



CGA Guidelines: Sending Letters & Gifts to Sponsored Students

At the heart of Christ's Gift Academy's child sponsorship program is the hope of developing lasting relationships. We want all CGA students and sponsors to feel connected to one another. We encourage frequent letter writing. Recognizing that many sponsors desire to send gifts and shower their student with a little extra love, we also welcome sponsors to send small gifts once a year. All letters and packages are received by the CGA Student Care Department who ensure each item is appropriate for the child to receive. The Student Care Department reserves the right to remove any item from a package if it's inappropriate.

Through CGA's 15+ years of experience with a child sponsorship program, we have designed these specific guidelines we ask all sponsors to follow. All guidelines are in place to: 1) protect our students from becoming dependent on their sponsor, 2) protect our sponsors from being abused by student/family, 3) ensure long-term sustainability for the school and 4) ensure our students don't receive a large amount of gifts when others do not receive any.

GUIDELINES:

- Send letters/cards as often as you like; ~3x/year. Include stickers or family photos if you'd like to send something extra.
- Cash gifts are not permitted for any child or their family. A donation to CGA, for a specific child, will be placed into the school general operating account. Few exceptions exist for major crisis or medical emergencies and will be communicated by the Student Care Department.
- Small packages are okay to send once a year
 - o see below Gift Guidelines for ideas
 - o 2-3 items are sufficient
 - o packages should be no larger than a 9"x12" padded manila envelope
 - o packages should not be stuffed so full that they require being wrapped in tape
 - o please do not send boxes
- Do not send expensive or large items. These require CGA to pay Kenyan Custom taxes in order to pick up from the post office. Some times as much as \$20 USD or more.
- Do not send gifts for each member of the child's family. In rural Kenyan settings, the number of family members in a given house changes frequently.
- Do not include personal contact information in any letter (address, phone, e-mail)
- Each Christmas season, CGA organizes for every student to receive a special, practical gift. We encourage sponsors to purchase this gift for their child. Information is sent via email newsletter, posted the CGA website and on CGA's Facebook page.

Gift Ideas for Sponsor to Send to Student

For primary school child –

Choose ~2-3 of the following items:

- Educational book/story book/chapter book; age relevant and culturally appropriate
- Pencils, erasers & pencil sharpener
- Pencil bag
- Puzzles (light-weight cardboard kind)
- Drawing pad with colored pencils & sharpener (Grade 4-8)
- Coloring book and crayons/colored pencils (Nursery to Grade 4)
- Stickers (Nursery to Grade 4)
- Journal and pen (Grades 5-8)
- Small toy. Matchbox cars, Legos, playing cards/card games
- **1 piece** of clothing (Girls: dress, shirt. Boys: T-shirt, athletic shorts.)
- Socks (white or black)
- Pictures of you and your family. Laminate, if possible.
- Small photo book with pictures (family, landscape, kids, pets)

For secondary school child –

Choose a ~2-3 of the following items:

- Pencils, erasers, & pencil sharpener
- Pencil bag
- Devotional book
- Writing stationery and pen (girls)
- Necklace, inexpensive (girls)
- Journal and pen (girls)
- Young Adult book, Christian Fiction (if you know they like reading)
- T-shirt from home state, sports team, university, etc. (boys)
- Pictures of you and your family. Laminate, if possible.
- Small photo book with pictures (family, landscape, kids, pets)

All letters and packages should be mailed to CGA at:

Child's Full Name
Christ's Gift Academy
P.O. Box 110
Mbita, 40305
KENYA