

# The School of St Jude

Fighting Poverty Through Education



PO Box 11875, Arusha, Tanzania, East Africa

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## Frequently Asked Questions (Teacher Sponsors)

To ensure an exceptional standard of education for our students, we have sought qualified local teachers and teacher assistants. In order to retain such valued local staff, the school is paying more than 3 times the Government award salary. Since our teachers need a good salary we need around 15-20 sponsors for each teacher just to cover their salaries, which is based on their qualifications and experience.

Our teachers have very heavy academic workloads and their responsibilities are to their pupils, their academic colleagues and leaders. Although our students would not receive a free, quality education without the support of sponsors and donors; in the case of teachers, they would be employed at other private English Medium Schools if they were not teaching at St Jude's. As such, we do not encourage our teachers to communicate with their sponsors because we do not want to add to their workload. We believe it is the responsibility of the Sponsorship Department to keep the sponsors updated about their sponsored teachers. Please keep us informed of your correct email address at: [sponsorship@schoolofstjude.co.tz](mailto:sponsorship@schoolofstjude.co.tz).

### Q1: Can I write letters/emails to my sponsored teacher?

You can communicate with your sponsored teacher. To send a letter by post, use our postal address with the teacher's first and last name. If you would like to send an email to your sponsored teacher, please send it to [sponsorship@schoolofstjude.co.tz](mailto:sponsorship@schoolofstjude.co.tz). However, we do not have a colour printer and can only print your emails using black ink.

You will receive an acknowledgement from our Sponsorship Team for any gifts sent to your sponsored teacher, but as explained above we do not request our teachers to communicate directly with sponsors.

If a teacher wishes to reply, he/she will need to go through the Sponsorship Team as our policy keeps all your details confidential at all times. Teachers therefore cannot email you directly, and this is explained in the next Q2. We thank you for your understanding.

### Q2: Do you screen communication with my sponsored teacher?

We read all sponsorship communication to and from the teachers. Confidentiality of sponsors' contacts is a priority for the school. To prevent unscreened communications, sponsors are not allowed to give their postal or email addresses to teachers. We will remove your return address from letters and parcels that you send to teachers and ask that you do not give it to them if you come to visit. The teachers are not allowed to ask for gifts from their sponsors. Currently, we have wonderful teachers who adhere to our rules, but as our school grows and more staff come on board, we need to consider contingencies and put policies in place to protect both our teachers and our sponsors, in case in the future a teacher abuses having your contact details.

**Q3: Can I send a present to my sponsored teacher? To which address?**

You are not expected to, but you can. Please send it to the following address by normal airmail:

The School of St. Jude  
First and Last Name of your sponsored teacher  
PO Box 11875  
Arusha  
Tanzania  
East Africa

**To make sure parcels arrive and incur no expenses for the school:**

- ❖ Please do NOT register or insure any mail as it costs the school at least US\$25 in taxes at our end.
- ❖ Mark all parcels as being “second-hand goods” or “personal gifts”.
- ❖ Ensure the description of goods written on the parcel matches the actual items inside as customs and postal staff frequently inspect contents of parcels.
- ❖ Please label all parcels clearly with the first and last name of the student and your full name.
- ❖ Please put the value of the package at no more than US\$10 (the lower the better).
- ❖ Ensure that your parcel is LESS THAN 2KG. We have been advised that parcels less than 2KG are technically tax-free regardless of content, but this is not guaranteed by all postal workers.

Tax-free items

- ❖ Books
- ❖ Personal goods
- ❖ Anything that is used. Used goods, used clothes, etc... (please remove labels/packaging from all items before sending them)
- ❖ Computer parts

Keep in mind that parcels sent by airmail can take up to 4 months to get here (sea mail takes even longer – often 12+ months!), so don't worry if it takes a while for us to let you know the parcel has arrived. In any case we will let you know by email when the parcel has been given to your teacher.

**Q4: What can I send to my sponsored teacher?**

Again, this is not required at all nor is it expected, but some suggestions include;

- ❖ stickers for their students (particularly those with encouraging words, such as “well done”, “try again”, etc);
- ❖ teaching aids relevant to the subjects your teacher teaches – for example: wall charts with times tables, solar system, human anatomy;
- ❖ teacher and student textbooks that can be used as supplementary material (give or take a year, the subject level is comparable to standards in the Western countries);
- ❖ teacher training/development literature.

We provide our teachers with all basic stationery and teaching supplies, along with all textbooks consistent with the Tanzanian curriculum. That said, teachers love using ‘nice’ pens!!!

**Q5: Should/can I send a Christmas present?**

Christmas presents are generally discouraged. Please keep in mind that your teacher may be Muslim and therefore he/she will not celebrate Christmas.

**Q6: Can I send money to support and provide assistance to my sponsored teacher and his/her family, or what else can I do to help?**

As much as we appreciate your generosity and offer to help even more, our staff have discussed this extensively and have decided not to allow monetary contributions to teachers or their families. Along the same line, sponsors are not allowed to contribute money towards other expenses the teacher or their family may have such as medical care, housing, and market bills.

It is not plausible for us to become involved with our teachers beyond their role as educators of our students, or we are taking the school away from its Mission Statement and stretching the manpower resources of the school beyond its limit. We have to enforce the policy "teaching/education-related

assistance only" or we would become a hospital, marriage guidance association, dispute resolution council, AIDS clinic and bank.

In the past, sponsors have also sent us money requesting that we purchase gifts on their behalf. Unfortunately our sponsorship team is already short-staffed and we simply cannot afford the manpower to purchase gifts on behalf of sponsors for their student, teacher and/or bus. Any funds donated for this purchase will therefore be allocated as a general donation to the school.

**Q7: Can I meet my sponsored teacher?**

You are always welcome to visit the school to meet your sponsored teacher and enjoy a hot school lunch with him/her. Please contact us well in advance to make sure we can accommodate you at the school. Our Visitor Coordinator's email is [visitor@schoolofstjude.co.tz](mailto:visitor@schoolofstjude.co.tz).

**Q8: When are my next sponsorship fees due?**

Your sponsorship renewal fees are due 12 months after commencement of your sponsorship. A reminder email will be sent to you at least two weeks before the next fees are due. This email will remind you of the methods of payments as well as the amount of the sponsorship fee.

**Q9. Are my sponsorship fees tax-deductible?**

**For Australia:**

All donation and sponsorship contributions over AUD \$2.00 are tax deductible when payment is made via our website or to tax-deductible bank accounts advised by us. We encourage you to make your tax-deductible payment through our website ([www.schoolofstjude.co.tz](http://www.schoolofstjude.co.tz)). Tax receipts will be sent to supporters within 4 weeks of the end of each Australian financial year in June. If you would like a tax receipt sooner, please make contact with us and we will make the necessary arrangements. This is only possible with the very kind assistance of Rotary Australia.

**For America:**

US-based donors and sponsors can support our activities in a tax-efficient way through a contribution or sponsorship payment to The School of St Jude – American Fund at the **King Baudouin Foundation United States (KBFUS)**. Because KBFUS is a public charity, within the meaning of Sections 501 (c)(3) and 509 (a)(1) of the IRC, donors and sponsors may claim the maximum tax benefits allowed by US tax law for their contributions and sponsorship fees. KBFUS will send to each donor contributing US\$ 250 or more an acknowledgement of his or her donation, as requested by US tax law. For more information about KBFUS, visit [www.kbfus.org](http://www.kbfus.org)

**For New Zealand:**

NZ-based donors and sponsors can support our activities in a tax-efficient way by making their contribution to **Rotary New Zealand World Community Services (RNZWCS)**. For more information about RNZWCS, visit [www.rnzwcs.org](http://www.rnzwcs.org).

**For United Kingdom:**

UK-based donors and sponsors can support our activities in a tax-efficient way by making their contribution to **Liverpool Charity and Voluntary Services (LCVS)**. Contributions from individuals to LCVS (St Jude's School) can be eligible for Gift Aid and gifts of shares/land/property and Legacies can be made tax-efficiently. Company donations are eligible to be offset against Corporation Tax. LCVS is helping St Jude's and it's supporters to maximize the benefit of their giving. LCVS is a UK registered charity and charitable Trust Corporation which has been processing charity funds for over 80 years. For more information about LCVS, visit [www.lcvs.org.uk](http://www.lcvs.org.uk).

**For the Rest of the World:**

On receipt of your donation or sponsorship contribution, The School of St Jude will issue a general receipt by email in the currency received. We hope that this documentation assists with tax deductibility in your country. If there is another way that we can help to make your contribution to St Jude's tax deductible, please do not hesitate to contact Gemma at [schoolofstjude@habari.co.tz](mailto:schoolofstjude@habari.co.tz) with your suggestion.