



N.I.C.K. Services  
New Image Camps for Kids

# Child Sponsorship Application Procedure

Thank you for submitting your child's application to N.I.C.K. Services. N.I.C.K. Services is a 501©3 non-profit organization which serves families in Lebanon County, Pennsylvania.

Please read below for more information regarding our procedure when a sponsorship application is received. **Kindly note that all applications, whether submitted electronically or via referral, are subject to the same procedures and do not constitute a guarantee of sponsorship.**

N.I.C.K. Services strives to sponsor as many Lebanon County children as possible while being fiscally responsible.

## Step One: Application is received by N.I.C.K. Services Board member.

- a. Parent or guardian is notified by email to set up a time to speak to a N.I.C.K. representative by phone.
- b. Phone meeting is our way to learn more about the family and how sponsorship would benefit the child.

## Step Two: Applicant is presented to the Board of Directors

- a. The N.I.C.K representative presents the child's application to the Board of Directors. The Board of Directors will learn the child's age, program of interest, and additional information learned through the phone meeting.
- b. Board of Directors will discuss and vote.
- c. If the child is not approved, the parent or guardian will be notified by phone.
- d. If the child is approved, a welcome email is sent to the email address on the application.
- e. Once a child is approved, a mandatory On-Boarding meeting is scheduled.

## Step Three: On-Boarding Meeting

- a. Once welcome email is sent, parent will receive a call from our N.I.C.K. Services On-Boarding volunteer to set up a time to meet with the family.
- b. On-Boarding meeting lasts 10-15 minutes. Parents must sign paperwork. It is also our chance to meet the child.
- c. N.I.C.K. Services will incur the monthly program payment **after** On Boarding meeting is completed. N.I.C.K. Services does not pay past payments owed to business/studio.