

TCK Adoption Program: Information to Organize and Maintain

Organizing and maintaining information relating to your local church TCK Adoption Program will prove to be very beneficial over the years. Keeping records will facilitate promotion, communication and reporting. It is also a necessity if a new coordinator or team is appointed.

Your information should include:

❖ **PERSONAL**

This file should include your TCK's birth date, address, grade in school, address at school if attending a boarding school, family member's names and ages, the annual TCK update info (likes, dislikes, interests, hobbies, clothing sizes, etc.)

❖ **CORRESPONDENCE**

Keep letters, notes and e-mails you receive from your TCK or his/her parents by year. This assists in referring back to information and prayer requests. Mark each letter with the date (month, day, year) received.

❖ **PRAYER JOURNAL**

This requires frequent communication with your TCK and his/her family so that requests, needs and answers are up-dated. This will be an encouragement to the TCK as well as your church family as they see God work!

❖ **PICTURES/SCRAPBOOK**

Collect pictures of your TCK, his/her parents and family, the school he/she attends, the country in which they work, any pictures or articles found in *alife*, and events hosted at your local church when the family is on home assignment. At some point, this collection can be assembled and given to your TCK as a very special gift. These pictures can also be made into a DVD with music—another great gift for the kids and the parents!

❖ **GIFTS**

Keep a record of gifts sent to your TCK, cost or value of the gifts and postage and mailing costs. This helps to avoid duplication and ready information for the AWM annual report.

❖ **INTERNATIONAL WORKER'S KIDS ADOPTION PROGRAM FORMS AND HELPS**

Organize all sections of the "Ideas, Suggestions and Guidelines for Local Church Participation", keeping extra copies of the TCK Mailing and Gift Information Questionnaire, the Annual TCK Update and the TCK Quick Response Form. Make copies of prayer suggestions to share with the church family. Ideas for a TCK Adoption Certificate—post on a bulletin board with information and pictures or frame with a picture of the TCK.