



# APPLICATION FOR SPONSORSHIP

Thank you for your interest in Insaka. Please read the information in this packet carefully before beginning the application.

## Insaka

Insaka is an American non-governmental organization whose mission is to help girls in rural Zambia go to secondary school. We do this by raising money to pay the school fees for smart, motivated female students who should go to secondary school but do not have the financial resources to do so.

## The Application Process

1. **Nominator identifies a potential candidate.** The only rule for nominators is that they need to know the girl they are nominating quite well. Teachers, nurses, pastors, foreign volunteers, etc. can all nominate girls. The girl being nominated must be currently in Grade 9, live in a rural area, and be expected not to be able to afford to go to secondary school. We prefer to sponsor girls who have a proven record of success so academic accomplishments, leadership roles, hardships overcome, etc. are important.
2. **Nominator talks with girl about her future.** If the girl is eager to go to secondary school, but lacks financial resources, we may be able to help. It is vital that the girl is choosing to go to secondary school, not having it chosen for her. Please also talk with the girl's family to ensure their support.
3. **The development worker and the girl fill out this application.** The nominator can assist and translate, but we want the girl's unedited words and ideas. This is a competitive process; not every candidate will be chosen for sponsorship. The more time and effort put into the application, the greater the chance of it being chosen. However, we do not expect these girls to write in perfect English, minor spelling and grammar mistakes will not affect our judgement of the application. The nominator is responsible for sending the application back to Insaka at [admin@insaka.org](mailto:admin@insaka.org) or via WhatsApp to +1 970 699 5015. Scanned copies are preferred, but easily readable photos will be accepted.
4. **Insaka reviews the applications.** We will choose the top five candidates based on need and merit.
5. **Insaka begins raising money.** Pictures and a short biography of each girl will appear on our website and we will ask people to donate to the girls. The nominator should help with this by encouraging friends and family to donate.
6. **Girls pass their Grade 9 exams and receive an acceptance letter to a secondary school.** It is the candidate's responsibility to pass the Grade 9 exams and be accepted into a secondary school. If she fails the exams and is not accepted to a school, we will withdraw our offer of sponsorship. If the girl is accepted to one school but prefers to attend another, the nominator is responsible for trying to make that change.
7. **Insaka will determine if we have raised enough money.** We can only sponsor girls if we have raised enough money. Nominators can help with this by sending us photos, audio clips, other things that we can show potential donors. If we have enough money, we will begin the enrollment process.



8. **Nominator prepares the girl for school.** The most important part of this is visiting the secondary school, signing a contract with the school administration and collecting the school's banking information. However, the nominator might need to also visit the DEBS/PEO's office, advocate for the girl, deliver acceptance letters, etc., whatever is needed to get the girl into school.
9. **Insaka deposits the school fees in the school's bank account.** Once we have a copy of the contract, we will send one year's worth of school fees directly to the school. Insaka will only pay school fees; other costs such as transportation, uniforms and supplies must be paid by the family. We know that fees vary by school; we can be flexible.
10. **The girl reports for school.**

Any questions should be addressed to [admin@insaka.org](mailto:admin@insaka.org) or +1 970 699 5015 on WhatsApp.

THE APPLICATION DEADLINE IS **AUGUST 16<sup>TH</sup>, 2019.**



# 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 nominator'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, including that:
  - Insaka will pay for **school fees, and school fees only**, for three years. Other costs such as uniforms and transport must be paid by the family
  - Applying for Insaka sponsorship is a **competitive process**, only the most promising candidates are selected
  - Being selected does not guarantee that Insaka will provide support. Support is contingent on donations and other factors
  - Support also depends upon the girl attending school regularly
  - 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 choose 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

If there are any other questions, we can answer them in English, Bemba, Nyanja and Tonga. Please contact [admin@insaka.org](mailto:admin@insaka.org) to arrange this



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2019

This application should be filled out jointly by the nominator and the girl. Everything must be in English.

Date\_\_\_\_\_

## **Information about the girl**

Name:\_\_\_\_\_  
Village & District:\_\_\_\_\_  
Native language:\_\_\_\_\_  
Age & School Grade:\_\_\_\_\_  
Girl's phone number:\_\_\_\_\_  
Number of brothers/sisters:\_\_\_\_\_  
Mother's name:\_\_\_\_\_  
Mother's occupation:\_\_\_\_\_  
Mother's phone number:\_\_\_\_\_  
Father's name:\_\_\_\_\_  
Father's occupation:\_\_\_\_\_  
Father's phone number:\_\_\_\_\_

## **Questions for the girl**

Please answer the following questions with 2-5 sentences each. This can be done on a separate sheet of paper. Remember, the more information you give us, the better.

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's signature\_\_\_\_\_Date:\_\_\_\_\_

Parent/guardian's signature/thumbprint\_\_\_\_\_Date:\_\_\_\_\_



### Information about the nominator

Name: \_\_\_\_\_  
Work title and organization: \_\_\_\_\_  
Village/Town & District: \_\_\_\_\_  
Date of arrival in Zambia: \_\_\_\_\_  
Main area of work (health, education, etc): \_\_\_\_\_  
Phone number: \_\_\_\_\_  
Email: \_\_\_\_\_

### Questions for the nominator

Please answer these on a separate sheet of paper

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?
8. What is the best way to contact you?

### Other tasks

1. Take photos of the girl for our website. Photos are the best way for donors to help connect with your candidate, please make sure you send us at least 10 good quality photos of the girl, with a variety of backgrounds. You must include photos of; the girl with her family, in front of her house, in front of the school sign, at school in her uniform and doing something for fun. The best photos tend to be candid shots. Smiling is highly encouraged.
2. With the girl, record an audio message for the donors. It should include the girl's name, where she is from, why she wants to go to school and anything else that she wants to include. This must be between 10 and 30 seconds.
3. Please help us spread the word about Insaka. We have a Facebook, a Twitter, and a 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: \_\_\_\_\_