

INTERNATIONAL NEEDS CANADA  
**Application for a Sponsor to Visit a Sponsored Child/Project**



The following statement of responsibility sets the environment in which sponsor visits are permitted. All applications will be assessed in its light.

**International Needs Canada affirms its commitment to the welfare of children and their protection from abuse and exploitation.** Moreover, International Needs Canada upholds the UN Convention of the Rights of the Child (1989), Article 19, which states “State Parties shall protect the child [1] **from all forms of physical and mental violence, injury or abuse, neglect, maltreatment or exploitation, including sexual abuse.**”

We believe that child protection is both a corporate and an individual responsibility. Every person who shares in the work of International Needs Canada, including staff, volunteers, contractors, and supporters also shares in the responsibility to take every precaution to protect the children and families we serve.

How we care for the most vulnerable among us is an outward expression and evidence of our love for God and all His creation.

**Complete the following:**

- Fill out the Sponsor Visit Application Form
- Read the Child Protection Policy
- Obtain a Police Check - [www.backcheck.ca/inc](http://www.backcheck.ca/inc)
- Scan a copy of your Passport

**Please mail to:**

International Needs Canada  
230 - 1119 Fennell Ave E.,  
Hamilton, ON L8T 1S2

**Email:** [sponsorship@internationalneeds.ca](mailto:sponsorship@internationalneeds.ca)

## SPONSOR VISIT APPLICATION FORM

(please fill in one form for each person visiting)

### SPONSOR/VISITOR INFORMATION

**First and Last Name:** \_\_\_\_\_ **International Needs donor ID#:** \_\_\_\_\_

**Passport Number:** \_\_\_\_\_ (attach a copy of the first two pages of your passport)

**Address:** \_\_\_\_\_

\_\_\_\_\_

**Home Phone:** \_\_\_\_\_ **Cell Phone:** \_\_\_\_\_ **Work Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

### SPONSORED CHILD INFORMATION

**Sponsored Child's Name:** (1) \_\_\_\_\_ **Child ID#:** \_\_\_\_\_

(2) \_\_\_\_\_ **Child ID#:** \_\_\_\_\_

(3) \_\_\_\_\_ **Child ID#:** \_\_\_\_\_

(4) \_\_\_\_\_ **Child ID#:** \_\_\_\_\_

**Desired Date(s) of Visit:** \_\_\_\_\_

**Arriving From:** \_\_\_\_\_ **Airport/Bus Station/Port Name:** \_\_\_\_\_

**Time:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Flight Number:** \_\_\_\_\_

**Departing From:** \_\_\_\_\_ **Airport/Bus Station/Port Name:** \_\_\_\_\_

**Time:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Flight Number:** \_\_\_\_\_

**On which day would you prefer to visit your child?** \_\_\_\_\_

**Where will you be staying during your visit to the country?** (Ex. Name and Address of Hotel)

\_\_\_\_\_

\_\_\_\_\_ **Phone:** \_\_\_\_\_

**Purpose of visit:**      Tourist       Business       Other  Explain: \_\_\_\_\_

**Are you prepared to meet the costs of visiting your sponsored child?** Yes  No

**Approval of this application is needed by (Date):** \_\_\_\_\_

I have read the Sponsor visit document and understand International Needs Canada’s policy regarding visiting sponsored children. I have completed my application and understand that approval to visit my sponsored child will be granted or denied at the discretion of the Field Director in the country where my sponsored child lives.

**Name:** \_\_\_\_\_  
(Please Print)

**Signature:** \_\_\_\_\_      **Date:** \_\_\_\_\_

## CODE OF CONDUCT

All representatives shall sign and adhere to a code of conduct and behavior that defines appropriate behavior and interactions with INCA sponsored children and other children involved in programs and projects supported by INCA. Please initial each statement.

- \_\_\_\_\_ I will not visit an INCA sponsored child or a child involved in a program supported by INCA without a local member of a partner's staff present with me at all times. I recognize that I am not permitted to visit any such child independently and that all visits, both now and in the future, must be coordinated and approved in advance by INCA in order to insure the safety of children.
- \_\_\_\_\_ I will never act in any way that will shame, humiliate, or perpetrate any form of verbal, emotional, sexual or physical abuse on a child.
- \_\_\_\_\_ I will not give any personal contact information to an INCA-sponsored child nor will I ask for the child's contact information.
- \_\_\_\_\_ I will not be alone or travel alone with a child. I will be engaged in children's activities in open or visible places.
- \_\_\_\_\_ I will never use inappropriate language, physically strike children, or develop physical or sexual relationships with children.
- \_\_\_\_\_ I will always be responsible for maintaining an appropriate relationship, even if a child behaves inappropriately.
- \_\_\_\_\_ I will not place myself in a compromising or vulnerable position and will stop any interaction with a child if a child says to stop, or if a child appears uncomfortable with the interaction.
- \_\_\_\_\_ I will dress in culturally appropriate ways.
- \_\_\_\_\_ I will not act flirtatiously with any child or touch any child inappropriately. To avoid misunderstanding, I will ask a child for permission before touching or holding hands. Inappropriate touching shall include, but is not limited to, touching children in areas that are normally covered by shorts and shirts, and picking up, lap-holding, hugging, kissing or tickling inappropriately.
- \_\_\_\_\_ I will not solicit a dating relationship with an INCA-sponsored child or youth.
- \_\_\_\_\_ I will not discipline a child in any way.
- \_\_\_\_\_ I will not post identifying information of any children on Facebook or the internet.

- \_\_\_\_\_ I will speak about children with respect for their dignity, resilience, capacity and growth.
- \_\_\_\_\_ I will report all child abuse incidents which I observe or learn about.
- \_\_\_\_\_ I will promote the enforcement of disciplinary measures that are based on Biblical principles of dignity and value of children, teach children responsibility, and reflect reasonable expectations for the age of the child.
- \_\_\_\_\_ I recognize that I may face substantial adverse consequences for breach of this code of conduct.
- \_\_\_\_\_ I am aware that allegations of abuse will be reviewed and, as determined necessary by INCA, investigated. I recognize that, if I violate this code of conduct, I may be subject to applicable local laws and to organizational disciplinary measures.

Code of Conduct to be signed by all representatives BEFORE visiting a child in an INCA project.

I \_\_\_\_\_ have read and understood **INCA's Child Protection Policy**, including the **Code of Conduct**. I agree to abide by this Code.

<b>Name</b> _____ (Please Print)	<b>Role</b> _____
<b>Passport number</b> _____	<b>Country of Issue</b> _____
<b>Signature</b> _____	<b>Date</b> _____

**THANK YOU FOR YOUR APPLICATION!**