

SAC Friends - Rules & Regulations

The role of the SAC Friend is to locate local businesses and individual sponsors and introduce them to the Sponsor a class (SAC) programme. This is done cost using internet telephony.

The SAC Friend should propagate sponsorship, informing potential sponsors about the SAC programme; including verbal communication, viewing both the SAC and Safe Light websites, provision of documentary information and an application form, which can be handed, mailed, emailed or downloaded to the sponsor. Enough information should be provided to allow the sponsor to make an informed decision. The SAC Friend should clearly explain the sponsorship procedure to the prospective sponsor.

When a sponsor indicates a class or school to be sponsored the SAC Friend will contact the school, clearly stating the SAC programme and advising the school that a class has been sponsored. The SAC Friend will request a class name or reference (if not already specified by the sponsor) and the number of pupils and age of the class. This information is passed to the processing office via the SAC sponsorship form.

When this information is received by the processing office an invoice is produced and remitted to the sponsor. Upon receipt of payment by the sponsor the SAC Visibility Kits are prepared and despatched to the school. The package sent includes the sponsor's details allowing pupils to write a 'thank you' note.

A certificate of sponsorship is sent to the sponsor with a covering letter encouraging the sponsor to recommend friends and associates to SAC. The sponsor's details are then inserted into the SAC website; this may include a link to the sponsor's website. (SAC will not link to any URL considered inappropriate).

01. Definition of a SAC Friend; a SAC Friend is the person appointed to be responsible for an area prescribed by the management of the Sponsor a class programme. They will be the main point of contact on a day to day basis with potential sponsors and the schools.
02. Duties of a SAC Friend; a SAC Friend's duties will be to contact and establish sponsorship from local businesses and individuals, maintaining contact with the schools, preliminary vetting of sponsors, local advertising from both sponsors and non-sponsors. The fundamental purpose of the SAC Friend is to maximise the number of sponsors contributing to the SAC programme. The SAC Friend will contact a sponsor, once the sponsor has completed the SAC form (which the SAC Friend is duty bound to give assistance) and sent it to the SAC Friend; the SAC Friend will contact the school, inform them of the intended sponsorship, and note the number of pupils in the class and their age. This information is then added to the form and sent to the National Programme Co-ordinator NPC by email or fax. Once the information is processed and the invoice sent to the sponsor and settled, the SAC Friend will be credited with the successful file. In the meantime the school will receive the Visibility Kits and the sponsor his certificate.
03. A SAC Friend will be able to develop any geographical area, State and Private schools as well as secondary education centres, including schools for special learning, schools for therapy etc.
04. Validity: To become a SAC Friend a person must; be able to demonstrate an ability to manage and develop the programme in accordance with its aims and guidelines; be able to prove no previous criminal record or prosecution for any child related molestation, indecency or paedophilia. Failure to disclose these details will lead to the contravener being prosecuted to the maximum extent of the law. A SAC Friend must not have any criminal record or be related to drug taking, drug offences or any other related drug activity.
05. Communication; the SAC Friend will communicate all factual information by means of email or fax, guidelines of which will be produced in detail and should be followed to ensure continuity of the programme. If a SAC Friend cannot operate within the prescribed system they will be removed from the position of SAC Friend.
06. Income; to help defray expenses for management, communication etc the SAC Friend will receive a small commission for every kit sponsored, and a small percentage against all related advertising revenue gained from advertisements placed in the SAC website. All amounts will be reimbursed as a gross figure on a monthly basis, 7 days after the end of each calendar month.
07. SAC Friend will not handle funds and will at no time demand cash or accept cash as payment to sponsor a class. If a sponsor wishes to pay in cash they should be guided to the NPC who will show them exactly how to remit the cash via post office or Western Union.
08. Deposit of reimbursement; SAC Friend will be reimbursed directly into an account, details of which they must provide before signing the agreement. A monthly statement will be emailed to each SAC Friend to validate the amounts transferred. Any discrepancies must be taken up in writing (by email) within 7 days with the NPC.
09. Disputes; any dispute will be adjudicated by the NPC, whose decision shall be final.
10. A SAC Friend is forbidden from running any other programme or business in parallel with this programme or to offer any other services, goods or schemes to either the schools or the sponsors without prior written permission of the SAC management. Failure to comply with this requirement will be considered an infringement of the Agreement and will lead to instant dismissal as well as criminal proceedings if relevant. This is for the protection of the schools and sponsors.
11. A SAC Friend will be registered within the Sponsor a class website within 14 days.

Definitions: SAC = Sponsor a Class NPC = National Programme Co-ordinator