



TO: The International Helpers
FROM: WSA Executive (formerly ISC)
DATE: March 2008 (updated helper names, 2014)
SUBJECT: HELPER CARD PROCEDURE

- With this we will establish and pass on uniform helper card procedures
- This will enable the WSA Executive (formerly ISC) to keep records of new helpers
- This covers the varying situations in different countries

TWO POSSIBILITIES:

- 1) For well-organized countries with established National Committees and Kejiwaan Councillors and in some cases National Offices: these countries should have a stock of cards (at this point some do and some don't).
- 2) For countries who may have National Committees, Kejiwaan Councillors or National Helpers, but with a less structured organization, as well as for or all other countries, sometimes without established committees or few members: the International Helpers (IH's) of their Area should hold the helper cards.

PROCEDURE DESCRIPTION:

In all cases, two forms and the card are signed by an International Helper and Kejiwaan Councilor or another designated helper, one photo is attached to each (for a total of three) and one copy of the helper form is sent to the WSA Executive (formerly ISC). We then record the information, copy the form for the office and ensure that the original goes to the International Archives and send a welcome letter to the new helper.

1) COUNTRIES WITH THEIR OWN STOCK OF CARDS:

When someone completes the helper candidacy period and becomes a helper, the procedure is carried out within the country, including the signing of the forms and the card by the KC, then everything; the card + two forms and photos are sent to the designated IH of the Area, who signs and then:

- ♦ **Option 1:** sends everything back to the national secretary or the national office, who then takes on the responsibility of sending the card to the new helper, keeping one form with their national body and sending the other form by post or by scanning and emailing it to the WSA Executive (formerly ISC).
- ♦ **Option 2:** sends one (1) copy of the form and the card back to the national office which then keeps the form and gives the card to the new helper. The IH then sends the other form to the WSA Executive (formerly ISC).

2) COUNTRIES WITH CARDS HELD BY THE INTERNATIONAL HELPERS:

The WSA Executive will send generic helper forms (example accompanying this memo) to all Kejiwaan Councilors or designated helpers.

The International Helpers will deal with each country according to the particular situation in so far as nominating helpers directly or whether the procedure is carried out within the country. They will ensure that the card and forms are signed by themselves and the designated helper in the country and that photos are attached. The International Helpers will ensure that one form is sent to the WSA Executive and the other is held by a national entity or person or by the designated helper.

However the procedure is followed within these countries, it becomes the International Helpers responsibility to make sure a copy of the form is sent to the WSA Executive.

NOTES:

- ♦ This process also holds true for existing helpers that do not have cards, with section 'B' of the helper form being completed as best as possible.
- ♦ And please can you note how many cards you give to a country and report this to us periodically.

INTERNATIONAL HELPER CONTACTS 2014 - 2018

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