



# INFORMATION

Insaka is an American non-profit organization dedicated to helping rural Zambian girls finish secondary school. We gather donations that we use to help pay the school fees of promising girls. Below, you will find a short summary of the application process and an application.

## Application Process

1. **Development worker sees a promising girl.** Insaka uses currently serving foreign development workers to pick out promising young girls. We prefer development workers who have spent a significant amount of time with their communities and know the girls well. Girls currently enrolled in Grade 9 are preferred.
2. **Development worker talks with girl about her future.** If the girl is eager to go to school, but lacks financial resources, we may be able to help. It is vital that the girl is choosing secondary school, not having it chosen for her.
3. **The development worker and the girl fill out the application.** The development worker can help translate, but we want the girl's words. The development worker is responsible for sending the application back to Insaka at [admin@insaka.org](mailto:admin@insaka.org)
4. **Insaka reviews the applications.** We will choose the top candidates based on need and merit. There is also a wait list.
5. **Selected girls appear on the website.** A picture and a short bio of each girl will appear on our website. People can then begin donating to that girl.
6. **Girls pass their Grade 9 exams and receive an acceptance letter to a secondary school.** Upon receipt of a copy of the acceptance letter, Insaka will determine if the girl has received sufficient funding.
7. **Development worker ensures that everything is prepared for the girl to go to school.** This includes visiting the secondary school and signing a contract with them on behalf of Insaka. It might also include visiting the DEBS/PEO's office, advocating for the girl, delivering acceptance letters, etc., whatever is needed to get the girl into school.
8. **Insaka will deposit the school fees in the school's bank account.** Fees vary by school, we can be flexible. Other costs such as transport and uniforms must be covered by the family.
9. **The girl reports for school.**

Any questions should be addressed to [admin@insaka.org](mailto:admin@insaka.org).



# INFORMED CONSENT

We realize that programs like Insaka are not commonplace in the village, and we want to be sure that both the girl and her parents understand exactly what will happen and how it will happen. It is the development worker's responsibility to inform to both the girl and her parents about Insaka, and to seek their consent.

To seek informed consent, we recommend a few practices

- If the girl is interested in Insaka, visit her house to meet with her and her parents
- Go with a respected community member
- Conduct the informational meeting in the local language, with a translator if necessary
- Explain the information orally, specifically
  - Insaka will pay for **school fees, and school fees only**, for three years
  - Submitting an application does not guarantee funding. Girls and their families should also explore other ways for her to attend secondary school
  - Support is contingent upon the girl attending school regularly
  - Support is not guaranteed, it is dependent on donations
  - All money from Insaka will be sent directly to the school
  - It is the girl's responsibility to pass the Grade 9 exams and be accepted into a secondary school
  - Insaka can cancel sponsorship
  - The girl may chose to stop participating in Insaka programs at any point, but should notify us
  - Insaka will use the girl's photo and information to raise money and for marketing
- Make sure the family knows how to contact you



# **APPLICATION FOR SPONSORSHIP**

This application should be filled out jointly by the development worker and the girl. Everything should be in English.

Date\_\_\_\_\_

## **Information about the girl**

Name\_\_\_\_\_

Village & District\_\_\_\_\_

Age & School Grade\_\_\_\_\_

Phone number(s)\_\_\_\_\_

Number of brothers/sisters\_\_\_\_\_

Mother's name\_\_\_\_\_

Mother's occupation\_\_\_\_\_

Father's name\_\_\_\_\_

Father's occupation\_\_\_\_\_

## **Questions for the girl**

Please answer the following questions with 2-5 sentences.

1. Tell us about yourself. Who are you?
2. Tell us about your family.
3. What is your favorite subject and why?
4. Why do you want to go to secondary school?
5. What job do you want to do after you finish school?
6. Why should we help you?
7. Is there anything else you want people to know about you?

I understand the process of applying for an award through Insaka, and I consent to undergo it. I also give Insaka permission to use my photo and information to raise money and awareness. I understand that I can withdraw from participating in Insaka programs at any point.

Girl-Signature\_\_\_\_\_Date\_\_\_\_\_

Parent/Guardian-Signature/Thumbprint\_\_\_\_\_



### Information about the development worker

Name \_\_\_\_\_  
Organization \_\_\_\_\_  
Village/Town & District \_\_\_\_\_  
Date of arrival in Zambia \_\_\_\_\_  
Date of expected departure from Zambia \_\_\_\_\_  
Main area of work \_\_\_\_\_  
Phone number \_\_\_\_\_  
Email \_\_\_\_\_

### Questions for the development worker

1. How did you meet this girl? How well do you know her?
2. Why did you choose this particular girl?
3. Will this girl be able to go to secondary school without Insaka's support?
4. Academically, is this girl prepared for secondary school?
5. Do the girl's parents support her going to secondary school?
6. Do you have any reservations about recommending this girl?
7. Is there anything else we should know about this girl's situation/application?

### Other tasks

1. Take photos of the girl for our website. Please send us 5-6 good photos, in various locations, formal or informal. Smiling is highly encouraged. The idea is just to give donors a more complete picture of the girl. We're happy to post whatever you send us, photos, audio clips, or videos. We use the media for marketing; the better the photos/audio/film, the more likely people are to donate to your girl.
2. With the girl, write a short bio that will appeal to the donors. Use first person.
3. Please help us spread the word about Insaka. We have a Facebook, a Twitter, and an Pinterest account. Tell your friends and family. The more people we reach, the more money we can raise, and the more girls we can send to school.

I certify that, to the best of my knowledge, everything on this application is correct. I have explained the Insaka procedure to the girl and her family. If the girl making this application is chosen, I will assist her through the school enrollment process. I give Insaka permission to use any media I send them.

Signature \_\_\_\_\_

Date \_\_\_\_\_

When the application is complete please send it to [admin@insaka.com](mailto:admin@insaka.com). Scanned copies are preferred but easily readable photos will also be accepted.