

A Revised Guide to Assisting a Student In Your Homeland

THE ADOPT-A-CHILD PROGRAM

What is the Adopt-A- Child Program

The Adopt-A-Child Program was accepted as a project of The St. Vincent and Grenadines Association of Toronto in 2007 to encourage Vincentians living abroad to sponsor selected students resident in St. Vincent and the Grenadines by providing them with financial support throughout their primary education.

This Program targets students in their second year of elementary school and each selected student would be sponsored for a five-year term or to the end of their primary school education, which comes first.

Who is eligible?

Any student from a family who is considered in need of financial assistance will be eligible for consideration for sponsorship.

How much money is awarded?

Each student would receive the equivalent of Cdn\$60.00 per month or (12 X \$60) \$720 per year. This money would be used to assist the student with meals, school clothes, transportation and books.

What is the duration of sponsorship for each student?

The program is committed to sponsoring each student for duration of five years. Funds to support the "Adopt a Child" Program are raised in several ways:

1. Planned Giving - A sponsor may choose to make:

a) A full-term contribution ($\$720.00 \times 5 = \$3,600.00$) to sponsor a student. The sponsor must guarantee this amount and decide to pay it to the Association either as a one-time amount or to commit to pay \$720.00 per year at the time of the commitment. The sponsor would then be identified with the student that is selected to receive this funding. The named sponsor will be given continuous update on the progress of the student.

b) Partial contribution (amount of choice) to the fund. When the (Education Committee of the) Association has accumulated a sufficient quantity of funds (\$3,600.00) from a variety of sponsors, then a student would be identified for sponsorship.

c) Where there are several sponsors:

1. If less than 5 sponsors, the names of the sponsors would be associated with that student.

2. If 5 or more sponsors, the money collected would be put in the "Adopt-A-Child" program fund and tagged for sponsorship of a student when the \$3,600.00 is realized.

3. The SVGAT is committed to sponsoring a student. Should a sponsor not be able to fulfill his/her commitment to provide the financial support for the duration of the term, the SVGAT will continue the sponsorship, either by finding alternate sponsors, or by using funds raised through designated fundraising drives:

- i. The Education Committee of the Association may sponsor raffles, draws, etc. for this specific purpose.
- ii. Seeking sponsors who will fully or partially sponsor a student.
- iii. By using funds from the general account, if necessary.

How are the students chosen?

Students will be chosen in an order based on the following:

The Ministry of Education has identified 70 primary schools in St. Vincent and the Grenadines. They are grouped into 13 Districts. (Please see Appendix "Primary Schools" attached). Six of these schools are private schools and are not included in the ones listed for sponsorship under the SVGAT's Adopt-A-Child Program.

A sponsor can select a particular school from which a student can be chosen for sponsorship. Also, a sponsor can determine a student from any school that he or she wishes to sponsor. A sponsor can choose to be anonymous, that is, by selecting either a particular student or a school and does not wish to have his or her name made public as the sponsor.

A. The schools eligible for sponsorship are grouped in the following regions:

Region 1. Districts 1 & 4 (8 schools)

Fancy Government, Owia Government, Sandy Bay Primary, Greggs Government, Lauders Primary, Lowmans Windward Anglican, New Prospect Primary, Biabou Methodist.

Region 2. Districts 2 & 3 (11 schools)

Langley Park Government, Tourama Government, South Rivers Primary, Georgetown Government, Dickson Methodist, Pamelus Burke Primary, Park Hill Government, Diamonds Government, Colonarie Government, New Grounds Primary, School for Children with Special Needs (Georgetown).

Region 3. Districts 5 & 7 (12 schools)

Argyle Primary, Cane End Government, Marriaqua Government, Richland Park Government, Richland Park S.D.A., Kingstown Anglican, Kingstown Government, Lodge Village Government, C. W. Prescod Primary, St. Mary's Roman Catholic, Dorsetshire Hill Government, School for Children with Special Needs (Kingstown).

Region 4. District 6 (10 schools)

Evesham Methodist, Brighton Methodist, Stubbs Government, Calliaqua Anglican, Sion Hill, Gomea Methodist, Belmont Government, Belair Government, Fairhall Primary, Calder Government.

Region 5. Districts 8 & 10 (6 schools)

Questelles Government, Clare Valley Government, Lowmans Leeward Anglican, Spring Village Methodist, Barrouallie Anglican, Barrouallie Government.

Region 6. Districts 9 & 11 (8 schools)

Buccament Government, Layou Government, Leeward District S.D.A Primary, West Wood Methodist, Troumaca Government, Rose Hall Government, Chateaubelair Government, Fitz Hughes Government.

Region 7. Districts 12 & 13 (9 schools)

Bequia Anglican, Paget Farm Government, Bequia Seventh Day Adventist Primary, Lower Bay School, Sunshine School for Children with Special Needs (SSCSN) Bequia, Mayreau Government, Canouan Government, Stephanie Browne Primary, Mary Hutchinson Primary.

SELECTION OF SCHOOL

B. Based on the number of sponsors, a draw would be made by the Association to select a school in a District for sponsorship.

C. Where a school in a district has been chosen, that district would be excluded for the next draws until all of the other districts have been allowed a chance.

D. Where a school is chosen in a specific District, that school would not be included in another draw for that district until all of the other schools have been drawn.

E. Please note that, where a prospective donor is interested in sponsoring a student from a given region/district/school, such a choice will be accommodated.

2. Roles and Responsibilities

i. When the school is selected, the principal will form a committee who will select a student.

CRITERIA FOR SELECTING STUDENT

ii. The student must be in his or her second year at school so as to receive the sponsorship for up to 5 years.

iii. This committee will subsequently monitor the progress of the student.

iv. The Committee will name two persons as trustees to liaise with the student and parent as well as with the Association

v. The Principal would be responsible for the disbursement of the funds to the parents/guardian of the student.

TRANSFER OF FUNDS

1. The SVGAT will remit the amount for each year in January so that payment to the student can be received by the school before January 31.

2. Continued payments to the schools would be made only where the students have met expectations as specified in 3.

3. The sponsorship will be renewed for each of the next four years only upon demonstrated successful completion of the previous school year. Should the student elect to discontinue his/her education or should his/her marks/attendance fall below set criteria, the scholarship award may be forfeited.

RESPONSIBILITIES

i. Trustees would be responsible to ensure that every effort is made to rectify any difficulties that the student is experiencing before any support is withdrawn. This may include assigning a mentor to the student and parents

ii. Trustees must send a copy of the progress report to the Association at the end of each school term.

iii. Students must attend school regularly at least 96% of the time except when reasonable excuses are provided. (i.e.) maximum of 3 days per year missed not due to illness).

iv. Students must achieve an average of 50% or better each term.

v. The Association must provide continuous update about the progress of the student to the sponsor(s). Any student-initiated contact with sponsors must be through the Association.

How can I become a sponsor?

Please contact any member of the Education Committee or of the Executive of the Association to indicate your willingness to sponsor a student. An email may also be sent to SVGAT@vincytoronto.com or via vincytoronto.com/Contact, to indicate your interest.

ACCOUNTING FOR MONEY RECEIVED FROM A SPONSOR

Receipt of Donation

Each sponsor's donation for a student, upon receipt, should be allocated by the SVGAT's Treasurer to a separate account created in the 21XX range and named for the sponsor, with the offset allocated to SVGAT's general cash account; the student's name for whom the donation is received must be referenced in the description of the transaction. This separation by account is necessary to identify the source of the donation, especially when the money is received in one year and paid out to the student in later year(s).

Payment to School for Student's benefit

The annual payment for each student is processed as a separate transaction, with the student's name and his/her sponsor referenced in the description of the transaction. For each payment, the amount is allocated to account 6110 (Child Sponsorship - Adopt-A-Child Program); the offset is allocated to SVGAT's cash account.

Simultaneously, the amount of the payment for each sponsored student must be transferred from the appropriate 21XX account to account 5091 (Donation – Adopt A Child).

This process displays in the 21XX accounts the individual remaining balance for those sponsors who paid in advance.

“A young mind is a terrible thing to waste.”

By helping to develop a young mind you are investing in the future of your country. Please help someone who is less fortunate and at the same time help your homeland, SVG.

EVALUATING THE PROGRAM

The below reporting/evaluation form has been designed to be completed by the trustees, school and parent(s) twice a year. This evaluation report is to be sent to the Association and copied to the Ministry of Education in St. Vincent and the Grenadines.

The Adopt-A-Child Report Form To Be Completed By School/Trustees

Half Yearly Reporting Period (January to June) and (July to December)

Name of Student: _____ Grade: _____

Name & Address of School: _____

Student's Age: _____ Average Mark: _____ Days Missed School: _____

Contribution by SVGAT during calendar year: _____ Date: _____

Amount paid to student during this period: _____ Balance in Account: _____

Frequency of payments to student: (Monthly, Bi-Monthly, Quarterly) _____

Please state what funds are used for: _____

Please remark on student's progress in school since last report: _____

Additional comments from school and trustees: _____

Names of Trustees: _____

Signature of Principal/Teacher: _____

Date: _____

(Copies of report to be submitted to SVGAT., Chief Education Officer, School/Trustees)