



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. Only Grade 9 girls are eligible.
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
4. **Insaka reviews the applications.** We will choose the five top candidates based on need and merit.
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 meets with secondary school officials.** The development worker will sign a contract between him/herself on behalf of Insaka, and the secondary school officials. This will cover all the financial details. The girl must also sign a contract.
8. **Insaka sends money to the school.** Insaka will deposit the school fees in the school's bank account. Fees vary by school, we can be flexible.
9. **The girl reports for school.** Insaka will pay the school fees, the girl and her family are responsible for other expenses.

Any questions should be addressed to 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
 - Support is contingent upon 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
 - Insaka will use the girl's photo and information to raise money and for marketing
- Leave your phone number



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?

Informed Consent

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 a photo of the girl for our website
2. With the girl, write a short bio that will appeal to the donors. Use first person.

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.

Signature _____ Date _____

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