



# Maphunziro Project: Educate Malawi Contract

Community Based Organization

March 28, 2018

[www.educate-malawi.com](http://www.educate-malawi.com)

Points to be followed by all parties involved in Maphunziro Project

Students, Parents/Guardians, and Sponsors

- I. Identity
- II. Objectives of Maphunziro Project
- III. Rules and Regulations of Maphunziro Project
- IV. Rules and Regulations of Students
- V. Rules and Regulations of Parents/Guardians
- VI. Rules and Regulations of Sponsors
- VII. Conditions for Sponsorship Termination
- VIII. Declaration

## I. C.B.O Identity

**Name:** Maphunziro Project: Educate Malawi CBO

**Founded:** Danae Archuleta

**Date of Establishment:** 28th

**Month:** March

**Year:** 2018

**Postal Contact Address:** DAPP Amalika TTC  
P.O. Box 2732  
Blantyre, Malawi

**Region:** Southern

## II. Objectives

**Main Objective:** Maphunziro Project's mission is to find sponsors for Secondary School students in the communities of Malawi, so they can continue receiving an education.

Maphunziro Project is designed to find sponsors to pay school fees and also school materials for a young Malawian in the communities surrounding DAPP Amalika TTC.

Specific Objectives:

- To find sponsors who can pay for every student's education fees until the student's graduation after Form 4.
- For every student to receive adequate school and stationary materials, including but not limited to notebooks, pencils, pens, textbooks (if required), uniform, and shoes.
- To improve selected student's performance in school, including better marks and higher attendance rates.
- Teach parents and students about importance of education, keeping students in school, lowering risks of student's unplanned pregnancy or early marriage, child labor.
- To create a lasting bond and relationship between student and sponsor, where the student can ask for assistance with other areas of life, examples: sponsors giving allowance to help pay for food or clothes, purchasing a cellular device, helping to pay for family needs, university.
- Ensure safety and correct use of funds for student's school materials

Activities Maphunziro Project will perform to help ensure objectives:

- Courses to parents/guardians and students about importance of education and why they need to ensure that the sponsored student stays in school
- Holding meetings with schools' Headmasters and student's main teachers to get correct information about attendance and grades, and student behavior
- Hold monthly Skype meetings between Sponsor and Student to speak about student performance and student's needs.
- Sending Monthly written reports about students and Project performance
- Sending 4 committee members to the bank to receive money required to purchase student's school materials

### III. Rules and Regulations of Maphunziro Project

This contract binds the Sponsor and Student together. By signing the Declaration at the end of this contract, you agree to all Terms and Conditions listed.

Maphunziro Project contract has specific details about the requirements for Students, Guardians/Parents, and Sponsors.

This contract binds only educational necessities including school fees and material fees (backpacks, notebooks, pens, pencils, eraser, pencil sharpener, uniform and shoes.) However, it is left open for negotiations between Sponsors and Students.

Maphunziro Project will help manage these negotiations. Allowing the money for these allowances to go through Maphunziro Project bank account. Any money given for allowances will be received by Maphunziro Project's four Treasurers and given to the student to be used for agreed upon use.

Examples of Allowances:

- Rent
- Extra Food Money
- Extra Clothes Money
- Other Material Money
- Pocket Money
- Communication Money (cell phone)

This contract is valid until the sponsored Student's graduation from Secondary school, unless student preforms misconduct to break contract (misconduct labeled in section VII Conditions for Sponsorship Termination.)

If Sponsor decide to continue giving support for Student pasted Secondary School and into College, Maphunziro Project will no longer be involved. All money transactions will proceed outside of Maphunziro Project Bank Account. Communication will continue independently.

## IV. Rules and Regulations of Students

All Students sponsored through Maphunziro Project: Educate Malawi will be required to follow all Rules and Regulations listed in this section or face Termination of Sponsorship, declared by Maphunziro Project.

All Students are required to sign this Contract to accept Sponsorship

- a. All Students are required to maintain a **50% or higher as Final Marks or Score of 5 and lower** for each of the Three Terms. (Student Supervisors will receive Final Grades directly from Student's Main Teacher.)
  - i. If for three consecutive terms, the Student's Grades are unsatisfactory according to the above stated Fact, the Student will face Termination of Sponsorship at the end of the Third Term.
    1. End of First Term: If the Student's grades are below this mark at the end of the First Term, Maphunziro Project's Student Supervisors will arrange a meeting with the Student to speak about their below satisfactory grades. Resulting in a warning of looming termination if behavior continues. The Student Supervisor will speak with the Student about methods to improve grades, reasons why grades were not satisfactory, etc.
    2. End of Second Term: If the Student's grades are below this mark at the end of a consecutive Second Term, Maphunziro Project's Student Supervisor will once again issue a warning and reminder of what will occur if the Student does not improve behavior. Student Supervisor and Student will arrange to create actions to improve grades. Actions include Weekly Tutoring, Homework Aid set up with Teacher, Parent/Guardian, or Student Supervisor, Meetings between Student and Main Teacher will be arranged, Meetings between Student Supervisor and Parent/Guardian, etc..
    3. End of Third Term: If the Student's grades are below this mark at the end of a Consecutive Third Term, Maphunziro Project will terminate the Student's sponsorship. Allowing Sponsors to choose a second Student in Need.
- b. All Students are required to maintain Good Attendance, not missing more than **Three Days in a single month**. (Student Supervisors will receive Attendance Marks directly from Student's Main Teacher.)
  - i. Exemptions/Excused: If Student obtains sickness. If direct family member becomes chronically sick and needs the assistance of the Student to take care of him/her. If Student attends funeral or direct family member, distant family member, friend, or close member of community. If the Student's family is traveling. Or other excuse Maphunziro Project's Student Supervisors find reasonable.

- ii. If for three consecutive terms, the Student's attendance is considered unsatisfactory according to the above stated Fact, the Student will face Termination of Sponsorship at the end of the Third Term.
  - 1. End of First Term: If the Student's Attendance are below this mark, Maphunziro Project's Student Supervisors will arrange a meeting with the Student to speak about their below satisfactory attendance. Resulting in a warning of the termination if behavior continues. The Student Supervisor will speak with the Student about methods to improve attendance, reasons why attendance was not satisfactory, etc.
  - 2. End of Second Term: If the Student's Attendance is below this mark at the end of a consecutive Second Term, Maphunziro Project's Student Supervisor will once again issue a warning and reminder of what will occur if the Student does not improve behavior. Student Supervisor and Student will create actions to improve attendance. Actions include at every Absence the Main Teacher will communicate with Student Supervisor to investigate reason of Student's Absence, meetings between Student and Main Teacher will be arranged, Meetings between Student Supervisor and Parent/Guardian will be arranged, etc..
  - 3. End of Third Term: If the Student's Attendance is below this mark at the end of a Consecutive Third Term, Maphunziro Project will terminate the Student's sponsorship. Allowing Sponsors to choose a second Student in Need.
- c. All Students are required to exhibit Good Behavior. If Student does not follow below listed Actions of Good Behavior, and preforms any action listed below with a "No" in front, sponsorship will be terminated. **Actions of Good Behavior include:**
  - i. No Drinking
  - ii. No Smoking
  - iii. No Starting Fights
  - iv. No Stealing
  - v. If Female, No Pregnancy.
    - 1. Law in Malawi preventing girls from attending school while pregnant,
  - vi. If Male, No impregnating Females
- d. If Student negotiates with Sponsor to support said Student with a form of Allowance, Student is required to spend allowance on agreed up use. If the Student spends allowance on anything that was not agreed up with Sponsor, sponsorship will be terminated.
  - i. Example: Sponsor sends money to Student to purchase food for family and Student purchases anything else, sponsorship will be terminated.
    - 1. This misuse of money is an act of Theft.
- e. Student will speak only with honesty towards Sponsor and Student Supervisors

## V. Rules and Regulations of Parents/Guardians

All Parents/Guardians of Students sponsored through Maphunziro Project: Educate Malawi will be required to follow all Rules and Regulations listed in this section or risk Termination of Student's Sponsorship, declared by Maphunziro Project.

All Parents/Guardians are required to sign this Contract to accept Sponsorship for their Student.

- a. Parents/Guardians are not allowed to spend any money that the Student receives from the Sponsor as an Allowance, unless previously agreed upon with the Sponsor that the money is directed towards the family and the student agree.
  - i. unless previously agreed upon with the Sponsor that the money is directed towards the family and the student agree
  - ii. Any money that is given by Sponsor as an allowance, that is mishandled and spent on any not agreed upon use, will result in an immediate termination of the sponsorship.
    - I. This is an act of Theft.
- b. Parents/Guardians are not permitted to allow their Student to an Early Marriage. Parents/Guardians may not arrange an Early Marriage. Parents/Guardians may not allow their Student to choose an Early marriage or the Student's sponsorship will be terminated.
  - i. Maphunziro Project requests that the Parents/Guardians communicate with their Student about Early Marriage and discourage it.
- c. Parents/Guardians are not permitted to allow their Student to perform any actions that may result in Pregnancy, including several cultural practices that often result in pregnancy.
  - i. Maphunziro Project requests that the Parents/Guardians communicate with their Student about Pregnancy and discourage it.
- d. Parents/Guardians are required to promote their Student's attendance rates. Parents/Guardians are not permitted to keep their Student from attending school except for a few listed exemptions.
  - i. Exemptions/Excused: If Student obtains sickness. If direct family member becomes chronically sick and needs the assistance of the Student to take care of him/her. If Student attends funeral or direct family member, distant family member, friend, or close member of community. If the Student's family is traveling. Or other excuse Maphunziro Project's Student Supervisors find reasonable.
  - ii. Parents/Guardians must remember that if a Student's school attendance rates drop below three unexcused dates a month, the Student will face termination regarding their sponsorship.
  - iii. Parents/Guardians should discourage Student from missing/skipping classes

## VI. Rules and Regulations of Sponsors

All Sponsors of Students ran through Maphunziro Project: Educate Malawi will be required to follow all Rules and Regulations listed in this section.

All Sponsors are required to sign this Contract to complete sponsorship process.

- a. Sponsors are required to continue sponsorship of chosen Student until the Graduation date of said Student.
  - i. It is requested by Maphunziro Project, that Sponsors assess commitment length willingness and sponsor a Student whose grade correlates to given time.
  - ii. Exemptions:
    - I. If Sponsors are no longer financially able to continue sponsorship of Student, contract will be broken.
      - a. Must prove to Maphunziro Project of inability to continue Sponsorship
- b. Sponsors are required to give Student support in the form of money donation either once a year, or once every term (resulting in a triannual donation) to pay Student Secondary School Fees and Necessary Educational Materials.
  - i. This total cost will depend on the Secondary School the Student attends and the amount of Materials the Student is in need of.
    - I. Basic Material Necessities
      - a. Backpack
      - b. Notebooks
      - c. Pens/Pencil
      - d. Eraser
      - e. Pencil Sharpener
      - f. Uniform
      - g. Shoes
- c. Sponsors are allowed to make other donations in the form of Allowances at the Students request, adding a higher cost in total donation
  - i. All negotiations regarding Allowances will be conducted between Student and Sponsors
  - ii. Allowance donations will be sent to Maphunziro Project bank account to be delivered by Treasurers and Student Supervisors to Student Allowance is directed.
  - iii. All Allowances negotiated between Student and Sponsor should be made very clear exactly what the extra money can/should be used for.
- d. Sponsors support of Student through the organization of Maphunziro Project ends at the Student's Graduation date, however Sponsor's support can continue for Student's College/University, though will be ran separately of Maphunziro Project, including Donations/Money Sharing and all Communication.
- e. If Sponsors are not permitted to ask Student's to say or perform anything that would be immoral action, sponsorship will be terminated at Student's request.
  - i. Including sexual activities, crime, etc.



## VII. Conditions for Sponsorship Termination

### Students:

- a. If for Three Consecutive Terms, Student does not receive **50% or higher or Score of 5 and lower as Final Marks**, sponsorship will be terminated.
- b. If for Three Consecutive Terms, Student does not upkeep an adequate level of Attendance, missing more than Three Unexcused days per month, sponsorship will be terminated.
- c. If Student does not exhibit good behavior, performing any of the below listed actions will result in immediate termination of sponsorship.
  - i. Drinking
  - ii. Smoking
  - iii. Starting Fights
  - iv. Stealing
  - v. If Female, becomes pregnant
  - vi. If Male, impregnates Females
- d. If Student spends negotiated Allowance money on any unagreed upon use, sponsorship will be terminated, as this is an act of theft.

### Parents/Guardians:

- e. If Parents/Guardians of Student, spend negotiated Allowance money on any unagreed upon use, sponsorship will be terminated, as this is an act of theft.
- f. If Parents/Guardians enter or permit Students to enter an Early Marriage that would prevent the Student's continuation of their Education, sponsorship will be terminated.

### Sponsors:

- g. If Sponsors can no longer support the Student's Educational Necessities by the force of financial inability, sponsorship will be terminated.
- h. If Sponsors ask Student's to say or perform anything that would be of immoral action, sponsorship will be terminated at Student's request.
  - i. Including sexual activities, crime, etc.

## VIII. Declaration

I, as a Student who is sponsored through Maphunziro Project: Educate Malawi, have read and agree to all Terms and Conditions, specifically the terms listed in Section IV. I acknowledge that many students in my community and country are not as lucky as I to have my Secondary Education sponsored and promise to make the best of this opportunity.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

I, as a Parent/Guardian of a Student who is sponsored through Maphunziro Project: Educate Malawi, have read and agree to all Terms and Conditions, specifically the terms listed in Section V. I acknowledge that my Student is incredibly lucky to be given the opportunity to be sponsored and promise to the best of my ability, to ensure that my Student follows the Terms and Conditions, specifically the terms listed in Section IV.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

I, as a Sponsor of a Student through Maphunziro Project: Educate Malawi, have read and agree to all Terms and Conditions, specifically the terms listed in Section VI. As well as understand and acknowledge what is expected of me and what is expected of the Student, who is now under my help in the topic of Educational Necessities. I understand that I am giving this Student the opportunity of a lifetime to receive an equal education and pledge to work very hard to ensure that my sponsorship will continue until the date of the Student's graduation.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

As Chief of the village, I have read and understand all Terms and Conditions required by Maphunziro Project: Educate Malawi and will do my best to aid the Students and Parents/Guardians in any way I can to see their success.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature



