

THE EVENT PROCESS

STEP 1:

Register your church to host a GlobalFingerprints Sponsorship Event by going to sponsorship.globalfingerprints.org/events and click the **Host a Sponsorship Event button**. Registering your church allows our team to equip you with all the resources needed to promote, host and follow up from your event, such as the Sponsorship Event Kit Box (See *the appendix*)

STEP 2:

Gather a good team to help you manage your sponsorship event.

- Consider building your team from your small group, life group or Sunday school class. This is a great way to serve together.
- Connect with your church's mission's team to see how they can support your or point volunteers.

STEP 3:

Make a Plan. The goal of a sponsorship event is to engage your church in impacting the lives of children, families, and communities across the world. Below is a checklist of recommendations to help you plan.

- Use our on-line suite of resources to promote your sponsorship event through your church's communication channels.
 - You'll can find photos, videos, sample announcements, social media posts, bulletin inserts and more at sponsorship.globalfingerprints.org/resources
 - Begin promoting GlobalFingerprints and the Sponsorship event three weeks or more before your event date.
- Plan the in-service announcement
 - Share about GlobalFingerprints from the stage. The most significant factor for the success of your GlobalFingerprints Sponsorship Event is the public endorsement from church leadership. When the senior pastor shares about GlobalFingerprints from the front and challenges the congregation to act, people tend to respond well.
 - Show a GlobalFingerprints video in the service. A video combined with an in-person announcement creates deeper engagement.
- Set a specific church goal for the number of children to be sponsored. A good goal for a church is 5% of the average attendance, but set a specific goal, say 50 children in the Philippines. Clearly communicate this goal to your congregation and regularly update them on the progress. See the appendix for several ways to track how many children have been sponsored.
- Provide GlobalFingerprints the church IP address. (See instructions in the appendix). This allows our credit card processor to configure the fraud alert system to allow multiple transactions on the same WiFi.

- Extend the Sponsorship Event over several weeks.
 - It allows you to involve people who might have missed a Sunday.
 - This allows people to hear and pray before sponsoring.
- PRAY. There is nothing more powerful than prayer.
 - We encourage you and your whole church to pray for the children to be sponsored, their families and communities. Pray for the careworkers that will be investing in the lives of the children and the churches in the communities where the children live. Pray that your congregation would come with open hearts

STEP 4:

On the day of the event, gather your team to pray and go over any last-minute details

- Give the in-service announcement and video
- Set up your GlobalFingerprints Table in the lobby.
- Staff the table. Answer questions and sign people up to sponsor children either in person, online or at home

STEP 5:

Thank you for partnering with GlobalFingerprints in transforming the life of a child and strengthening, revitalizing, and planting churches around the world.

- Debrief the team and celebrate what God has done!
- Complete the post event survey to help us build better and stronger partnerships.
- Drop the pre-addressed packet in the mail. Include the sign-up sheet and the post event survey.

BUILDING MOMENTUM

So, is this the end...or just the beginning? Below are a few ways you can build on this experience to continue helping children in great need.

- Host another sponsorship Event
 - You gained some great experience this year. You have a motivated team. Your church is more aware of GlobalFingerprints. Imagine what God can do next year. We can't wait to find out.
- Become a Partner Church
 - Partner with a national church or church planter at one our sites. We will facilitate a unique partnership between you and the national church. This can include training, short term teams, field updates and more. To learn more contact globalfingerprints@efca.org
- Share the Missional Kids program with families in your church
 - This program is designed to involve children six thru twelve in the sponsorship experience, teaching them at an early age to value and care for the least among us. To learn more visit [sponsorship.globalfingerprints.org/missionalkids](https://globalfingerprints.org/missionalkids)

APPENDIX AND FAQ'S

SPONSORSHIP EVENT KIT BOX

We make it as easy as possible for you to host a Sponsorship Event. The Event Kit box, contains all the physical materials you will need. We customize each box to the size of your church, but if you would like to request something specific you can let us know in the comments section of the registration form.

- Included in the box is:
 - 2-3 GlobalFingerprints T-shirts
 - GlobalFingerprints Pens
 - GlobalFingerprints Sticky Notes
 - GlobalFingerprints Stickers
 - GlobalFingerprints Brochures
 - Child Cards – these show a picture of the child and tell a little bit about them. It allows people to choose a child in person rather than online. **The child cards in your box are unique to your church. The children on these cards are reserved out of our system for your church for two weeks following your event date.** After two weeks, they return to pool of children waiting for sponsors on our website
 - Event Process Guide
 - Sign Up Sheet to track who sponsors a child for follow up
 - Mail in Sponsorship Form
 - Post event survey
 - Pre-addressed stamped envelope to mail survey and sign-up sheet back to GlobalFingerprints

ONLINE DIGITAL RESOURCES

Our [online resources](#) give you additional tools to promote the Sponsorship event. There you will find:

- Videos
- Photos
- Sample copy for social media posts
- Sample Announcements
- Bulletin inserts
- Promotional Slides
- And more

If you need a resource that isn't on the website or in your Kit Box, please [reach out to us](#). We would love to help provide you with the materials needed for your event to be a success.

HOW TO WHITE LIST IP ADDRESS

1. While at the church, go to the website: whatismyipaddress.com and look for IPv4.

2. Email it to chuck.hayes@efca.org NO LATER THAN 5 DAYS before your event. GlobalFingerprints will ensure that this IP address is whitelisted (which means that the payment processor is told that your IP address is safe, so it doesn't trigger the security alert!) to allow online sign-up from your church on the date of your Sponsorship Event.

GLOBALFINGERPRINTS TABLE

Put the GlobalFingerprints table in a high traffic, highly visible area such as the lobby or back of the worship center. The goal of the table is to have central hub for people to ask questions and to sponsor a child.

- Table materials are in your Sponsorship Event Kit Box.
- We have included some common FAQ's for those running the table.
- Volunteers should be prepared to answer questions and help people sponsor a child either on-line or in person.
- Use the sign up sheet found in the Sponsorship Event Kit Box to track individuals who take a child card home and those who sign up in person. Life is busy and sometimes people don't remember to finish their sign-up. Having a record allows both your church and GlobalFingerprints to follow up. Remember, **if a child is not sponsored within two weeks of your event data, they go back into the pool of children waiting for sponsors.**

HOW TO SPONSOR A CHILD

Some people will be ready to sponsor a child immediately after the service. There are two ways to handle that.

- Encourage the interested person to choose a child card from the table and then:
 - Help people sign up right on the spot at globalfingerprints.org. Online, individual's can choose a child to sponsor by entering the child number or by simply picking a child listed on the website. They can finish out the registration process and pay on-line.
 - Or take the child card home and finish the sponsorship process at online at home

FAQ'S

- How is GlobalFingerprints different than other child sponsorship programs?
 - We work where God calls us, often in hard, unreached places.
 - We empower, equip and support the national church at each site to care for children and their communities.
 - We visit children in their homes monthly to assess physical, emotional and spiritual needs, sharing the hope of the gospel with the entire family.
 - We operate within the EFCA and ReachGlobal's church planting network, enabling church planters to access areas not yet reached.
- How will we know how many children we have sponsored?
 - After your event, one of our staff will follow up with you to let you know the number of children your church has sponsored.
 - You can also get a an estimate from the number of people on the sign-up sheet.
 - You can search the individual child number on our website. If the child doesn't come up, that child is sponsored!