



Rules and Regulations for Sponsorship

First of all, thank you very much for your interest in supporting vulnerable elderly people in Kyrgyzstan. We kindly ask you to read the following rules and regulations carefully:

1. Agreement to sponsor the proposed beneficiary

According to our rules, we will send you a profile of a needy elderly person from our database, once you have informed us about your interest in sponsoring a *babushka* or *dedushka*. Please confirm if you agree to sponsor the "proposed" *babushka* or *dedushka*. If for some reason the profile is not suitable to you, please let us know and we will send an alternative. You can choose whether you would like to sponsor a grandmother or grandfather.

2. Personal sponsor number

Upon confirmation, you will be given a personal sponsor number. Please use this number for any correspondence with us, including the transfer of money. We give this number to our sponsors to make our work more efficient and effective.

3. Transfer of funds

Annual support for a *babushka* or *dedushka* is €150. From this yearly amount, the Kyrgyz som equivalent of €10 monthly is distributed to the *babushka* or *dedushka*. The remaining funds are used for the running of the adoption program, such as salaries for social workers who conduct needs assessments, office staff who translate profiles and letters, staff who deliver letters, parcels and money, and expenses such as postal and internet communication with sponsors, fuel and utilities. We would very much appreciate it if you would pay €150 in one installment for one year of financial support. By transferring the whole amount at once you will also reduce bank transfer charges. Of course, if this is not convenient for you, you may transfer your money monthly.

Note: When making transfers please remember to mention your personal sponsor number.

Babushka Adoption Foundation has four bank accounts, in Kyrgyzstan, Switzerland, Germany and the Netherlands. Please find below all the bank details you need:

<p><u>Kyrgyzstan:</u></p> <p>Address:</p> <p>Demir Kyrgyz International Bank Chui Avenue 245 720001 Bishkek Kyrgyz Republic</p> <p>Name of the Recipient: "Babushka Adoption"</p> <p>Account: 1181000300048642 SWIFT: DEMIKG22</p>	<p><u>Germany:</u></p> <p>Address:</p> <p>Commerzbank AG, Rotenburg</p> <p>Name of Recipient: "Babushka Adoption Deutschland e.V., Rotenburg"</p> <p>Domestic Account BLZ: 290 400 90 Konto-Nr: 6869119</p> <p>International Account IBAN: DE89 2904 0090 0686 9119 00 BIC: COBADEFFXXX</p>
<p><u>Switzerland:</u></p> <p>Address:</p> <p>UBS AG Bahnhofstrasse 11 Postfach 5200 Brugg Switzerland</p> <p>Name of the Recipient: "Babushka Adoption"</p> <p><u>Account CHF</u> 210 707.329.40W IBAN: CH49 0021 0210 7073 2940 W BIC: UBSWCHZH80A</p> <p><u>Account USD</u> 210 707.329.60N IBAN: CH30 0021 0210 7073 2960 N BIC: UBSWCHZH80A</p> <p><u>Account Euro</u> 210 707.329.43B IBAN: CH82 0021 0210 7073 2943 B BIC: UBSWCHZH80A</p>	<p><u>Netherlands:</u></p> <p>Address:</p> <p>Demir-Halk Bank (Nederland) N.V. Parklaan 8 3073 VL Rotterdam The Netherlands</p> <p>Name of Recipient: "Babushka Adoption"</p> <p>Account Euro:0773863680 IBAN:NL06DHBN0773863680 SWIFT BIC: DHBNNL2R</p>

4. Confirmation of payment

Our sponsor coordinator will confirm receipt of your payment as soon as possible.

Please note that our Swiss bank sends statements that detail transactions up to the 15th of the previous month. Therefore if, for example, you transfer money to our Swiss account on September 3, we will only be able to confirm receipt of your payment after October 15. We kindly ask you for your understanding in this matter.

5. Money distribution

Your charity contribution will be distributed as a small additional pension of €20 (€10 per month) to your beneficiary every second month. The money distribution takes place in January, March, May, July, September, and November.

6. Renewal of sponsorship

Your adoption lasts one full year. Therefore, we kindly ask you to renew your adoption every year for the whole year at once. We ask you this because it is the best way to make our adoption program more affordable and efficient, as we have only one person working with all our sponsors – our sponsor coordinator.

When €40 is left on your balance, we will send you a reminder that the year is coming to an end. In this case we kindly ask you to reply as soon as possible to inform us as to whether you will continue your adoption. If we do not hear from you by the time your balance is reduced to zero, we will have to stop the financial support to your beneficiary.

7. Cancellation of sponsorship

If your circumstances change and you can no longer sponsor your *babushka* or *dedushka*, please inform us as soon as possible. If you decide to discontinue your sponsorship we try to find a new sponsor for your beneficiary quickly so that we can continue financial support without interruption.

8. Death of your beneficiary

If your beneficiary dies, we will inform you about the death and transfer the remainder of your balance to another needy elderly person. We will send you the profile of your new beneficiary.

9. Correspondence with Babushka Adoption Foundation

We kindly ask you to write to us in English. The fastest and easiest way to contact us is to send an email to babushka@elcat.kg. If you choose to contact us by post, we would like to inform you that the correspondence may require some patience. It will take from 10 days to one or two months to receive a letter from Kyrgyzstan.

10. Correspondence with your beneficiary

In addition to sponsoring your *babushka* or *dedushka*, you may like to connect with them through letters or even visits.

Our contact details
e: babushka@elcat.kg
f: +996 312 486490

Letters

Exchanging letters with your sponsored *babushka* or *dedushka* can build a wonderful relationship that will be rewarding to you both. Our sponsors learn about their beneficiary's life, hometown, hobbies, the climate and customs of their country, and the elderly in Kyrgyzstan love to hear about their sponsors' lives. You may even like to include pictures of yourself so your beneficiary will really get to know you.

If you wish, we can help with translations. Both your original letter and the translation are given to your beneficiary. However, we cannot guarantee a reply to every letter or gift. Some beneficiaries do reply, and sometimes they correspond frequently with sponsors. Please be informed that some of our beneficiaries are not able to read or write, as they did not receive any education or their health condition does not permit them to do so.

The quickest and easiest way to write to your beneficiary is by email to our office. Alternatively you can post a letter. Please include your sponsor number in your correspondence. Our staff can translate and deliver your emails and letters for you. Letters in Russian can be sent directly to your beneficiary.

Sending additional monetary gifts, presents and parcels

You can also send additional monetary gifts or other presents for special occasions, to address specific needs or simply as an act of love. These gifts are another effective way for you to show your care and commitment to your beneficiary.

Please do not send cash in the post as it is not safe. If you wish to send additional monetary gifts please inform us by email and transfer the monies to one of our bank accounts. Please indicate that your donation is an additional monetary gift so we apply your donation correctly and do not forget to mention your personal sponsor number. Your monetary gift will be given to your *babushka* or *dedushka* during the regular two-monthly money distribution and we will send you a photo of your beneficiary receiving the cash.

Parcels can be sent to our office, and we will deliver your present to your beneficiary and send you a photo of her or him receiving it. Please include your sponsor number on the parcel.

Important advice:

We kindly ask you not to send products that might leak or break. Clothing is an ideal gift although please note that we are unable to advise on the size of your beneficiary. We suggest that you send something general, like scarves, socks or gloves.

Visit your beneficiary

Meeting your adopted *babushka* or *dedushka* can be a once-in-a-lifetime experience and an opportunity to see with your own eyes how much your sponsorship is helping your beneficiary. Some of our sponsors have visited their beneficiary and have wonderful memories to share with you. Please check out our website to read some of our sponsors' experiences.

Your *babushka* or *dedushka* would be delighted to have you visit. Our staff members will be very happy to make arrangements directly related to your visit, including translation assistance and transportation from our office to your beneficiary's home. Apart from visiting your beneficiary, you (and other people who are interested in the activities of Babushka Adoption Foundation) are welcome to meet with the Babushka Adoption Foundation staff and discover the beautiful country of Kyrgyzstan.

Please don't hesitate to contact us if you are interested in visiting your beneficiary, or if you have any questions about such a prospect.

11. Reporting procedures

We send our sponsors a financial report when there is €40 left on their sponsor account, along with a request for sponsorship renewal. Upon request we can also send you a financial report at any time. In addition, once a year Babushka Adoption Foundation sends to all sponsors a New Year Letter, which gives a full report of the achievements and activities of our organization. Our Annual Reports and monthly activity reports are available on our website.

12. Financial Accountability

Babushka Adoption Foundation is a Kyrgyz non-government organization (NGO), which was officially registered in the Ministry of Justice of the Kyrgyz Republic in 2000. The work of Babushka Adoption Foundation is overseen by a Supervisory Board [[link to The Board](#)], consisting of professionals working in international agencies in the Kyrgyz Republic, local experts, and representatives of international and local organizations. Furthermore, the two-monthly money distribution process is monitored each year by non-staff members.

At Babushka Adoption Foundation we adhere to the highest standards of financial accountability. We have established stringent accounting and financial reporting procedures to ensure that the funds are used for the purpose specified. Babushka Adoption Foundation conducts audits yearly to make sure funds are properly received, tracked and managed.

You can view Babushka Adoption Foundation's audited financial statements on our website. Accountability is a commitment and a value that drives our whole organization. We are totally committed to earning and keeping your trust.

In addition, staff members conduct financial and program reviews. We work hard to monitor and evaluate our program effectiveness and long-term impact — right down to

the individual elderly person. Any time we see an irregularity, we take immediate and appropriate action.