

Real Lives. Real Impact. Real Change.
Really!



2017 COP Sunday Instructions to Complete Sponsorship Commitment Form

The Sponsorship Commitment form contains the primary information needed to establish a sponsorship. The form has space for 5 children to be listed per sponsor. If sponsoring more than 5, please add the additional information to the reverse side of the form.

Section I – Child Information

- You have a Child Profile – Fill in the child’s code/number and his or her name. Capitalize the LAST name only.
- You do not have a Child Profile – If your church did not order child profiles, no problem. Ask the potential sponsor to put an “X” on the boxes that reflects his/her choice:
 - Individual Sponsorship (one specific child) or Program Sponsorship (a group of children)
 - Female, Male or No Preference
 - Region of the World or Area of Greatest Need

Section II – Sponsor Information

- **Sponsor ID#** – For a new sponsor (never having sponsored through COP) leave this field blank. If the person already sponsors a COP child(ren), have him or her write his/her Sponsor ID# in the space provided. If the person does not remember the ID#, please mark ‘Current Sponsor’ in this area.
- **Address & Telephone** – This helps our staff know how to reach you if needed.
- **Email – IMPORTANT** – Having the sponsor’s email address, helps us keep our overhead costs low by sending out our monthly statements electronically.
- **Church Information** – This helps COP identify where the sponsor attends church (including city and state).
- **Preferred Method of Communication** – This helps our staff know how to reach you if needed.

SECTION III – Donation Payment Options

- **GENERAL PAYMENT INFORMATION** – Collect the 1st month’s Sponsorship Support Payment *before* the sponsor leaves the table. **Sponsorship will begin when the first payment is received.** Although people have good intentions, many forget to make the first payment. **Checks should be made payable to Children of Promise.** If cash is received, please write the dollar amount, date and your initials on the form, and clip the cash to the form.
- **Monthly Automatic Bank Withdrawals** – Attach a voided check to the form and have the sponsor indicate if they want the monthly transaction to be withdrawn on the 5th or 20th of each month. *This payment method saves COP from paying transaction fees, postage, printing, and staff time.*
- **Online Payment using a Debit/Credit Card Transactions** – You have the option to make a one-time payment or set up recurring monthly payments on our website: www.echildrenofpromise.org. *Click the Donate button. Follow directions given.*
- **COP Processes Your Payment Online with your Debit/Credit Card** – Fill out the *Debit/Credit Card Transaction Form*. Clip the form to the Child Sponsorship Commitment Form. You have the option to make a one-time payment or set up recurring monthly payments. Once received in our office, we will follow your instructions and process the payment(s) for you.
- **Mail** – You may pay your sponsorship monthly, quarterly, semi-annually or annually. Mail a check or money order made payable to Children of Promise.
- **Bank Bill Pay** – You may set up this payment method through your bank or on their website. COP is paid automatically.

SECTION IV – Statements

- **Have the new sponsor mark if they would like electronic or paper statements.**

REVIEW FORM. THANK THE SPONSOR FOR CHANGING A CHILD’S LIFE. MAIL FORMS AND PAYMENTS WITHIN TWO WEEKS TO:

Children of Promise, PO Box 2316, Anderson IN 46018. *Call 765.648.2190 with any questions.*