progress report:** The Progress Report of the child is an essential component of the sponsorship program. The Progress Report demonstrated the progress of the child and MUST be sent to the sponsor at regular intervals as per the sponsorship guidelines OR as decided by mutual understating between CASP and the sponsor. The progress reports should be sent in the given format of CASP. If the sponsor agency has their own format of progress report and it is decided in the agreement, then the progress reports must be sent in the format given by the sponsor agency. The progress reports of all the children of one agency must be sent under one SINGLE covering letter along with a list of names and file number of the sponsored children. Once the progress report is sent to the sponsor the status should be updated in the system software. Foster care reports should be generated and sent to President CASP quarterly.  
The format of the progress report is enclosed at annexure 6.
- k. Termination of the case:** The sponsorship support will be terminated as per the criteria mentioned in the manual. The termination report will be accompanied by an appeal for accepting a new case by the sponsor, unless the sponsor has specifically communicated their inability to continue with their support. The termination report along with 2 photographs of the child (one at the time of intake and another latest) should be attached to the covering letter and sent to the sponsor within 7 working days of the case conference in which the decision to terminate sponsorship is taken. This should also include a thanks letter from the child or the family for the support from the sponsor during the sponsorship. The format of the termination report is enclosed as annexure 4
- l. Reminder (request) for sponsorship amount:** The reminder for the sponsorship amount will be sent to the sponsor one month before the date of completion of one year from receipt of the sponsorship amount. The reminder for the sponsorship amount will be sent by CASP Head Office if the sponsor has cases from multiple units. If the sponsor has cases from one unit only, the reminder will be sent by the concerned unit. The communication must



contain thanks for the continued support and a polite request for sending the amount for the next year / years.

- m. **Other occasions:-** Apart from the above mentioned occasions there can be other circumstances when the sponsor will be sent annual reports, a policy decision related to the sponsorship etc.
- n. **Oral Communication** - Occasions of oral communication with the sponsor are very few. It is at the time home visit by the sponsor to the office and to the child's home. Details are given in the chapter on 'visits'.

## **7. Documentation and Record**

The Individual file of a sponsored child must contain the following: -

- Case History
- Copy of all correspondence and reports regarding the child whether internal or outside of CASP including those with the sponsor and other agencies.
- Minutes of the meetings in which decisions are taken pertaining to the child.
- Results of the academic performance of the child.
- Reports related to any important event in child's life.
- Regular progress reports of the child.

Maintenance and custody of the file will remain the responsibility of the concerned D. P.

## **8. Child Protection Policy**

CASP has developed a Child Protection Policy which has been approved by the CASP Board on 19<sup>th</sup> February 2010. This will be shared with CASP Board Members, sponsors and other supporters, staff (part time/full time), volunteers, consultants, contractors, visitors, representatives of partner organizations including government partners and any other individual who may come in contact with a child.

This policy is to ensure that CASP has procedures in place to prevent and deal with child abuse by any person associated with CASP. 'Child Protection Policy' has been already circulated to all the units. The unit managers must ensure that the policy is read by all the staff and signed at the time of joining.

### **Photographs and video recording guidelines**

The photographs or video recordings of the children are maintaining a visual record of the progress of the child. It is also important to authenticate our work. Visual medium is a tool to connect the sponsor with the child and develop an emotional bond. A photograph **MUST** be attached with the case history, progress report and with a thanks letter from the child for gift. The specifications for the photographs are as follow;





- **Case History:** Recent full photograph of the child with a view of his/her house and mother or father (postcard size)
- **Progress Report:** Full Photograph latest or max. 1 year old OR Playing with friends/ siblings with clear view of child OR Helping parents at home OR Enjoying a festival with family OR in school uniform with a view of his/her house (postcard size)
- **Thanks letter:** While receiving gift OR with all the gift items received OR in the dress gifted. (postcard size)

The photographs must be taken:

- With the consent of the child and/ OR parents
- In proper clothing- in formal, casual, or school uniform

A video of the child can be recorded during his/her performance in any cultural program, school function, sports activity, while playing with friends or during participation in competitions. These videos can be sent to the sponsors through a CD. If a sponsor requests specifically it may be uploaded on the internet while ensuring that due precautions are taken to prevent it being viewed publicly. Under NO circumstances the photographs OR video of any child is to be uploaded for public viewing.

## **9. Role of a Development Promoter**

The D P is a very crucial position in the sponsorship project. DP is an ambassador of CASP with the family/community in which sponsored child/children stay. D P is an advocate of children and their families and communities who pleads for their development with the agency. D P is a primary agent of planning, implementation and monitoring of activities in the project. In short the role of a DP is as the backbone of the sponsorship program.

### 1. Responsibilities related to a sponsored child

- Identification of a deserving child for enrolment in the sponsorship program.
- While preparing new case history Development Promoter will ensure that the information is correct and genuine.
- Maintaining regular contact during the entire period of sponsorship of every child.
- Updating files regularly by recording academic progress and important events of a child's life.
- Submission of drafts of Annual Progress reports including recent photographs of a child taken inside or in the front of its house.
- Making home visits – at least twice a year.
- Making school visits - at least once in a year.
- School / college results MUST be collected by the month of July/August every year and information sent to sponsor.



## 2. Family and Community level activities

- Identification of needs and planning of activities will be done with the help of active participation of all group members.
- Some long-term or ongoing activities may be conducted if the group requires the same; these may include computer classes or skills training programmes.
- Children should be motivated to participate in sports and other curricular activities.
- Activities will be organized for them by the DP.
- Separate files must be maintained for each activity by the DP.
- Children identified with any issues related to Health / Education / Growth / psychological problems will be referred for assistance to specialists /other agencies.

## 10. Financial Issues

### **Distribution of aid:**

The distribution of aid is a major task undertaken once in a year. The aid is to be disbursed to the children immediately before the start of the school year, usually in the month of June. The month of disbursement can vary depending on the schedule of academic institutions in the area.

The first step is a 'needs assessment' of the children. Every year CASP distributes material aid to the children, some of which can be used for two or more years and which need not be distributed every year. Also children may be in need of specific items. To ensure that the aid given is actually needed and used by the child the need assessment must be performed with due care and interest. This assessment should be conducted in the month of March prior to the end of the academic year of schools.

Once the needs assessment is completed the list of items to be purchased should be prepared and quotations for supply obtained. A supplier who will ensure good quality at a reasonable cost should be finalised by the month of April. The actual purchase of the material will be completed in the month of May.

Once the purchased material is available the list of material to be distributed by each Development Promoter will be prepared and distribution undertaken by the DP. The actual distribution of the material should be in the month of June. These months may vary depending upon the schedule of education year in different states. But it should be ensured that the aid is disbursed well before the school opens. A record of the material distributed should be maintained in the file of the concern Development Promoter and one copy maintained in the accounts department. A list of material aid given to each child should be maintained in the file of the child. A signature should be obtained as acknowledgement on the list of items. The signature of the child will be considered valid if the child is above 11 years. In case of children below 11 years the signature of the parents will be considered valid.



Fees for school/college will be paid directly to the concerned institute and a copy of receipt will be obtained.

The approved list of material aid to be given and not to be given is as below;

## **Aid to be given-**

No individual item should exceed 15% of the total sponsorship amount.

List of Items-

1. Text books, Guides, note books
2. Compass box, Calculator
3. Folders for children of 10<sup>th</sup> std. and above.
4. Umbrella, Raincoat, cap
5. Sweater
6. Shoes
7. School bag, lunch box, water bottle,
8. Alarm clock
9. Fees for music, arts, tuition, excursion , Computer Courses
10. Nutritional supplements, vitamins, Medicines
11. Sports equipment / accessories
12. School Uniform
13. Normal Dress
14. Spectacles – prescription glasses
15. Wristwatch in case of the student in std. 10 and above.
16. Annual medical check-up
17. Prosthetic aid (calliper for polio affected children, crutches when a donor specifies for a child that is disabled, hearing aid)
18. Emergency/ solar lamp

## • **Aid not to be given for the following Items**

1. Radio, Television set, Camera, Mobile
2. Video/Music, CDs
3. Video games
4. Expensive fashionable clothes
5. Sunglasses, Fire crackers
6. Make up
7. Jewellery of any metal
8. Cash awards or cash

## **Special/ extra aid distribution**



- CASP sponsorship amount is Rs. 5,000/ USD 125 per child. Some sponsors remit the support amount in USD. The general currency rate for USD is considered as Rs.50. Hence the children get Rs. 6250/- as sponsorship amount. Sometimes more than Rs. 5000 or Rs. 6250 are received either because the sponsor remits more funds or currency difference etc. In this case the amount above Rs. 5000 OR Rs. 6250 is to be considered as extra aid.
- If not specified by the sponsor, the aid should be utilized for educational aid not covered in the sponsorship aid.
- If the amount is large and cannot be utilised immediately it may be kept as a Term Dposit in a bank account in the name of the child. This may be utilized for educational purpose in the future.
- If the aid is above Rs. 1000/- , the plan of distribution of extra aid will be prepared and shared with HO for approval prior to disbursement.

## **Continuation of Funding:-**

In the normal course, a sponsor is requested to commit to supporting a child for a period of at least five years and preferably till the child completed her / his education. After receiving the sponsorship contribution from the sponsor / donor the particular child is assigned to that donor for sponsorship. Sometimes, the sponsor does not continue support till the child completes her education. In such cases, it is the moral responsibility of CASP to support the child and to this end we need to make efforts to obtain the sponsorship amounts. Two options are available to us for this purpose: -

- a) To find another sponsor immediately.
- b) To make the amount available from our own funds.

Option “B” should be employed with the understanding that this is temporary and will affect the surplus or buffer of CASP. Therefore, whenever a new sponsor is enrolled with CASP or any existing sponsor wishes to sponsor additional children, the children supported from corpus / buffer fund will be assigned to such sponsors and the amount spent from these funds will be replenished.

As per the policy of CASP, the financial year is 1<sup>st</sup> April to 31<sup>st</sup> March, but the academic year is June to March / April. Though these are two different periods, the sponsorship contribution every year is considered on the basis of the financial year of CASP i.e. April to March. This is applicable to all sponsors. In the case of new sponsors, if the amount is received during the period April to December, then the contribution will be treated / considered for the year in which the support is recieved. If the contribution is received during the period January to March then it should be utilised for the next financial year.

## **Reimbursement of aid :-**

As per the philosophy and policy of CASP, the sponsorship aid is to be distributed in kind after making a needs assessment in consultation with the school authorities and the family of the



sponsored child. Hence, the practice of reimbursement of costs of various items like text books, uniform etc will NOT be encouraged. This is because reimbursement amounts to distributing cash to the family. The exception to this rule may be children who were maintained on the waiting list for sponsors.

**Financial Reporting:-**we must always remember that funds received from sponsors / donors are public money and CASP is only the custodian of these funds. CASP is therefore accountable to the donor (and to the public at large) for the proper utilization of these funds.

The first step in this process is to acknowledge the receipt of the funds. The receipt will be sent to the sponsor within 7 days of receipt of funds. The manager with the help of accounts person will then calculate the amount of Direct Aid to the child and inform the concerned Development Promoter of the same.

Based on the needs assessment made by the DP, items required will be procured and distributed to the child. Necessary entries to this effect will be made in the Accounts sheet and also kept in the concerned child's file. The accounts department and the DP must keep track of the amount available for each child and record of the amount received, utilised and balance available at all times. It is the joint responsibility of the accounts department and the DP to ensure that funds are utilised before the end of the Financial Year.

Once, the needs assessment is completed by all the Development Promoters all the lists will be consolidated in collaboration by the accounts and programme person. This consolidated list will then be used to prepare the order for calling for quotations. Obtaining a single consolidated list will enable us to get items at the best possible discounted rate.

The second part of Direct Aid is also important i.e. CCCD budget which will depend on the activities planned to be conducted under CCCD. As per the policy, Direct Aid of 65% of sponsorship contribution (actual) is further suballocated (20 % of the direct aid) for such activities. The Development Promoters therefore must be aware of this amount too at the beginning of the year and plan various activities for the whole year.

### **Payment of School / Colleges Fees or Tuition Fees :-**

Amounts pertaining to school, college or tuition fees must be paid by cheque drawn in favour of the educational institutions and if possible all such payments should be made as one time payments for all children attending the particular institution. The original receipts will be kept in the Development Promoter's file and will be made available to families if required by them in future.

**Demand Notes:** After the needs assessment is completed, the Development Promoters will prepare the indent for items in the form of a demand note for each child. This will be duly approved by the programme officer and project manager prior to disbursement by the accounts staff.

One copy of this note will be maintained by the Development Promoter. Another copy will be maintained by the unit Accounts Section along with a copy of the payment voucher. The details will be entered in the child wise cost centres in Tally by the accounts staff.

**Roles & Responsibilities of Accounts staff:** As soon as the amount is received from the sponsor the accounts staff will enter the same in the books of accounts of the unit and the record of sponsor and the sponsorship year for which it is received will be maintained. The receipt will be issued by systems person in consultation with the accounts staff.

The accounts staff will prepare a statement giving details of sponsorship amount received and the percentage-wise allocation of funds to the programme staff for further action and timely utilization. The accounts section will also maintain child wise details of amount spent and amount that are due to be received from the sponsor. On the basis of this information, the manager will appeal to the sponsor to release the funds well in time. The unit will consult the HO before sending the letters to avoid duplication of correspondence. This is particularly so, if the sponsor is having cases from multiple units.

**Utilisation of the “administrative costs” component of sponsorship amount:**

The total “administrative costs” component of sponsorship amount is 35% of the actual sponsorship amount. Of this 10% is to be utilised at the Head Office level and 25 % at the Unit level. The approved budget heads for the 25% amount of the unit are as follows: -

- Professional staff salary- 15%
- Administrative expenses- 10% (4% salary +6% Admin.)

NOTE : Apart from the routine administrative expenses the expenses listed below may also be incurred from the administrative expenses.

- Communication costs including postage and courier charges for communications related to the sponsorship program. Photography of the children and events/activity.
- Printing of Progress Reports, photocopying, stationery and computer consumables for office notes and demand notes related to the sponsorship program.
- Travel costs for program staff related to sponsorship.
- Felicitation programmes /annual day functions.

## **11. Alumni –**

The former sponsored children sponsored by CASP are a major asset which we should be able to utilise as ambassadors to publicise our programme. The strength of CASP lies in these individuals who benefit from our programme and then can be very effective advocates. Inviting these individuals during the events at unit or HO level is an effective way to bring them and other potential sponsors together. We should plan Alumni reunions to interact with donors and increase the visibility and credibility of our programmes.



CASP must formally institute systematic efforts to obtain the participation of alumni in the organizational activities not only as guests but even as hosts. They should be encouraged to sponsor children and become members of the organization. CASP must therefore keep in touch with these individuals even after their sponsorship support is terminated.



**Annexures and Formats**

**Annexure 1: Application for sponsorship**

**Community Aid & Sponsorship Programme**

**CASP ----- Unit**

**Application for Aid under the General Sponsorship Programme**

**Application number: CASP/----- unit/----- (case number)**

- 1. Full name of individual recommending the child:**
- 2. Complete address of recommending individual: (With prominent landmarks near residence)**
- 3. Full name of the child:**
- 4. Complete address of the child: (With prominent landmarks near residence)**
- 5. Date of birth:**
- 6. Gender: Male/female**
- 7. Name of the school with complete address:**
- 8. Standard of education:**
- 9. Medium of education:**
- 10. School Fees per month:**
- 11. Monthly income of family:**
- 12. Information about the family: (max.10 lines)**





**13. Is the child physically challenged? Yes/No**

**14. If Yes, details:**

**15. Brief reasons for recommending the child:**

**Signature of applicant**

-----  
**Annexure:**

- 1. Birth certificate**
- 2. Certificate from school**
- 3. Certificate of caste**
- 4. In case of physically challenged , Medical certificate from government hospital**
- 5. Income certificate of family**
- 6. Copy of latest result of annual/ term examination.**



**Annexure 2: Case history:**

**Community Aid & Sponsorship Programme**

CASP ----- Unit

**CASE HISTORY**

Few lines about CASP: (3-4 lines)

This column will remain default for all new sponsors.

Current happenings in CASP and unit: (3-4 lines)

This column will remain default for all the case histories.

**File No.**

Referred by \_\_\_\_\_

1. Name of the Child :-
2. Date Of Birth :-
3. Age :
4. Mother Tongue:
5. Sex :
6. Address:-

7. **Caste:**

8. **Category\*:**

**Socially Handicapped:** \_\_\_\_\_

**Physically Handicapped:** \_\_\_\_\_

**Recent photograph of the child with a view of his/her house**

**SH:- DE – Destitute; US – Child Working in unorganized Sector, LI- Child of a person undergoing life – Imprisonment, LE – Child of a leprosy patient.**



**\*PH --:OH-Orthopedically Handicapped; B-Blind DM-Deaf and Mute, MR- Mentally Retarded ;.**

9. Std: Div:

10. Grade in the last examination: ( Depending on the sponsorship guidelines of CASP for scholastic performance)

11. **INFORMATION ABOUT THE CHILD in detail:- (description)**

- Child’s likes and dislikes:
- Child’s daily routine:
- Name of the School:
- Whether school is government aided or non aided:
- Type of school: Municipal Corporation/private /Zilla Parishad/
- Annual Fees :
- Mode of travel to school : - -----
- Transportation Cost:
- How long does the child take travel to School: - -----
- What is the Child’s favourite lesson [Subject]:- -----
- What are the Child’s favourite games: -  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
- Health status of the child: (Including previous major illnesses/operations)
- Special appreciation from school: Education/sports/extracurricular activities



**12. Family Constellation: (in descending order as per age for siblings)**

-----

SR.NO	RELATIONSHIP	NAME	AGE	EDU	OCCUPATION	INCOME
1	Father					
2	Mother					
	<b>Siblings</b>					
3						
4						
5						
6						

-----

*Any other relatives staying with family*

- 1
- 2
- 3

**13. About family in detail:- (description)**

- Native location of the family (in case the parents are migrants to the area):  
\_\_\_\_\_
- Is any member of the family disabled? \_\_\_\_\_
- Any health problems being faced by family members? : \_\_\_\_\_
- Any other issue:
- What aspirations do the parents / guardians of the child have for the children?
  
- Does the family have birth registrations of all children?
  
- Does the family have Unique Identification Number (UID): Yes / No



14. **Housing condition:**

- Who owns this house: - .....
- If rental, how much is the monthly rent-----
- Duration of stay in this house in years (or months if less than a year) :-----  
-----
- What is the overall condition of the house [Poor /Fair/Good]:- .....
- What material are the walls made of: - .....
- What maerial is the roof made of: - .....
- Water facility available for the family: Common corporation tap / individual tap bore well / tanker
- What kind of toilet facilities does the family Use: Individual / common / any other / none
- Does the family have an electricity connection: Yes / No
- What cooking fuel does the family use: - LPG Gas / Kerosene / Chullah

15. Household articles: (For eg. Cupboards, Television, fridge, mobile etc.)-----

16. Ration Card: - Yes / No

- Color of ration card: - Yellow / White / Orange

17. Contact details:

- Address of working place with Phone no: -
- Father \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- Mother \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- Mobile numbers: (Father, Mother, Siblings)-----

18. Additional information if any: -

\_\_\_\_\_

19. **Development Promoter's assessment and recommendations:**

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DEVELOPMENT PROMOTER

PROJECT MANAGER

CHAIRPERSON



## Annexure 3 : SOP Death of the child

### Standard Operating Procedure

#### Death of a Sponsored Child

##### Introduction

1. As a child centred organisation we are dedicated to working for child welfare and thus it would be a matter of enormous grief if a sponsored child should die. However we need to be prepared for every eventuality and to have proper procedures to be followed when we encounter such situations.
2. This SOP lays down the actions required at various levels and the time frame for executing the same.

##### Definition of sponsored child

3. For the purposes of this SOP a “sponsored child” would be deemed to be only a child who is provided with support from CASP and is included in the database maintained by CASP. This will also include all children who are supported in Balwadis, higher education programmes, foster care programme and any other similar individual direct support programme which etc.

##### Actions at the Unit Level

4. Units must ensure that all sponsored children are provided with contact details of the units to enable their families to inform the unit of any untoward event. The contact details must include: -
  - a. Telephone number of unit.
  - b. Mobile number of the Development Promoter.
  - c. Email id of the unit.
  - d. Postal address of the unit.
5. Whenever the unit receives information regarding the death of a sponsored child they must convey an immediate occurrence report to the CASP Head Office within one working day. This report should include the name of the child, the identification number in the database system and any information that may be immediately available with regard to the cause of death. A draft communication from the unit is attached at Appendix A.
6. In case it is understood that the death of the child is due to an accident, the insurance company which has provided the accident insurance will be contacted within one working day of hearing of the death and intimate them of the death. They should also be asked for the procedure to prefer a death claim for the child.
7. Unit should depute the concerned Development Promoter to visit the family of the child and pay condolences at the earliest. The unit will also obtain detailed information regarding the cause of death. This visit must be paid within two working days of receiving information



about the death. **In case the concerned DP is not available to make the visit the manager should depute another staff member or go personally.**

8. The employee visiting the family should carry a condolence letter from the Chairperson of the unit. If the chairperson is not available for some reason the Manager / Coordinator may sign on behalf of the Chairperson. A draft letter of condolence is attached at Appendix B.
9. Subsequently a detailed report of the death should be submitted to Head Office within one working day of the visit to the household. The format for the detailed report is attached at Appendix C.
10. A detailed letter will also be sent to the sponsor / agency within seven working days of the visit to the family informing them of the death of the child and the circumstances of the death. The sponsor will also be informed of the funds that have already been spent on the child during the current financial year and any balance that may be available with the unit for disbursement. A draft letter of condolence is attached at Appendix D.
11. The name of the child will also be removed from the sponsorship database within seven working days with the remark – “terminated”.
12. A replacement should also be identified within fourteen working days of the death of the child. In case the sponsored child has a sibling who is eligible for sponsorship it may be suggested to the sponsors particularly since the family circumstances are already known. In case a sibling is not eligible another child may be suggested to the sponsor.
13. In case of an accidental death the concerned development promoter must commence the process of obtaining documentation required for preferring the accident insurance claim. To this end the concerned DP will visit the family two weeks after the death (to give the family time to grieve and adjust). S/he will also carry any documents that require to be signed by the family members of the deceased in order to prefer the death claim. The employee should request the family for a copy of the death certificate for the claim to be preferred. However the employee **MUST** be briefed that no promises are to be made with regard to the claim being accepted by the insurance company.
14. The case study of the replacement case should be communicated to the sponsor for consideration within a month of the first communication with the sponsor. However this should be delayed to at least three weeks after the first communication to enable the sponsor to deal with the death.

#### At the Head Office Level

15. On receiving information the same will be circulated to President and ED immediately by System Officer at HO.
16. The insurance company will be approached by Dy ED (Prog) to ascertain procedure to prefer claim.
17. The letter to the sponsor and the agency will be reviewed by Dy ED (Prog) and despatched within one working day of receipt.
18. System officer will ensure that the child is marked terminated immediately on receipt of information.





19. System officer will ensure that the replacement is duly recorded in the database on receipt of confirmation from the sponsor.

Conclusion

- 20. While the death of a child is an unfortunate event and one that we would never wish to experience it is an eventuality that needs to be planned for and addressed adequately.
- 21. This SOP will provide the staff of CASP with a framework to take necessary actions during these difficult circumstances.
- 22. This Standard Operating Procedure has been approved by the Standing Committee of CASP vide its resolution passed in the meeting held Gurutrayeri Smarak, Sadashiv Peth Pune 411 030, on 20 December 2012 at 2 pm..

(AV Paranjape)

Place: Pune

Executive Director

Date:

Appendix A to Standard operating Procedure

Death of a sponsored child

Initial Report of Death of Child

Dear \_\_\_\_\_ (insert name of ED),

We regret to inform you of the death of \_\_\_\_\_ (name of child) case number \_\_\_\_\_ (insert case number). As per the information received at this time the child

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ (insert details of cause of death).

\_\_\_\_\_ (insert name of DP assigned to the case) would be visiting the family of the deceased and we will keep you informed of further details on receipt of the same.

Yours truly,

\_\_\_\_\_ (insert name of Manager)

Appendix B to Standard operating Procedure



Death of a sponsored child

Letter of condolence

Dear \_\_\_\_\_ (Name of parent),

We at Community Aid and Sponsorship Programme (CASP) \_\_\_\_\_ Unit are extremely sad to have heard of the death of \_\_\_\_\_ (Name of child) due to \_\_\_\_\_ (known cause of death). \_\_\_\_\_ (Name of child) was a very valuable member of our group of children and showed great potential to have been a very productive citizen of India. S/he (insert correct pronoun) was good at a range of activities

\_\_\_\_\_ (insert information that is pertinent to the child) and was always very helpful and considerate.

At this time of loss for you and your family we are with you and will be glad to extend assistance. Please feel free to contact us.

You and your family are always in our prayers and we know you will find the strength to take you and your family through this time of grief.

Yours truly,

(Chairperson \_\_\_\_\_ Unit)

Appendix C to Standard operating Procedure

Death of a sponsored child

Detailed report of the death of child to CASP Head Office

Dear \_\_\_\_\_ (President),

\_\_\_\_\_ (Name of child) a sponsored child of CASP \_\_\_\_\_ Unit died on \_\_\_\_\_ (date of death). The initial report has already been communicated to CASP Head Office vide our letter no \_\_\_\_\_ dated \_\_\_\_\_.

\_\_\_\_\_ (name of DP) Development Promoter / Programme Officer / Manager (delete as applicable) visited the family of the child on \_\_\_\_\_ (date). We have now ascertained that the child died due to \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ (give details of the circumstances of the death).



We have also approached the Insurance company on \_\_\_\_\_ vide our letter no \_\_\_\_\_ to assist us in preferring the claim. We will keep you informed of the progress of the case.

Yours truly,

(Chairperson CASP \_\_\_\_\_ Unit)



Appendix D to Standard operating Procedure

Death of a sponsored child

Detailed report of the death of child to Sponsor

Dear \_\_\_\_\_ (Name of Sponsor / Head of Agency),

We regret to inform you of the death of \_\_\_\_\_ (Name of child) who was being sponsored and supported by you / your agency. \_\_\_\_\_ (Name of child) died on \_\_\_\_\_ (date of death) due to \_\_\_\_\_ (Insert either accident or name of the illness that caused death).

We have now ascertained that the child was \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ (give details of the circumstances of the death).

You have had a close association with the child for quite some time now, and we understand that you will be severely grieved at hearing this terrible news. It is always a shock to hear of death but when it is a child who has long to live and so much to achieve it is even more so. We pray that you will have the strength to bear this loss.

Since the last time we had sent you a progress report on \_\_\_\_\_ (Name of child), s/he was \_\_\_\_\_ (give details of progress that the child had made from the previous report till the time of death).

Further, of the sponsorship amount that was received from you we have a balance of Rs \_\_\_\_\_ available with us. We understand that you would not like to discuss financial issues at a time like this and therefore we shall propose the utilisation of the balance funds available with us with you some time later.

Yours truly,

(Executive Director)



**Annexure 4:**

**Termination Report:**

**Community Aid & Sponsorship Programme**

CASP ----- Unit

**Termination Report**

Name of the Child :  
File No. :  
Name of the sponsor :  
Last Progress Report Sent :  
Reason for Termination :  
Date of the Termination Report :

Dear Sponsor,

Greetings from CASP!

**Description of the Child** - *Situation of the child when the sponsorship was assigned, mentioning education std., family situation etc.*

**Description of the Family** –

*Parents, Grandparents, Siblings, financial condition, housing condition at present and about the situation when the sponsorship was assigned.*

**Progress of the child since inclusion in the sponsorship programme** – *Improvement in Academic Performance, any major functions carried out in the school, scholarship, public exams e.g. 10<sup>th</sup> & 12<sup>th</sup>*

*Improvement in the family, any birth / death, major diseases, major happenings in the family, close relatives family to be informed.*



**Future plan of the young person:**

**Appeal to the sponsor for continuation of support in case the individual is eligible for the same as per the guidelines of CASP and approved by Chairperson.** This point will be shown/ visible only in case if continuation is required. Otherwise black column will be invisible)

**Thanking the sponsor**

DEVELOPMENT PROMOTER

PROJECT MANAGER

CHAIRPERSON



**Annexure 5:**

**Format-Home Visit:**

**Report on a Home visit**

**Community Aid & Sponsorship Programme**

**CASP ----- Unit**

**Name of the child:** \_\_\_\_\_

**Complete address:** \_\_\_\_\_

**File No.:** \_\_\_\_\_

**1. Education:**

● Name of school: \_\_\_\_\_

● Standard: \_\_\_\_\_ ● Name of teacher: \_\_\_\_\_

● Does the child go to school regularly? \_\_\_\_\_

○ How many days s/he was absent from school in the last month? -

\_\_\_\_\_

● Progress since previous visit in academic performance: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Sr. No.	Topic/ subject	Marks obtained previous year	Marks obtained current year
1.			
2.			
3.			

● Favourite subject/s of the child: \_\_\_\_\_



- The subject/s difficult for the child: \_\_\_\_\_

**Extracurricular Activities:**

Details of child’s participation in school programs: \_\_\_\_\_

\_\_\_\_\_

Details of child participation in CASP or other social programs: \_\_\_\_\_

\_\_\_\_\_

**2. Health:**

- Was the child sick during previous year? \_\_\_\_\_

- If YES , details of diagnosis, treatment and CASP’s intervention: \_\_\_\_\_

\_\_\_\_\_

1. Overall health status of the child since previous visit: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. Write details of advice provided to the family regarding child’s health: \_\_\_\_\_

\_\_\_\_\_

**3. Family:**

- Information about education, health and siblings: \_\_\_\_\_

\_\_\_\_\_

- Details regarding parents occupation: \_\_\_\_\_

\_\_\_\_\_

- In previous and current visit: \_\_\_\_\_

\_\_\_\_\_

- Major changes noted in family during visit regarding,





- economic status: \_\_\_\_\_  
\_\_\_\_\_
- health status: \_\_\_\_\_  
\_\_\_\_\_
- housing condition: \_\_\_\_\_  
\_\_\_\_\_
- any other: \_\_\_\_\_  
\_\_\_\_\_

**4. CASP's Intervention/ help provided to child during the year:**

Direct Aid: \_\_\_\_\_

Remedial Education Centre: \_\_\_\_\_

CCCD: \_\_\_\_\_

Gift Money: \_\_\_\_\_

Other: \_\_\_\_\_

  
\_\_\_\_\_

**5. Planning for next year:**

Education: \_\_\_\_\_

Health: \_\_\_\_\_

Family: \_\_\_\_\_

Other: \_\_\_\_\_

**6. Observation of Development Promoter:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



7. **Recommendations by manager:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Name of Development Promoter/Social worker:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date :** \_\_\_\_\_

-----

**Name of Managers:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Encl: Mark List



**Annexure 6:**

**Progress Report:**

**Community Aid & Sponsorship Programme**

CASP ----- Unit

**Progress Report**

Name of the Child :  
 File No. :  
 Current age :  
 Standard :  
 Name of the sponsor :  
 Last Progress Report Sent :  
 Date of the current Report :  
 Date of enrollment of the child :

Dear Ms./Mr. -----,

*Full Photograph latest or  
max. 1 year old*

While receiving aid

OR

Playing with friends/  
siblings with clear view of  
child

OR

Helping parents at home

OR

Enjoying the festival with  
family

(Size 4" X 6")

Wishing the donor: (1 line)

Thanks to the donor: (1 line)

Current happenings in CASP and unit: (3-4 lines)

**Academic performance:** (Only points no description)

- Name of the school:
- Address of the school:
- Standard:
- Month of the most recent examination held:
- Type of examination:
- Percentage/grade obtained in the same:



- Any special achievement/ appreciation/award received:

**Support received from CASP:** Guidance, Counselling, aid in kind, etc. (5-6 lines)

**Child's view about school:** Child's participation in school, Participation in sports, extracurricular activities, projects, school's initiatives in different areas, anything extra... ( 3-4 lines)

**Child's relationship with family members:** Parents, grandparents, siblings (3-4 lines)

**Current status of the family:** ( 4-5 lines)

**Health:** Child, Parents, Grandparents, Siblings

**Financial condition:** Overall

**Change in the Scenario from last PR/case history to this PR –** Improvement in the family status, any birth / death, major diseases, major happenings in the family, close relatives of family to be informed. Academic Performance, any major functions carried out in the school, scholarship, public exams etc. (In 6-7 lines)

**Social & Political Issues (More information to be given for Foreign Sponsors):-** Information about the Local area, major festivals perform in the family and the society, major political changes to be informed. (In 4-5 lines)

**Observations of Development Promoter:** (5-6 lines)

**Attachments:** Drawing, letter from child, certificates (all mentioned above)

## Thanking the sponsor

Development Promoter

Programme Officer

Project Manager



**Annexure 7:**

**Education Centre report**

**Community Aid & Sponsorship Programme**

**CASP ----- Unit**

**Report: Month ----- Year-----**

Name of Teacher: -----

Name of the village: -----

Name of the center: -----

Staff	No of working days in the Month	No. of Days centre opened	No of days staff present

**Detail of Batches:**

Batch No,	Timings	No. of Children enrolled	Category If any ( std., topic)
1			
2			
Total			

**Students Attendance Record:-**

	up to 2 days	up to one week	More then a weeks	Drop out
Leave				
Absent				



**Syllabus:**

Batch No.	Planned (bullet points)	Covered (Same sequence of planned syllabus)	Remarks (Same sequence of planned syllabus)
1	1. 2.	1. 2.	1. 2.
2	1. 2.	1. 2.	1. 2.

**Details of Home:**

Total Families in your area	No of families	No of reports	Report submitted

**Name of school dropout:**

	Name of child	File No.	Reason for dropout

**Performance evaluation of students:**

Batch No.	Enrollment	Present	Grade A	Grade B	Grade C	Grade D	Grade E
1							
2							
Total							



**Other Activities at Center:**

Date	Agenda	Detail Report can be attached

**Visits, Meetings conducted:**

Date	Place / NGO	Remark

**Visitor's details (if any):-**

Date	Detail of Visitor	Reason

**Note on Suggestions & Problem (if any)**

.....

.....

.....

Signature of Teacher



# SPONSORSHIP MANUAL | 2014

S.No.	Particular	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March

**Expenditure Control Sheet**

S.No.	Particulars	Details of the Expenditure	Total
1	Rent of Center		
2	Electricity		
3	Salary		
5	Nutrition		
6	Other		
7	Other		

**Community Contribution:-**

Enrollment	Community Contribution received for	@ rate	Total

(Note :- Submitted to Accounts Department on .....)

**Bills submitted got reimbursement :- ( Details)**

**Expenditure monitoring:-**

**Total expenditure (previous) .....**





**This month expenditure .....**

**Total expenditure .....**

**Date of submission of the report .....**

**Signature of the Teacher**



**Annexure 8:**

**Report of a Vocational Center**

**COMMUNITY AID & SPONSORSHIP PROGRAMME**

**CASP -----Unit**

**CASP vocational training admission form**

- Full name of trainee \_\_\_\_\_
- Complete address \_\_\_\_\_  
\_\_\_\_\_ Mob:- \_\_\_\_\_
- Date of birth: \_\_\_\_\_ ● Age: (years-month) \_\_\_\_\_
- Monthly Income of the family: \_\_\_\_\_
- Educational qualification of the trainee: \_\_\_\_\_
- Does the trainee belong to BPL family? \_\_\_\_\_
- How does this training will help you? \_\_\_\_\_  
\_\_\_\_\_

**Consent**

I wish to join the training classes of ----- run by CASP ----- Unit Project. I assure that I will attend the classes regularly and I shall be responsible for any damage or loss to the property of CASP in the center by me. I am also willing to pay Rs. --- (In words ----- only) as contribution.

**Signature of Trainee** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature of Instructor:** \_\_\_\_\_ **Admission Date:** \_\_\_\_\_

**Remarks of Project Coordinator: -** \_\_\_\_\_