



UNBOUND™

Unbound Vocations Sponsorship Manual

TABLE OF CONTENTS

1	INTRODUCTION	1-1
2	PRINCIPLES AND VALUES	2-1
2.1	INFORMATION AND COMMITMENT.....	2-1
2.2	VOCATIONAL JOURNEY.....	2-1
2.3	ECONOMIC NEED	2-1
2.4	SOCIAL COMMITMENT.....	2-1
3	PROGRAM REQUIREMENTS	3-1
3.1	VOCATIONS SUBPROJECT	3-1
3.2	SELECTION OF SEMINARIANS AND SISTER CANDIDATES.....	3-1
3.3	RETIREMENT OF SEMINARIANS AND SISTERS	3-1
3.4	VOCATION SUBPROJECT COORDINATOR.....	3-1
3.5	REQUIRED DOCUMENTATION	3-2
3.5.1	Seminary/Formation House Information	3-2
3.5.2	Family Record and Photo	3-2
3.5.3	Vocations Sponsorship Agreement	3-3
3.5.4	Personal Introduction	3-3
3.5.5	Correspondence	3-3
3.5.6	Monthly Financial Reporting	3-4
4	APPENDIX	4-1
4.1	VOCATION SUBPROJECT - BASIC INFORMATION	4-1
4.1.1	Description	4-1
4.1.2	Detail	4-1
4.2	VOCATION SUBPROJECT – SPECIAL GIFT INFORMATION.....	4-3
4.2.1	Description	4-3
4.2.2	Detail	4-3
4.3	FAMILY RECORD – VOCATIONS SPONSORSHIP	4-5
4.3.1	Description	4-5
4.3.2	Detail	4-5
4.4	SAMPLE FAMILY RECORD – VOCATIONS SPONSORSHIP	4-9
4.5	VOCATIONS SPONSORSHIP AGREEMENT SAMPLE.....	4-12
4.5.1	Description	4-12
4.5.2	Detail	4-12
4.6	SEMINARY OR FORMATION HOUSE INFORMATION QUESTIONNAIRE	4-14
4.6.1	Description	4-14
4.7	SUBMITTING NEW OR UPDATED VOCATION FAMILY RECORDS	4-18
4.7.1	New records.....	4-18
4.7.2	Vocation Family Record Templates	4-18
4.7.3	Updated Records.....	4-19
4.7.4	Installing Family Record Templates.....	4-20

1 Introduction

In response to the need expressed in many areas of the world where Unbound works, Unbound in 1998 initiated a program of vocation candidate sponsorship to assist both young men and women pursuing a Catholic religious vocation. The Unbound sponsorship program for religious vocations, which includes seminarians studying for the priesthood or brotherhood and women religious studying to take permanent vows as a religious sister, is offered to a limited number of Unbound projects. Within those projects, the program is offered to a limited number of men and women in particular circumstances that require additional help to realize the healthy pursuit of their chosen vocation within the Catholic Church.

This manual includes four sections: introduction, principles and values, program requirements, and an appendix of sample forms and instructions for preparing them.

The principles and values section articulates the common set of values that that should guide participating vocation sponsorship programs. Please reflect on these with your project and vocation subproject team and communicate any questions or ideas to your contact person.

The program requirements section describes the administrative requirements for the program. None of the requirements may be eliminated from the program. Any proposed adjustments in your vocation sponsorship program must be communicated to your contact person for consideration.

Thank you and best wishes in building your vocation sponsorship program.

2 Principles and Values

2.1 Information and Commitment

The sponsorships of religious vocations require a higher monthly contribution in comparison with the sponsorship of children and elders. Consequently, more detailed information and commitment is required for the potential sponsors and those already committed to supporting a vocation sponsorship.

2.2 Vocational journey

The candidates chosen for sponsorship should have already demonstrated a solid commitment to the vocation they are pursuing and be in the last two to four years of study and/or formation prior to ordination or permanent vows. This program is not meant for minor seminarians or for women who are in the first stages of discerning their religious vocation.

2.3 Economic Need

The candidates selected should be in real need of this help because of the family's economic situation and the lack of resources the seminary or house of formation has to support its candidates. The vocation sponsorship program is meant to help vocation candidates who might otherwise be unable to pursue their chosen vocation within the Church. Preference should be given to groups primarily dependent on limited local resources rather than societies or congregations that have greater access to international resources.

2.4 Social Commitment

The seminary or house of formation must include formation in the social doctrine of the Church. That is to say there should be a balance of spiritual formation, social consciousness and community action in the training and preparation of the seminarian or religious sister.

3 Program Requirements

3.1 Vocations Subproject

Projects may establish a separate subproject specifically for the seminarians and religious vocations. Each month the vocation funds will be disbursed and used as expenses through that subproject. The vocation subproject will be responsible for direct coordination with each seminary and formation house where candidates are sponsored.

As with all subprojects, Unbound needs a general description indicating the person(s) in charge of the vocations subproject, the address and phone numbers, and a general description of how special gift funds are used (see appendix). Given the possible diversity of the various seminaries and formation houses that may be a part of the same vocation subproject, the details of regular benefits will be included in the seminary/formation house information questionnaires.

3.2 Selection of Seminarians and Sister Candidates

The seminarians and/or sister candidates selected for sponsorship will be well established in their vocational journey and will have only two to four years of preparation left before ordination or perpetual vows. If a sponsored seminarian has more than 4 years of preparation before ordination, they are considered Minor Seminarians, may be enrolled in the child sponsorship program, and are not eligible for the vocations sponsorship program. Seminarians and sister candidates selected for sponsorship should have clear economic need and a demonstrated desire to provide pastoral service to underserved and poor communities as a part of their religious vocation.

Unbound – Kansas will request from a certain number of vocation records ahead of time, including what type of record is required, whether there is a need for seminarian or sister candidates.

3.3 Retirement of Seminarians and Sisters

Sponsored members in the vocations program should be retired from the program within three months after they are ordained or take their final vows.

3.4 Vocation Subproject Coordinator

The subproject coordinator of a vocation subproject is responsible for all accounting, communications and reporting for the vocation subproject.

The vocations subproject coordinator's responsibilities include:

- Reviewing and correcting, if necessary, the English translation of the family records and photos before they are sent to Unbound-Kansas.
- Insuring that all communication, including letters from candidates to their sponsors, are prepared and translated in a quality and timely manner.
- Assisting vocations candidates when writing a high-quality farewell letter when the candidate leaves the program before ordination or final vows as well as those who are ordained or professed in perpetual vows, bringing to an end their sponsorship.
- Distributing and accounting for all funds related to the vocation sponsorship program within the project.
- Controlling the disbursement of funds to the sponsored candidates and/or seminarians, seminaries and/or vocation houses and keeping an archive of receipts and supporting documents for all funds disbursed.
- Monitoring commitments listed in Vocations Sponsorship Agreement.
- Recording financial transactions in the daily detail of income and expense report of the vocation subproject and submitting this report to the coordinating project at the close of each month just as with the children and elder subprojects. In this way Unbound can see from the summary of income and expenses report of the project how these vocation sponsorship funds are being used.
- Knowing each seminary and formation house and how the seminarians or sister candidates are benefiting from the program. If deemed necessary, they will prepare a brief written contract or agreement with each seminary or formation house concerning the general use of funds and the requirements of the program.

3.5 Required Documentation

3.5.1 Seminary/Formation House Information

Unbound provides the sponsor with the family record and photo plus a description of the living/study/formation situation of each candidate to be sponsored. The seminary or formation house information questionnaire is to be completed and returned to Unbound-Kansas for each seminary or formation house where candidates will be residing. It is not necessary for the project to attach this information to each family record, but the project should provide one questionnaire for each seminary or formation house where candidates will be sponsored.

3.5.2 Family Record and Photo

A special family record form has been designed for vocation candidates. It consists of two pages, the second of which is a brief personal introductory letter from the candidate. The project must submit a seminarian or sister candidate family record with the candidate's personal letter and one

photo for each candidate they wish to sponsor (see appendix for a sample seminarian or sister candidate family record).

Vocations records must be sent as Microsoft Word or PDF files to your project Specialist whenever Unbound- Kansas requests more records from your project.

We are unable to accept family records submitted as a .JPG image.

There should be only one family record per Microsoft Word document or PDF file

All digital photos for beneficiaries should be uploaded through Portal. Please see the Photos Page section of the Portal User Guide for more information.

3.5.3 Vocations Sponsorship Agreement

Vocations candidates should sign a sponsorship agreement at the time they apply for sponsorship. The agreement should include the project's commitments (including the monthly financial support that will be provided) and the candidate's commitments (including requirements for correspondence, financial reporting, and pastoral service). A sample vocations sponsorship agreement is provided in the appendix.

3.5.4 Personal Introduction

Due to the commitment being asked of the sponsored, the second page of the vocation candidate's family record will be a brief personal letter from the candidate describing his or her background, community service commitment, hopes and needs. It is important that the sponsor have an opportunity to sense for him or herself the commitment and capacity of the candidate he or she is being asked to sponsor.

3.5.5 Correspondence

The selected candidate must be committed to writing interesting, informative letters to the sponsor at least twice a year.

Regular letters have the same required timeline as regular letters for sponsored children and elders. The candidate must also provide at least one photo each year as is done with sponsored children and elders. Letters written to sponsors should include updates such a description of the pastoral service the candidate is providing to the community where he/she serves and comment about personal experiences in the program. Candidates whose formation includes extended time in distant locations may send their letters to the project by email or through Portal letter notifications, and they may send an annual photo to the project by email or text message. In such cases, the project should not share the candidate's email address or contact information with the sponsor.

A sponsored vocations candidate should write a farewell letter to his/her sponsor when he or she leaves the formation program, is ordained, or takes perpetual vows.

3.5.6 Monthly Financial Reporting

The vocation subproject will maintain a daily income and expense detail report combining the financial information of all funds disbursed and spent through the seminaries and formation houses within the project. Some projects may work with just one seminary or formation house while others work with many. If there is only one, the subproject may be centered in that seminary or formation house and the report will involve only expenses of the seminarians who are studying in that institution. If, however, there are various seminaries and formation houses involved, the subproject may be centered anywhere that is convenient for the person(s) responsible, and the subproject daily income and expense detail report will include the expenses realized in all the institutions sponsoring through that subproject.

4 Appendix

4.1 Vocation Subproject - Basic Information

4.1.1 Description

This form should be completed and returned to Unbound-Kansas for each seminary or formation house where sponsored candidates will be residing.

4.1.2 Detail

It is not necessary to attach this information to each family record.

<h1>Vocation Subproject</h1> <h2>Basic Information</h2>

Date _____

(Please complete the form below for the vocation subproject in your Project)

Name of Project: _____ Subproject Code: _____

Name of Subproject: _____

Name of Subproject Coordinator: _____

Religious Order or Affiliation (if applicable): _____

Subproject Physical Address: _____

Telephone # (if any) _____

E-mail address (if any): _____

Distance and Direction from Coordinating Office: _____

Travel time and means of travel from

Subproject to Coordinating Office: _____

Number of Seminaries and Formation Houses being served through this subproject: _____

Other Comments:

4.2 Vocation Subproject – Special Gift Information

4.2.1 Description

The special gift information form provides information about the use of special gift money in a vocations subproject.

4.2.2 Detail

The form includes five questions. Each question should be answered completely by the subproject coordinator responsible for the vocations subproject and submitted to the project coordinator.

The project coordinator should review the form, clarify any questions or concerns, and submit the form to the Unbound-Kansas project director for the region.

Vocation Subproject Special Gift Information

Date _____

Name of Project: _____ Subproject Code: _____

Name of Subproject: _____

Sponsored Most in Need Funds

1. Has your subproject received sponsored most in need funds or does it anticipate receiving such funds? If so, how often?
2. Name some ways in which sponsored most in need funds have been or would be used for the benefit of the vocation candidates.
3. What structure does your subproject have in place for deciding how sponsored most in need funds should be used? (committee/Committee, coordinating team, coordinator, or other)
4. Is it clear to your subproject team how sponsored most in need funds should be accounted for on Unbound financial reports? _____ If no, please explain.
5. Does your subproject have special needs which you would like to address if additional funds could be obtained? If so, please describe them and how much they would cost.

4.3 Family Record – Vocations Sponsorship

4.3.1 Description

The family record form was specifically designed for vocation candidates; please complete all entries accurately and include the brief description from the vocation candidate applying for sponsorship.

4.3.2 Detail

Country and Project

- **Country:** Write the name of the country in which the project is located.
- **Project:** Write the name of the Unbound coordinating project that is managing this program.
- **Village/town:** List the name of the village or town in which the subproject office is located.
- **Subproject code:** 1 – 3 letters that designate the subproject in which the vocation candidates are sponsored.

Personal

- **Complete Name:** It is important that the candidate's name be written in the order of: 1) (first) given name; 2) (middle) second given name, if any; 3)(last name/surname) family name; 4)second last name/surname/family name.
- **Date of birth:** List in order of Month, Day, Year.
- **Now lives in:** Give the name of the town where the candidate is living while studying.
- **Lives with:** Mark the space behind the appropriate place with an **X** or \surd .
- **Language(s) Spoken:** List **all** the languages the candidate speaks.
- **Health:** place an **X** or a \surd in the space behind the word that best describes the candidate's general health condition. In Remarks explain any particular conditions the candidate may have or suffer.

Vocational Information

- **Name of Seminary or Formation House:** Give the name of the institution in which the candidate is studying such as “St Mary’s Major Seminary”.
- **Name of Order/Congregation or Diocese for which Candidate is Studying:** Such as “Sisters of Charity”, “Franciscans”, “Jesuits”, etc.
- **Principal Ministry/Charism of the Order Congregation or Diocese:** Such as preaching; missionary; education; charity.
- **Final Goal of Formation:** Mark with an **X** or \surd or explain in “other” if not listed.
- **Degree/Certification:** Such as Master of Divinity; Master of Social Work; Dr. of Theology, Nursing Degree, Teaching Degree, etc.
- **Anticipated Year of Final Vows/Ordination:** It is very important to *indicate the year the person is expected to be ordained or professed with final vows if no complications arise.*
- **Academic Interests:** Indicate subjects or topics that are of particular interest to the candidate.
- **Talents:** List particular talents that the candidate demonstrates, such as playing guitar, singing, dancing, artistry, building, storytelling, etc.
- **Favorite Pastimes or Sports:** List the things the candidate likes to do for leisure.
- **Activities Performed at the Seminary or Formation House:** Such as leading prayer, sharing cooking chores, cleaning, manual labor, library chores, serving Mass, etc.

- **Outside Ministries/Activities:** Such as directing youth groups, teaching catechism, music ministry in the parish or local prayer groups, family visits, assisting the elderly, etc.

Family History

Even if the candidate lives in a seminary or formation house, the housing conditions refer to the family from which the candidate came.

Introduction and request for sponsorship

Each applicant is required to submit a brief personal introduction and request for sponsorship. The description should be completed in one page by the candidate. Though much of the basic information may be on page one of the family record, the introduction from the candidate may include a brief narrative description of the following:

Background

In their own words the candidates should share about themselves and their families.

Personal Statement about vocation

The candidates should share about how they came to choose their religious vocation and what their personal goals are as a Priest, Brother, or Sister.

Community Service

The candidates may share about their relationship with the poor and the work they have done and are doing as community service. They may also share about what they hope to do in the future to build better communities, etc. They may find it helpful to respond to questions like:

- What work have you done with those who are poor?
- What do you hope to do in the future?
- What do you think is the best way that the Church can help those who are poor?

Present Situation

The candidates may share about their present situation in life. They may find it helpful to respond to any of the following questions:

What is your present source of support for pursuing a religious vocation?

Why are you requesting financial support from Unbound?

What would Unbound sponsorship mean to you?

Commitment to Unbound

The candidates may write a brief statement indicating their desire and commitment to developing a relationship with their sponsor through letters and pictures.

Other Information

The candidate should feel free to include other interesting and pertinent information.

Country: _____ Project: _____
 Village/Town: _____ Subproject code: _____

YOUR SPONSORED SEMINARIAN OR SISTER CANDIDATE page 1

Personal

Complete name: _____
 (first) (middle) (last name/surname)
 Date of Birth: Month _____ Day _____ Year _____
 Now lives in : _____
 Lives with: Parents _____ Relatives _____ Seminary _____ Formation House _____
 Other _____
 Language(s) spoken: _____
 Health: Excellent _____ Good _____ Poor _____ Remarks _____

Vocation Information

Name of Seminary or Formation House: _____
 Name of Order/Congregation or Diocese for which Candidate is Studying: _____

 Principle Ministry/Charism of the Order, Congregation or Diocese: _____

 Final Goal of Formation: Ordination _____ Perpetual Vows _____ Other _____
 Degree/Certification: _____
 Anticipated Year of Final Vows/Ordination: _____
 Academic Interests: _____
 Talents: _____
 Favorite Pastimes or Sports: _____
 Activities Performed at the Seminary or Formation House: _____

 Outside Ministries/Activities: _____

Family History

Name of Father: _____ Date of birth: _____
 Father's Occupation: _____
 Name of Mother: _____ Date of birth: _____
 Mother's Occupation: _____
 Housing Conditions of Family:
 Running Water? Yes _____ No _____ Electricity? Yes _____ No _____ Latrine? Yes _____ No _____
 Type of fuel used for cooking: Wood _____ Kerosene _____ Propane _____ Other _____
 Home Construction: Walls: _____ Roof: _____ Floor: _____
 Number of Brothers _____ Any in Religious Life (Names) _____
 Number of Sisters _____ Any in Religious Life (Names) _____
 Total number of Family Members/Relatives Living in the Home _____

4.4 Sample Family Record – Vocations Sponsorship

This sample gives an idea of the type of information to enter in each section of the Family Record for the Vocations sponsorship program.

Date: 20/01/2025

Status: 1st Submission

Consent? Yes No Country: COLOMBIA Project: CARTAGENAVillage/Town: TURBACO Subproject: EA

Your Sponsored Seminarian or Sister Candidate (page 1)

Personal

Complete Name: CAMILO ANDRES MENDOZA ROMERO
(first) (middle) (last/surname)Gender: M Date of Birth: (month) November (day) 13 (year) 1992Now Lives In: SAN CARLOS BORROMEI SEMINARY Lives with: : SeminaryLanguage(s) spoken: SPANISHHealth: Good Health Comments: HAS AN EXCELLENT HEALTH

Vocation Information

Name of Seminary: SAN CARLOS BORROMEI PROVINCIAL SEMINARYName of Order or Diocese for which Candidate is Studying: ARCHDIOCESE OF MAGANGUEPrinciple Ministry or Diocese: MISIONARYFinal Goal of Formation: : Ordination If other, please explain: _____Degree/Certification PHILOSOPHY AND THEOLOGY Anticipated Year of Final Vows/Ordination: 2023Academic Interests: TEACHING AND BUSINESS MANAGEMENTTalents: SINGINGFavorite Pastimes or Sports: PLAY SOCCERActivities Performed at the Seminary: STUDIES, COORDINATE THE SEMINARY'S FINANCESOutside Ministries/Activities: PASTORAL ACTIVITIES IN MAGANGUE/DIOCESAN MINISTRY

Family History

Name of Father: JORGE MENDOZA Date of Birth: 07/11/1960Father's Occupation: TRADESMANName of Mother: BEATRIZ ROMERO Date of Birth: 17/07/1972Mother's Occupation: HOUSEWIFE

Housing Conditions of Family

Electricity? Yes Running Water? Yes Describe water supply: In house Latrine? YesHome Walls: BRICKS Roof: TIN SHEETS Floor: POLISHED

Construction:

Type of Fuel Used for Cooking: PropaneNumber of Brothers: 2 Any in Religious Life? (Names) : _____

Number of Sisters : 9 Any in Religious Life? (Names) : _____

Total Number of Family Members/Relatives Living in the Home : 7 _____

Continue on page 2

Project: CARTAGENA Sub: EA

Your Sponsored Seminarian or Sister Candidate (page 2)

Complete Name: CAMILO ANDRES MENDOZA ROMERO
(first) (middle) (last/surname)

Personal Statement from the Seminarian

Before entering the seminary, I dedicated myself to teaching catechesis in the parish where I lived. I also did different jobs, took courses and did some independent work. I focused on sports and social work in my community.

My decision to enter the seminary was made after a board discernment process and several faith processes until the Lord led me to enter this wonderful processing after so many.

I did some pastoral service in my diocese. I help in the vocational ministry and with some community tasks in the seminary.

I am a minister of the church in the priestly order of deacons. I serve as a deacon in the seminary and some parishes of the Archdiocese of Mangagué.

4.5 Vocations Sponsorship Agreement Sample

4.5.1 Description

The vocations sponsorship agreement describes the commitments of Unbound and the commitments of the vocations candidate.

4.5.2 Detail

A vocations sponsorship agreement should be completed when the vocations candidate applies for sponsorship. Projects may use the sample format or create their own format that describes the commitments of the project and the candidate.

Vocations Sponsorship Agreement

The Unbound sponsorship program for religious vocations, which includes both seminarians studying for the priesthood or brotherhood and women religious studying to take permanent vows as a religious sister, is offered to a limited number of men and women in particular circumstances that require additional help to realize the healthy pursuit of their chosen vocation within the Church.

The candidates chosen for sponsorship should have already demonstrated a solid commitment to the vocation they are pursuing and be in the last two to four years of study and/or formation prior to ordination or permanent vows. The candidates selected should qualify based on economic need, commitment to participation in the program, and the lack of resources the seminary or house of formation has to support its candidates.

Sponsored seminarians and women religious studying to take permanent vows are supported by individuals and groups who send monthly contributions. These sponsors intend their donations to support the education and formation of the sponsored vocations member. The contributions are not intended as general institutional support for seminaries for formation houses.

Unbound makes the following commitment to sponsored vocations:

- Honesty and transparency in all financial transactions related to the sponsorship
- Monthly support of approximately _____ per month for the period of _____ or until the sponsorship is terminated.

Sponsored vocations candidates make the following commitments to Unbound:

- Submission of at least two letters to the sponsor per year, submitted according to the annual letter submission timelines
- Submission of at least one photo per year to send to the sponsor according to the project's annual photo submission time line
- Submission of financial records related to sponsorship benefit expenditures according to the project's financial processes
- Pastoral service to Unbound sponsored community and/or other underserved communities during and after the candidate's religious education. and formation.

Signatures:

Project Coordinator

Vocations candidate

Date

Date

4.6 Seminary or Formation House Information Questionnaire

4.6.1 Description

Unbound provides the sponsor with the family record and photo plus a description of the living/study/formation situation of each candidate to be sponsored. The seminary or formation house information questionnaire is to be completed and returned to Unbound-Kansas for each seminary or formation house where candidates will be residing. It is not necessary for the project to attach this information to each family record, but the project should provide one questionnaire for each seminary or formation house where candidates will be sponsored. Please submit the questionnaire electronically when possible.

Unbound will use this information to develop a folder or pamphlet describing the formation situation of each person presented for a vocation sponsorship. Some pictures of the seminary or formation house should accompany this information sheet for use in the pamphlet. The pictures can include the buildings, interior and exterior, activity pictures of the students/candidates in formation, the teachers, administrators, and spiritual formation leaders.

The questionnaire should indicate who completed it and when, for Unbound's future reference. Only one copy of this information is needed. It is not necessary to submit a separate copy with each family record.

**UNBOUND
INFORMATION ABOUT THE SEMINARY OR FORMATION HOUSE**

1. Name of seminary or formation house: _____

2. In which city, country, & diocese, is the seminary or formation house located? _____

3. A. Postal address of the seminary or formation house: _____

- B. Street address of the seminary or formation house: _____

4. Telephone _____ E-MAIL: _____
5. What project/subproject of Unbound will assume the responsibility of the sponsorship program along with the seminary or formation house? _____

6. What ecclesial institution is responsible for the seminary or formation house? (diocese, order, religious congregation, etc.): _____
7. Name of Rector in charge of formation: _____

8. A. What is the approximate monthly cost per seminarian/candidate? _____
- B. What benefits are given to the seminarians/candidates? _____

- C. What must they provide for themselves? _____

- D. Does your seminary or formation house turn away applicants for religious life if they cannot afford the required tuition? _____

9. Describe the process of formation, indicating length of each phase from entering minor seminary or formation house until ordination or final vows: _____

10. Does this seminary or formation house have a specialty? (Example: missionary, diocesan, teaching, nursing, etc.): _____

11. How many years has this seminary or formation house been in existence? _____

12. How many priests or professed religious have come through this seminary or formation house in the past 10 years? _____

Prepared by: _____ Date: Day _____ Month _____ Year _____

4.7 Submitting New or Updated Vocation Family Records

4.7.1 New records

Unbound – Kansas will request from a certain number of vocation records ahead of time, including what type of record is required, whether there is a need for seminarian or sister candidates.

The following guidelines apply to new records:

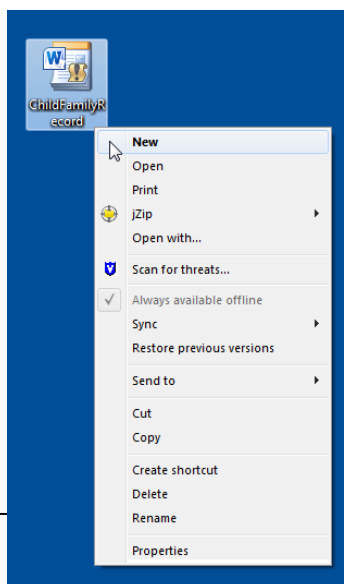
- Each record file should be named with the person’s full name (for example, Nelson Rolihlahla Mandela.doc)
- Records should be separated by subproject in separate zip files.
- No more than 25 records should be included in one zip file.
- It is not necessary to name the zip files themselves in a particular way.
- Records sent in response to Update Requests should not be included in a zip file with replacement/growth records but attached to the email response to each individual Update Request.
- Email the zip files of records to [your project Specialist](#).

After the record has been received in Kansas and the CH ID is available in Portal, a digital photo should be uploaded to Portal within two weeks after a CH ID has been created. These photos should adhere to the photo requirements found in the annual photo section of the correspondence manual.

4.7.2 Vocation Family Record Templates

1. Projects must use the most up-to-date Unbound-Kansas approved family record template when completing a vocation family record (see appendix for instructions on locating and downloading these templates). Family records must be typed (not hand-written).

To open a family record template, right-click on the template you wish to open and Select New. Do not select Open. Selecting Open will change the template permanently. **You must open blank family records this way every time. This is the only correct way to open a blank record.**



2. When you open a new record, the current date will automatically appear at the top of the page.
3. Check the appropriate box to indicate whether or not the sponsored member has given their consent to use their photo and story in Unbound publications (see section on consent below).
4. After selecting the appropriate Status and consent, **press Tab. This is very important.** DO NOT click on each gray space to fill in the blanks. Using Tab to go from space to space will activate the Macros and allow the template to function correctly.
5. Fill in the Village/Town, Project and Subproject information, tabbing from space to space. This section should indicate the name of the village or town where the sponsored individual actually lives rather than where the subproject office is located.
6. Fill in the complete name of the sponsored member, tabbing from space to space (Please see the special instructions on names below).
7. For the Date of Birth and any other fields that have a drop-down menu, you may use your mouse to click the drop-down menu and select the appropriate information. After that, continue to use Tab to move from space to space. Please be mindful of the character limits of text fields and ensure that you do not exceed this limit.
8. Continue to fill out the family record in this manner. Please fill every space available with the correct information for that individual.

Corrupted Templates: If you open a new family record using the instructions above, and find that the record has been filled out or that the format has changed in any way, please close the record, delete the template from your desktop, and resave the template following the “Installing family record templates” section in this manual. Do not attempt to use a corrupted template. If you need a clean, up-to-date template, please request one from your Unbound-Kansas contact person.

4.7.3 Updated Records

Family records for sponsored vocations submitted electronically must be sent as Microsoft Word or PDF files. We are unable to accept family records submitted as a .JPG image.

There should be only one family record per Microsoft Word document or PDF file.

Each family record file needs to be named according to the Child ID of the child on the family record. For example, the filename for Child ID 304168 would be *304168.doc* or *304168.pdf*

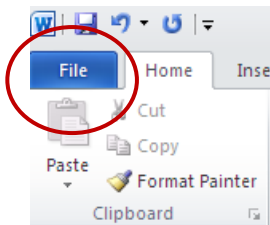
4.7.4 Installing Family Record Templates

- The family record template is available from your regional team in Unbound-Kansas.
- Save the template to your computer’s desktop. Do not create “Shortcuts” to the templates.

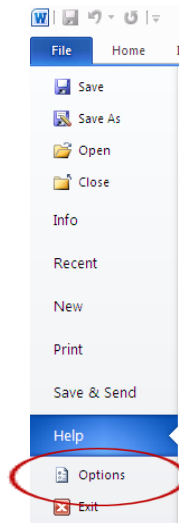
Important: To ensure that the Vocation Record templates automatically fill-in Project, Subproject and Child Name on the second page, macro security must be set to “Low” in Microsoft Word.

To set macro security to “Low” in Microsoft Word 2007 or 2010:

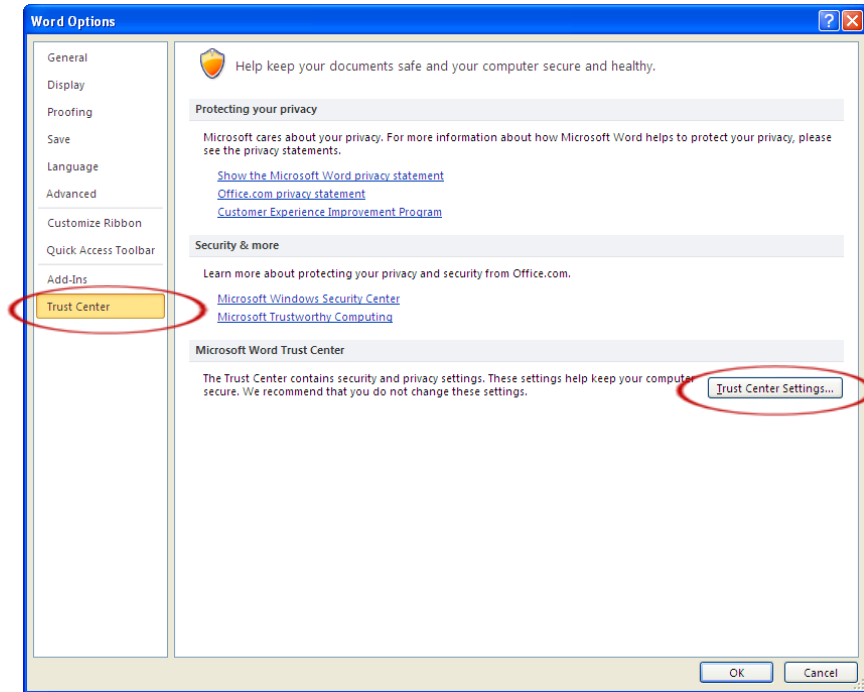
1. Click the File tab.



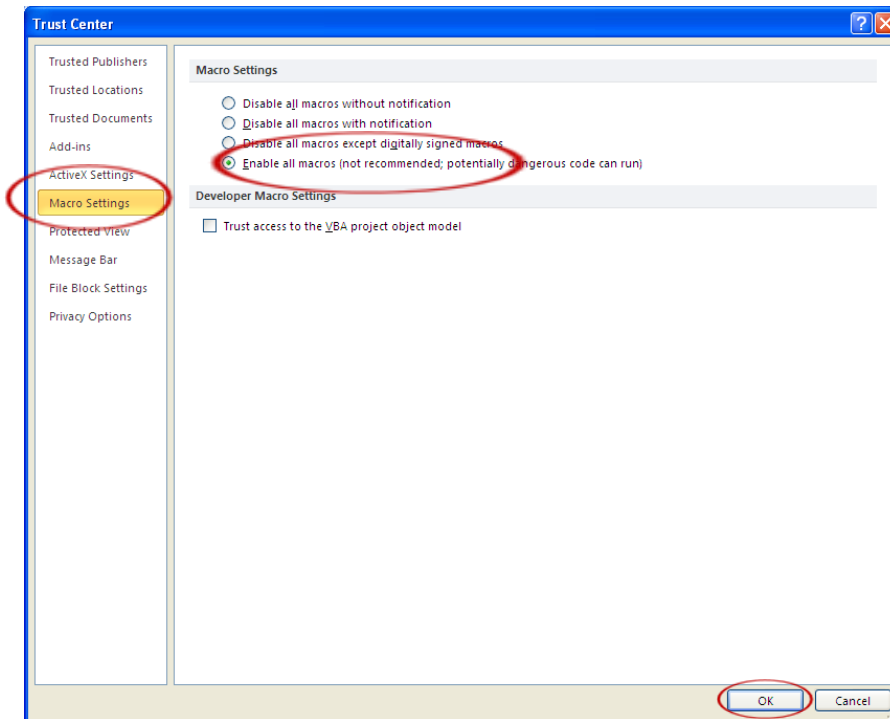
2. Click Options.



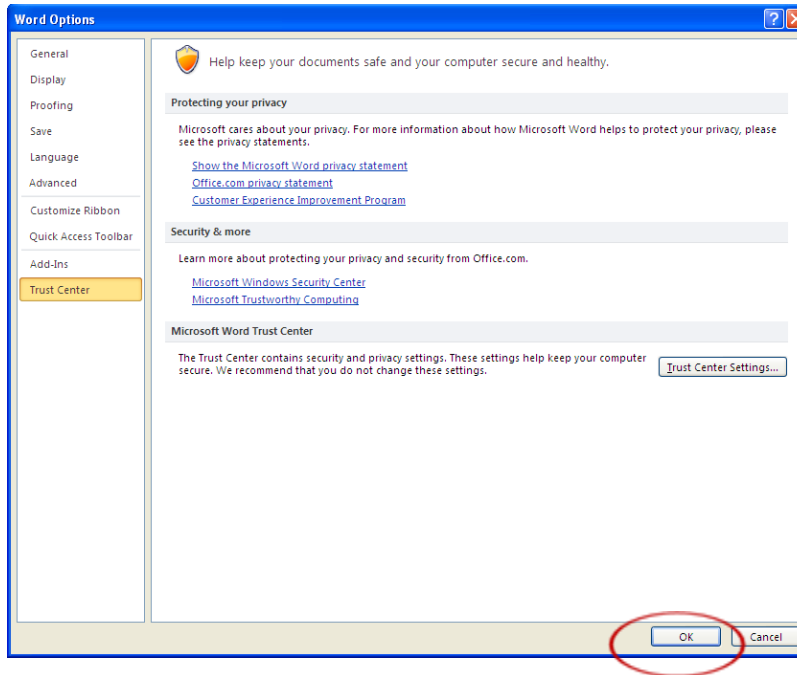
- The Word Options dialog will display. On the Word Options dialog, click Trust Center and the [Trust Center Settings] button.



- The Trust Center dialog will display. Click Macro Settings and click the Enable all macros radio button. Click the [OK] button to save the change and close the Trust Center dialog.

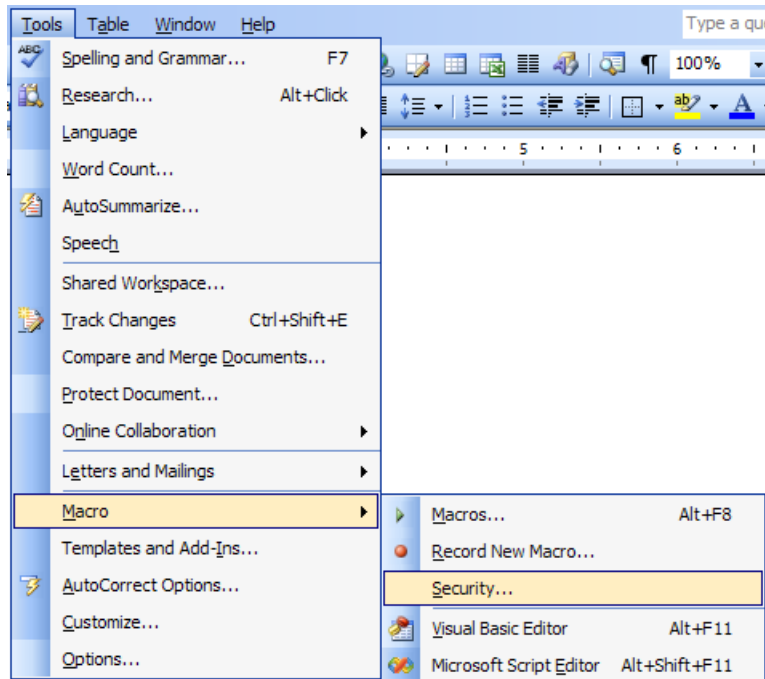


5. Click the [OK] button to close the Word Options dialog and return to Microsoft Word.

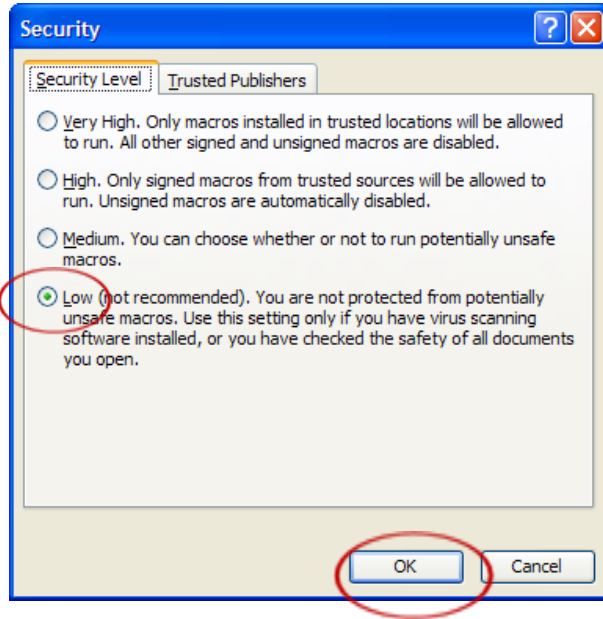


6. Macro security will now be set to “Low.”
To set macro security to “Low” in Microsoft Word 2003:

1. On the Menu Bar, click Tools > Macro > Security.



2. On the Security dialog, click the Low radio button. Click the [OK] button to save the change and return to Microsoft Word.



Macro security will now be set to “Low.”