

Educational Program Process (V1)

A. Mission and objective

- a. The mission of the educational program is to support and guide youths in their education, career, in addition to their spiritual and personal life progression in order to improve their future wellbeing which in turn will help build a healthier community.
- b. The objective of the program is to assist high school and university students in their tuitions and other educational needs, provide guidance and assistance in education, career, and life choices for these youths, be present and near to the youths for spiritual and personal support.
- c. The program also helps deprived youths regardless of their age and status

B. Receipt of Request

- a. Each and every beneficiary has to have an application filled.
- b. Beneficiaries should specifically express their (and their family's) social and financial situation in order to justify the need for assistance with the contact information.
- c. Beneficiaries should describe their educational status, its cost, and the amount & purpose of the financial assistance.
- d. Tuitions and other related fees should be supported by proper documentation from the beneficiaries

C. Meeting and Field Visit

- a. High school and university students
 - i. The account officer communicates with them in order to set a meeting together.
 - ii. The aim of the meeting is to get to know the youths more, have a chance to understand their background, their educational, financial, and spiritual needs in order to properly assist them.
 - iii. During the meeting the account officer ensures that the information on the submitted application are understandable, complete, and accurate.
- b. Other form of education assistance
 - i. The account officer communicates with the beneficiary's family in order to set a field visit to their home.
 - ii. During the field visit the account officer ensures that the information on the submitted application are understandable, complete, and accurate.

D. Approval Process

- a. Once the application is submitted and the account officer sets the meeting or field, the educational program coordinator reviews the application and the account officer report
- b. The application is submitted for approval based on the following grid:

Approving authority	Amount	Other Consideration
Education Program Coordinator	Less than 5% of the total budget	1 family member
Education Program Coordinator & Executive Director	Between 5% and 10% of the total budget	2 family members Master's degree
Board	Between 10% and 20% of the total budget	More than 2 family members Tier 1 university
Special funding	Above 20%	Tier 1 university

- c. The decision is taken on a mutual discussion between the educational director and the executive director or board whichever is needed; the approval is taken by majority
- d. Regarding special funding, the education program coordinator and the executive director needs to search for specific funding for assistance above 20% of the budget by justifying the need for such a large amount based on the beneficiary's educational excellence, church commitment, and financial need.
- e. The yearly budget needs to be set every end of July by the Education Program Coordinator, reviewed on an annual basis, and approved by the board.
- f. The approved budget cannot be changed during the year without obtaining the approval of two thirds of the board
- g. Approvals over and above the set budget cannot be obtained without the consent of two thirds of the board
- h. Approval on Cash subsidy is limited to transportation needs based on a pre-specified formula of "50% * 20 days * 2 public transportation quotation" where a signature of payment receipt should be obtained

E. Application of the Decision

- a. Following the needed approval, the Account Officer communicates the approval to beneficiary
- b. The funding is dispersed based on proper documentation of the educational support (invoice or other form of proof).
- c. The documentation is then sent to the Financial Officer in order to include it in its respective accounting entry.