



# VOLUNTEERING AT THE CHILD SPONSORSHIP TABLE

**Thank you for playing an important role at the Child Sponsorship Table! You will help inspire people to sponsor children and give kids hope for the future.**

**Please take a minute to review these instructions.**

## HELPFUL INSTRUCTIONS FOR THE HOST AND VOLUNTEERS:

- First, read the handout titled “Learn about OneChild’s Life-Changing Ministry.” This will help you answer questions.
- Set up the display table in a high-traffic area (like the entrance to the main sanctuary) but allow for enough space to not create congestion.
- Display the child packets — these include descriptions of children who need caring sponsors. Please familiarize yourself with the children (names, ages, countries, etc.). Do your best to get packets into the hands of people — looking into the eyes of a child and reading his or her true story helps inspire people to make a difference.
- If you are already a sponsor, share your personal story. Feel free to display photos and letters from your sponsored child.
- When someone chooses to sponsor a child, have them fill out the form in the child packet, tear it off and leave it with you. They are free to take the rest of the child packet home. Let them know they can expect their Welcome Kit in the mail in about two weeks, which will include information about their child and letter writing. Please inform them that their sponsored child will write to them around three times a year. Kids LOVE receiving letters so encourage new sponsors to write. If they have more questions, they can call the phone number listed on the back of the packet.
- Please note — we don’t want guests taking child packets home unless they turn in the sponsorship form because no one else will have the opportunity to sponsor that child. Please give them a generic child packet to take home if they are not able to decide at the table. If they plan on returning to the table later, you can offer to keep the packet under the table for a while and suggest they take a photo of it.
- Protecting people’s financial information is a top priority. Please collect completed sponsorship forms in one envelope and keep them in a secure place. There is confidential financial data on each form; it’s important to protect this information.
- Encourage people to sign up for monthly recurring payments using a debit or credit card to minimize administrative fees. However, cash or checks will be accepted. If sponsors pay by cash or check, please attach their payment to the Sponsorship Form and place it in the privacy envelope provided in the resource kit.

**Pro tip:** Create excitement by taking pictures of new sponsors with their child packets and sharing them on social media! Suggested hashtags: #onechild #childchampion #childsponsorship.

## **AFTER THE EVENT: IMPORTANT DIRECTIONS FOR THE HOST**

- 1.** Please collect all completed child sponsorship forms, payments and unused child packets. Place items in the return envelope that was provided. (If you would like to keep any child packets to try to gain more sponsorships, please let us know by emailing [events@onechild.org](mailto:events@onechild.org) so these kids aren't assigned to another event.)
- 2.** Make sure the envelope is secure, then attach the prepaid shipping label. Mail back this package asap to 15475 Gleneagle Drive, Colorado Springs, CO 80921 so we can help connect these new sponsors to their kids immediately.
- 3.** Complete the simple Post-Event Form at [onechild.org/resources](https://onechild.org/resources) to let us know how many sponsorship forms to expect so we can celebrate with you!

*Thank you for making a real and lasting difference in children's lives!*