



# SPONSORSHIP GUIDE

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## THE CONTEXTE

After several decades of war and the genocide of the Khmer Rouge, Cambodia remains **one of the poorest countries** in Southeast Asia. Although the country is gradually rebuilding itself, 31% of the population still lives below the global poverty line.

In the slum of Boeng Salang, located north of Phnom Penh, families are living in unsanitary housing which are often prone to flooding. Most children have never been vaccinated and **do not benefit from any medical follow-up**. They are therefore exposed to disease.

## TARAMANA'S OBJECTIVE

Taramana wishes to enable the children of the Boeng Salang slum to **access a better future** through education. To provide them with quality education, all children supported by Taramana are enrolled in public school and they benefit from additional courses in Taramana, including English, Khmer, French and computer classes.

For the children to thrive and to focus on their education, Taramana also acts to **improve their daily lives** by providing them with access to health care, a balanced diet and social support.

Children also participate to artistic and sports activities: the practice of these activities enables them to **develop, thrive and become aware of their potential**.



## OUR FIELDS OF ACTION

Our organization aims to help underprivileged children living in the slum of Boeng Salang. To do so, **Taramana acts in four fields:**



**Food and nutrition:** access to the canteen, monthly distribution of rice, distribution of snacks twice a day...



**Prevention and social-medical support:** Consultations, vaccinations, intestinal deworming, multivitamin treatments, dental care, as well as distribution of hygiene items (toothbrushes, toothpastes, soaps, etc.)



**Education:** access to Khmer, English, French and computer classes, as well as provision of school supplies and uniforms.



**Development through cultural and sports activities:** artistic and sports activities (drawing, reading, music, singing, drama, yoga, rugby, football, circus, etc.), but also educational outings in Phnom Penh and its surroundings (trip to the sea, cinema at the French cultural center, trip to the zoo, etc.)



## WHY THIS GUIDE?

The purpose of this guide is to **answer the questions sponsors ask the most.**

This guide helps future sponsors to understand the different forms of sponsorship that Taramana offers. This document also contains information concerning the sponsorship process, Taramana's involvement in this process and the **relation between a sponsor and his or her protégé.**

This guide is **a support for future sponsors**, but also for those who have been sponsoring and supporting a child for a longer period of time. It is important to take into account our intention to act in the long term when you decide to sponsor a child. Also, the organization is willing to remain completely transparent to those who take action for the children living in the Boeng Salang village.

***The whole Taramana team thank you for your help and commitment!***



## WHAT IS A SPONSORSHIP?

By becoming a sponsor at Taramana, you give disadvantaged children access to **education, health care, basic food and better hygiene**. Sponsorships enable the teaching team to develop medium- and long-term projects for the children.

For a child living in Boeng Salang, being sponsored represents the chance to have **a better life**, hope for **a better future and thrive**.

Taramana offers two kind of sponsorship:

**Collective sponsorships** enable Taramana to welcome each child in the best conditions. This form of sponsorship gives the children the opportunity to have support classes in English, Khmer and computer science, to discover the French language, to have access to health care and free school supplies and to open up to the world through cultural and sports activities. **Depending on the emergency of their situation and other social criteria**, some children can eat at our canteen and benefit from a distribution of rice for their families every first Sunday of the month.

It is an effective way to ensure the **proper functioning of the center as well as its sustainability**. This form of sponsoring **corresponds the most to our needs and ensures equity for all**.

You can also request an **individual sponsorship**, which will enable you to correspond with one child (*see exchange procedures on page 9*).

## WHO ARE THE SPONSORED CHILDREN?

Most children live in the slum of Boeng Salang or in its surrounding.

Taramana chooses the children who need to be sponsored according to two main criteria: first, the **condition of living and the emergency of the child's situation**, and second, **the attendance at both public school and at Taramana**.



## HOW IS THE MONEY OF THE SPONSORSHIP USED?

The money of sponsorships is used for our **educational, social and health programs** as well as for **all other extracurricular activities**. Sponsorships enable children to have access to a medicalized educational center with classrooms, a library, a canteen, an infirmary and rooms dedicated to the practice of extracurricular activities. Thanks to this premise, children can attend classes in Khmer, English, French, computer science, do their homework at the library, have a balanced meal at the canteen, take part in extra-curricular projects and bring home a bag of rice once a month.

Today, we are supporting more than 200 children, but many are still waiting to be sponsored.

*If you pay taxes in France, note that every sponsorship enables you to benefit from legal tax reduction. Up to 537 euros, you benefit from a 75% tax reduction. Above that amount, you benefit from a 66% tax reduction within the limit of 20% of taxable income. Example: for a 100 euros donation, you actually only pay 25euros after tax reduction.*

*For companies, the deduction is 60%, limited to 5 per thousand of the revenue.*



## CAN YOU STOP A SPONSORSHIP?

Although sponsoring a child is a long-term commitment, it can be stopped.

**For the sponsor**, financial difficulties can unfortunately lead to the end of the sponsorship. Should such a situation occur, Taramana will commit to quickly find a new sponsor for the child.

**For the sponsored student**, the sponsorship ends when he/she finishes his or her studies and is financially self-sufficient. However, other situations can lead to the end of the sponsorship:

- If the family moves outside Phnom Penh, making it impossible to keep contact.
- If the family decides despite our recommendation to send their child to work
- If the child stops attending public school
- If the child doesn't come to the center anymore and doesn't give any news



In those cases, Taramana will end the sponsorship. This decision is entirely up to Taramana's social team which is in charge of following the children's evolution and bringing support to the families. Of course, **the team will do everything possible to understand why** the child decided to stop attending the center. **The sponsorship will only stop if no other solution is found.** It goes without saying that you will be notified, and we will suggest you to sponsor another child.



## TARAMANA'S AUTHORITY IN THE SPONSORSHIP

Taramana coordinates the relations between sponsors, children and families, but **its authority over the sponsored children is limited**. Indeed, our students have parents or legal representatives. The latter are the ones who have the authority over the children and take the decisions. **Taramana is a support for the families, not a substitute.**

The end of a sponsorship can be difficult and sad for a sponsor.

However, if a child attends school until 6<sup>th</sup> grade, **the sponsorship should be considered as a first success**, even if it ended sooner than expected. At that level, children can read, write, and have knowledge of mathematics, moral and ethics.

Not every child is destined to become a doctor, an engineer or a lawyer, which is even more true in the difficult environment our student live in.

Cambodia is a country whose culture is very different from ours and which is struggling to recover from its troubled past. The country is now developing, and mindsets are changing. Parents encourage their children to pursue studies and reach a higher level of education.

Our mission is to provide the best support possible for children living in the Boeng Salang district who really want to get involved in their studies.

## THE SPONSOR'S CHARTER

A sponsorship is an act through which a physical or legal person agrees to provide for the material needs of a child.

A sponsorship is a unilateral act and a moral commitment which in no way induces any form of authority over the sponsored child.

The sponsor agrees to respect Cambodian culture and customs as well as the parents' authority. The sponsor may under no circumstances exercise any political or religious influence on the child's life or study choices.

The sponsor agrees to respect the child's dignity and to behave appropriately. Taramana reserves the right to take the necessary measures if any inappropriate behavior (in mail or during a visit) is to be observed.

- The sponsor can ask for news from his or her protégé.
- The sponsor can visit his or her protégé under the supervision of the center's director for safety reason.
- Taramana chooses the children to be sponsored according to the emergency of their situation. We still take into account the wishes of sponsors, but we try to give priority to children who have been waiting for a sponsorship for a long time.
- Sponsoring a child must be a voluntary and disinterested approach.
- The sponsorship framework is defined by Taramana.

## THE MAIL

In an individual sponsorship, **the sponsor and the sponsored child can correspond.**

In order to make it more convenient and quicker, the correspondence is now done by e-mail. The sponsor will get news and pictures via e-mail.

Taramana will provide the sponsor with a reply within a month. However, because some children don't live close to the center and only come for some occasion (distribution of rice, medical check-up), sending a response time might take longer.

Cambodian children are not used to talk and answer questions about themselves. This is why **our volunteers help the children to translate, but**

**also to write the letter.** It is normal that the first letters consist of brief, not very detailed answers and seem impersonal. But little by little, children get more comfortable. **After a while, some children get more personal in their letters and open up more easily.**



Keep in mind that the children come from modest social background: be careful not to expose too much the cultural differences between you and the child you sponsor.

We strongly encourage you to send pictures. However, Cambodian people are very respectful and modest. Be careful not to send picture which are considered as just fine for us but could be shocking to the children and their families (photos in bikini for example).

Some salutation formulas in Asia are also different from ours: wishing happiness or prosperity is common in Cambodia, but expressions like "with love" are more unusual.

Due to the volunteers and Khmer team's busy schedule, Taramana cannot commit to send more than three e-mails per year.

*You can send your letters and pictures at any time to the following e-mail: [parrainage@taramana.org](mailto:parrainage@taramana.org)*

## MORALS AND CUSTOMS IN CAMBODIA

In order to improve the understanding between the sponsors and the sponsored children, Taramana gathered in this guide some information about Cambodian society and the habits of its inhabitants.

### **Education in Cambodia**

<b>Primary School</b> – 6 years
<b>Secondary School</b> – 3 years
GCSE ( general certificate of secondary education)
<b>Secondary School</b> – 3 years
BACCALAUREATE
<b>University or Professional Training</b>

**The school year in Cambodia runs from November to July:** students go to class for half a day, which enables them to come to the Taramana Magdalena center for the rest of the day. Most of Taramana's children attend the Russey Keo school, the district public school which welcomes more than 3,000 students.

### **Religion and society in Cambodia**

Although Taramana is an apolitical and non-confessional association, we work in a country with a large Buddhist majority: **religious holidays punctuate the school calendar and children's lives.** Asking questions to your protégé about upcoming holidays is a good way to create a stronger bond.

Cambodian society is also very respectful: don't be surprised if your protégé uses many polite expressions or seems reserved. The photos that will be sent to you will also be formal. It is important to **take into account cultural and lifestyle differences** when interacting with the children.

## VISITS

Sponsors can visit children at the center, within the framework defined by Taramana. The visit must be booked at least one week beforehand and will be conducted in the presence of a member of the local team in Cambodia. Sponsors can bring presents (of modest value) to their protégé.

Under no circumstances may a sponsor leave the center with a child. Visits must be done inside the center during the opening hours and with a member of the local team.

When you come to the center, you need to know that Khmer don't kiss or don't shake hand to say hello. They join both hands and slightly bow as a sign of respect. The exchanges between children and their parents in general are very limited and signs of affection extremely rare.

You must therefore pay attention to your behavior and be aware of the cultural differences.

## PRESENTS

### **From abroad:**

It is difficult to send letters or packages to Cambodia. That's why we opened a saving account for each child to which you can transfer money. A volunteer could then accompany the child to buy the present you want to offer with the money you transferred. Plus, given the purchasing power in Cambodia and the fact that you saved shipping costs, you could buy a bigger present for the same amount of money.

### **During a visit in Cambodia:**

A small present, like a T-shirt, a small jewel or a backpack will make the child happy.



## OUR RESPONSIBILITY

In the framework of a sponsorship, we undertake to provide the child and his or her family with regular financial and moral support. The bond with the sponsor is very important for the children. We make sure that sponsors send letters and photos regularly. We also commit to be **completely transparent about our sponsorship system**.

Taramana keeps in touch on a regular basis with sponsors through:

- Our monthly newsletter, the TaramaNews
- Social media ([Facebook](#))
- Articles on our website [www.taramana.org](http://www.taramana.org)

Last but not least, Taramana is an organization under the French law of 1901, which means that your donation is partly deductible if you pay taxes in France (see page 6). You will therefore be sent in March of the following year a **cumulative tax receipt** for the amounts paid during the month of March of the following year.

## SPONSORSHIP'S ETHICS

The sponsorship at Taramana is **in line with our values**: a sponsorship guarantees the child's education as well as the programs and activities put in place to help his or her development.

The organization wants to **respect local values and culture**; thus, Taramana's action does not constitute or replace any form of authority (parents, schools...). We are an additional support.

## CHILDREN'S FOLLOW UP

In the framework of a sponsorship, Taramana provides the sponsors with a complete follow-up of the child through regular letters but also with the possibility to visit the child at the center in the framework defined by Taramana.

In addition to that, the Taramana team assesses each year the child's social situation so that the sponsor is kept informed of major event in the life of his or her protégé.

## MAKE A DONATION

In addition to a sponsorship, there are other ways to help to improve the lives of children living in Boeng Salang. With one donation, you participate to finance studies, health and nutrition programs, as well as extra-curricular activities.

- You can donate via our website through the Paypal portal: [www.taramana.org](http://www.taramana.org)
- You can also send a cheque with the form page 14 to the following address:  
Taramana, 24 allée Saint-Henri 33138 Lanton, FRANCE

When you donate to Taramana you can benefit from taxes reduction (see page 6).  
You will also be automatically subscribed to our newsletter.

## BECOME A MEMBER

As a member you will be allowed to attend the yearly general assembly and take part in decisions.  
Your **annual contribution of 30 euros** will be best invested in Taramana's actions.

You can see how your subscription money will be used through our communication means (newsletter, articles on our website, Facebook). Any financial commitment allows you to benefit from legal tax reduction (see page 6).

You will also be subscribed to Taramanews, our monthly newsletter.

## BECOME A PARTNER

By becoming a partner of Taramana, you help to improve the living condition of children living in the slum of Boeng Salang. Taramana communicates on its partnerships via its website, social media and the monthly newsletter. We invite you to submit any idea or any suggestion of contact which would be likely to improve our visibility or to sponsor our actions, so that Taramana can help more children and develop its activities.

To suggest a partnership for Taramana, please contact [jocelyn.dorde@taramana.org](mailto:jocelyn.dorde@taramana.org) and [communication@taramana.org](mailto:communication@taramana.org)



## COLLECTIVE SPONSORSHIP FORM

Document to be filled out and sent back by email to [tresorerie@taramana.org](mailto:tresorerie@taramana.org)  
or by regular mail to TARAMANA - 24, allée Saint-Henri - 33138 LANTON - FRANCE



### MY CONTACT INFORMATION

LAST NAME..... FIRST NAME.....  
Address.....  
Post Code..... City.....  
Mobile Phone.....  
Email.....

How did you hear about our NGO? .....

### MY SPONSORSHIP

I would like to sponsor specific projects, graduate studies and professional training for the children of Taramana.

Remarks: .....  
.....

#### I choose to pay by

- by wire transfer, see below Taramana Banking Details  
 300 € per year     25 € per month     .....€ per month (please write the amount to be taken)
- by bank/postal check, made out to Taramana  
 1 check of 300 €     2 checks of 150 €     4 checks of 75 €     ..... check(s) of .....€

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### TARAMANA BANKING DETAILS

**IBAN:** FR76 1330 6000 5200 0532 6056 732

**SWIFT / BIC:** AGRIFRPP833

**Owner of the account:** ASSO TARAMANA

**Bank Address:** Crédit Agricole Aquitaine, route de Bordeaux, 33950 PETIT PIQUEY, France

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## DONATION AND MEMBERSHIP FORM

Document to be filled out and sent back by email to [tresorerie@taramana.org](mailto:tresorerie@taramana.org)  
or by regular mail to TARAMANA - 24, allée Saint-Henri - 33138 LANTON - FRANCE



### MY CONTACT INFORMATION

LAST NAME..... FIRST NAME.....  
Address.....  
Post Code..... City.....  
Mobile Phone.....  
Email.....

How did you hear about our NGO ? .....

### MY SUPPORT TO TARAMANA

- I would like to become **a member of the association** and pay **30€ of yearly contribution**
- I make a **donation of .....€**

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For a total amount of ..... €

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### TARAMANA BANKING DETAILS

**IBAN:** FR76 1330 6000 5200 0532 6056 732

**SWIFT / BIC:** AGRIFRPP833

**Owner of the account:** ASSO TARAMANA

**Bank Address:** Crédit Agricole Aquitaine, route de Bordeaux, 33950 PETIT PIQUEY, France

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## HEAD OFFICE - France

Association TARAMANA  
24 Allée Saint Henri  
33138 LANTON  
FRANCE

## TARAMANA MAGDALENA CENTER - Cambodia

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District Russey Keo, Phnom Penh  
CAMBODGE  
+855 (0)2.36.32.77.80

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