



# Hope Outreach International Ministries

Sharing the wonderful hope in the gospel of Jesus Christ.

## HOTPEC ORPHANS SPONSORSHIP PROGRAM

### General Coordination

#### Cameroon Contact Person

There will be one contact person in Cameroon (an HOIM staff member). This individual:

1. Will handle the correspondence between HOIM, USA and the HOTPEC administration in Cameroon.
2. Will ensure that monthly child progress reports for all sponsored children are sent to the HOIM contact person in USA in a timely manner.
3. Will perform monthly check-ups on the orphanage, living condition of the children, and reports to the USA contact.

#### USA Contact Person

There will be one contact person in the USA. This individual will:

1. Coordinate the entire program and ensures the overall success of the program.
2. Compile and send quarterly Child Progress Reports to sponsors.
3. Assist the president of HOIM in responding to inquiries from sponsors on the sponsorship program.
4. Correspond with the contact in Cameroon and the HOTPEC administration to ensure a smooth coordination of the program.
5. Prepare periodical reports to the president and board of HOIM.