



## CHILD SPONSORSHIP PACKET SIGN-UP & PAYMENT OPTIONS

### Instruction Guide

#### CHILD SPONSORSHIP SIGN-UP

This instruction guide will help you assist a new sponsor in properly completing the sponsor acceptance form included in the child sponsorship packet.

- Note: Icons next to a child's photo identify special situations such as medical needs, orphan, AIDS-affected area, or highly vulnerable child.
- Return completed acceptance forms and payments immediately following the event using return-mail materials included in the shipping box.
- Due to sensitive sponsor information on the forms including credit card information, NEVER leave completed acceptance forms unattended. Place forms directly in the enclosed envelopes or a lockbox and keep forms, checks and cash secure at all times.
- Remaining sponsorship packets with expiration dates five or more business days out should be returned to Compassion using the business reply materials. Expired packets should be discarded. To deconsign 20 or fewer packets online, go to [forms.compassion.com/deconsignment/](https://forms.compassion.com/deconsignment/).
- Tell the sponsor that sponsorship begins when the first payment is processed by Compassion (usually within 10 business days).
- When the event offers a premium (or gift) for sponsors making their first payment at the event, please check "Premium" in the "Compassion Use Only" box.
- If you have questions regarding the event you will be assisting, call Compassion Advocate Engagement at (800) 336-7535 or your assigned contact person.

# COMPLETING THE ACCEPTANCE FORM, STEP BY STEP

**STEP 1** — **RETURN THIS TO COMPASSION BY EXPIRATION DATE.**  
Please select your child sponsorship commitment for <child first name / child number>  
 Sponsorship plus Partners of Compassion [\$45 per month]  
(Partner with Compassion to help children and families with urgent needs such as disaster relief, HIV/AIDS, and malaria prevention.)

**STEP 2** —  Sponsorship [\$38 per month]

**STEP 3** — **My Contact Information:** (print clearly)  I am a minor (under 18 years old)  
 First Name: JOHN  
 Last Name: DOE  
 Address: 1234 MAIN STREET  
 City: ANYWHERE  
 State: ST ZIP: 10000-0000 Telephone: 100-000-0000  
 Email: JOHN@DOE.COM  
 Source code: 12345

**KEEP THIS FOR YOUR RECORDS**  
 Sponsorship plus Partners of Compassion [\$45 per month]  
 Sponsorship [\$38 per month]

**Payment type**  
 Monthly Credit Card (First payment will be charged immediately. Additional payments will be deducted automatically each month. You can change this payment method by calling Compassion at (800) 336-7676, Monday through Friday, 7 a.m. to 5:30 p.m. MST.)

**STEP 4** — **(Reverse side)**  
**I AM SPONSORING**  
 <child first name / child number>  
**My Payment:**  
 Credit/debit card (charge my card each month)  
 Cardholder First Name: JOHN  
 Cardholder Last Name: DOE  
 Card No. 1000100010001000 Exp. Date [MM/YY] 12/15  
 A signature is not required to process your credit or debit card payment. Payment via credit or debit card results in significant cost savings and enables better stewardship of sponsorship donations. If you prefer to pay by cash or check please speak with a Compassion table representative.  
 Premium   
 AA1234567 1234567 AA1234 CDSP POC 58379 N/A FR189

## STEP 1: CHECK "RETURN BY" DATE

Check the packets' "return by" dates to make sure they are current. Expired packets should not be used.

## STEP 2: CHOOSE COMMITMENT LEVEL

Sponsors may choose to pay the base rate of \$38 for sponsorship or give \$45 per month for sponsorship plus Partners of Compassion. The additional \$7 per month helps children and families with needs such as disaster relief, HIV/AIDS care and malaria prevention.

## STEP 3: COMPLETE CONTACT INFORMATION

Ask the sponsor to print in capital letters. If a person funds sponsorship on behalf of someone else (e.g., a dad on behalf of his kids), the person funding the sponsorship will be receipted. For tax deductibility, the name on the sponsorship form must match the name on the credit/debit card.

## STEP 4: CREDIT CARD/DEBIT CARD PAYMENT (PREFERRED)

If the sponsor is paying by credit/debit card, no signature is required. Compassion accepts Visa, MasterCard, American Express and Discover. Payment is processed when the acceptance form is received by Compassion (usually within 10 business days). Please confirm that the amount given and the method of payment are correct and complete.

## STEP 5: CASH, CHECK OR PAY LATER

If sponsors prefer to pay with cash or check, the cash or check should be attached to the Compassion copy of the acceptance form (the larger portion with sponsor information). Individuals also may take a child sponsorship packet and pay later. Packets can walk away from the table, but you should encourage the sponsor to fill out the form and leave that with the Compassion volunteers. If paying later, sponsors should be instructed to either go online at [www.compassion.com/firstpayment](http://www.compassion.com/firstpayment), call the phone center (800-336-7676), or send a check with the child's number in the memo (can be found on packet). Payment should be submitted to Compassion within seven business days or before the expiration date on the form, whichever is sooner. Payment by check may be sent using the postage-paid envelope included in the packet. When sponsoring or paying online, the sponsor does not need to mail the initial payment. Finally, the sponsor can call the phone center or wait for Compassion to follow up. For each pay-later option, be sure to encourage sponsors to have the tear-off stub/receipt handy since they'll be asked to provide the child's information.

## RECEIPT

The small tear-off on the acceptance form should be given to the new sponsor as a receipt for payment received. The sponsor will receive a statement in the mail within 30 days, or annually if paying by recurring credit card.