11 TIPS FOR HOSTING AN EFFECTIVE CHILD SPONSORSHIP EVENT

IF YOU’RE READING THIS AND YOU’RE A PASTOR, HERE’S THE FIRST TIP:

#1 – IDENTIFY A VOLUNTEER who can manage the logistics for your event. Delegating the administrative responsibilities allows you to focus on developing and delivering your message. Once you’ve identified your volunteer, please share this guide with him or her for implementation of the following steps.

#2 – REGISTER YOUR EVENT at compassion.com/discipleship. Once you are registered, we will send you child packets for your event. Each packet will contain one child's photo along with his or her story and a sponsorship sign-up form.

If your event is less than one week away and you have not received your child packets, please call us at 866-607-5162.

#3 – PROMOTE YOUR EVENT through announcements during your services, in your church bulletin and on your church’s website. If your church has a Facebook page or Twitter account, don’t forget to post messages there, too. Ideally, the weeks leading up to your event will prepare hearts to answer the child sponsorship call. For help, visit compassion.com/SponsorResources to access:

- Short videos you can show as teasers during services
- Sample bulletin copy
- Child stories and photos
- Poverty facts

At compassion.com/SponsorResources, you’ll find the tools you need to make your event a success!

#4 – PLAN YOUR SERVICE. Also at compassion.com/SponsorResources, you’ll find three sample sermons, a poverty fact sheet, photos and stories of children served through sponsorship, as well as a video you can show your congregation as part of your service. These resources are designed to take your congregants on a spiritual journey that will prepare them for sponsorship.
#5 - PLAN YOUR TABLE DISPLAY FOR MAXIMUM IMPACT.

a. You will need a minimum of two tables: one to display child packets and one to manage the sign-up process. Once a donor has chosen a packet, he/she can move to the sign-up table to fill out the form.

b. Choose a prime location for your tables. Typically the best place to position the tables is near the entrance, facing the main sanctuary. Make sure people can easily see and reach your tables.

c. Use blue or white tablecloths and display the child packets so they don’t overlap. People need to clearly see the precious faces of children waiting to be chosen.

d. Have plenty of black ballpoint pens on hand for filling out forms.

#6 - RECRUIT VOLUNTEERS to help with the sign-up process. Make sure you have enough people on hand to answer questions and assist with registration. The goal is to keep traffic moving and make the process as efficient as possible.

#7 - MAKE SURE ALL VOLUNTEERS ARE INFORMED about Compassion and child sponsorship so they can comfortably answer people's questions. Encourage them to review one complete child packet, including the sponsorship acceptance form, so they are familiar with the sign-up process.

Common questions your team can review together in preparation for your event include:

Q: How much does it cost to sponsor a child?  
A: $38 per month.

Q: When will I receive my first child letter?  
A: Two to four months after sponsorship begins.

Q: What do the red sticker and red ribbon symbols on some child packets indicate?  
A: A red sticker indicates that the child has been unsponsored for nine to fifteen months. The red ribbon indicates the child lives in an AIDS-affected area.

Q: If I pay by credit card or debit card but do not want to have monthly recurring payments, what happens?  
A: You will receive a monthly statement from Compassion.

Q: What is the child packet due date and why is it important?  
A: The due date is located on the top line of the sponsorship acceptance form where it says “Please return by: [date].” Please do not circulate child packets after the due date. After this date, any children who are not sponsored will go back into “circulation” and will be available for sponsorship outside of your church.
#8 - ESTABLISH A SECURE PROCESS
Ensure volunteers understand the need to protect people's financial information. We suggest you collect completed forms in one envelope and keep it in a secure place. There is confidential financial data on each form; it is important to diligently protect this sensitive information.

#9 - HELP PEOPLE FILL OUT FORMS
on the day of your event. As much as possible, encourage people to sign up for monthly recurring payments using a debit or credit card; this minimizes administrative fees and ensures continuity of support for children. However, cash or checks will also be accepted.

If sponsors pay by cash or check, please attach their payment to the “Compassion copy” of the Sponsor Acceptance Form.

All sponsors should be given the “sponsor copy” of their Sponsor Acceptance Form as a receipt.

#10 - WRAP UP YOUR EVENT PROMPTLY
Submit all completed sign-up forms and payments using the return envelope with prepaid FedEx label we sent you. Drop off the envelope at any FedEx Ground location or go to fedex.com to arrange a pick-up. NOTE: Please only use FedEx Ground shipping service.

Please do not send back display materials or leftover child packets. The cost of return postage is higher than the cost of reprinting.

#11 - CELEBRATE
your church’s impact! Share the results of your event with your church family. Take time to acknowledge the exciting journey you are embarking on together as you begin to love, serve and disciple children in poverty.

Since 1952, Compassion International has been releasing children from poverty in Jesus’ name. Our work is carried out in partnership with more than 6,500 indigenous, evangelical churches that are equipped to serve and support their communities’ children in need. It’s an effective strategy that provides culturally-relevant care for children while strengthening the local church.