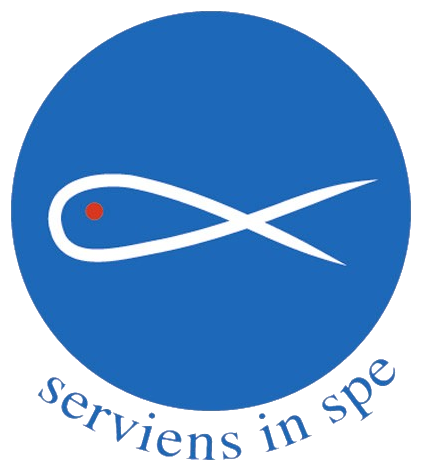
Guidelines for a Twinned Conference



#### Society of St Vincent de Paul (Scotland)

Registered Office: 113 West Regent Street, Glasgow, G2 2RU

Registered Charity SC006326

**Writing Letters**

If possible type letters. If this is not possible at least print the addresses. Use the full postal address of both the Indian/South African and the Scottish correspondent. It is important to include the **POST CODE.**

Involve the whole Conference in letter writing – only use one member’s name and address as correspondent since otherwise it can confuse the Twin, but suggestions and discussion about items of news should come from members. **Please contact the National Office if the Twinning correspondent has changed.**

Initially give ideas and information about your Parish and area and mention any particular features. Gradually introduce the members of the Conference to give an idea of the group – photographs can be helpful. Try to avoid asking lots of questions otherwise your reply may consist of lots of questions! Ask for prayers for any special intention and share news of any special celebrations (e.g. jubilees, ordinations, etc.)

**Respond to any item of news you receive from your Twin.**

A card at Christmas can also be a good idea. Watch out for last posting dates, and remember that the rural post in India and South Africa can take several weeks!

Write regularly – make a commitment to correspond which is not dependent on receiving letters (three times per year is a good number to aim at). If no replies are forthcoming after 6-12 months (your Twin may have to wait for someone to translate your letter) contact the National Office.

**Newly Twinned Conferences should consider the following:**

Payments are sent quarterly (Feb, May, Aug, Nov) to all overseas Twins. Contributions should be made by Standing Order, on a quarterly basis. All forms are issued by National Office.

Money **MUST NOT** be sent directly to the Twin, either for the guaranteed amounts or any extra that you may wish to send. Money for all aspects of Twinning (Disaster Fund, Projects, Student Sponsorship must pass through the National Office. It is also important to send a covering letter or note to explain what purpose(s) the money is intended to be used.

*Please make ALL cheques payable to “SSVP Scotland”.*

If a Twin overseas asks you for money for a special Project, refer to the section on the back page – ‘Projects’. If your Conference has spare money, you can make a special donation up to £250/year to your twin or contact the National Twinning Officer and ask for a Project!

A Conference should write at least three times each year to its Twin, even if no reply is received. This shows that you are anxious to have contact with them. If no reply is received within a reasonable time, see section on ‘Writing Letters’. The above action should also be taken if an established contact is lost.

For more information, or if you have any queries, contact the National Twinning Officer.

15 years is the duration of a twin. If you have been twinned for more than 15 years please contact the Head Office.

**Other Aspects of Twinning**

**Projects** the former system of funding twinning projects has been totally changed. Previously a project from an Indian Conference which had been recommended by the National Council of India was sent to the twinned Scottish Conference, requesting that they help to fund the particular project. However, often it was left to our National Council to fund these projects which, due to financial restraints, is no longer possible. It was decided to set up a Project Fund to which every Conference in Scotland could contribute and when enough money had been donated by the Conferences to this fund, it would allow us then to consider the funding of these projects. In other words, if sufficient donations are not provided by the Scottish Conferences, NO projects can be funded! If a Conference decides to offer a donation to the Project fund, all it needs to do is send a cheque to the National Office for the amount donated, indicating on the back of the cheque that it is for the Project Fund.

**Student Sponsorship** helps with the education of poor students in India. Students can be sponsored for 1 – 5 years depending on their course. It is generally hoped that Conferences will commit to sponsor for the duration of the course. Details of a student and course are sent annually to the sponsors. More details of this scheme are available from the National Twinning Officer and the National Office.

**Disaster Fund** is designed to meet the immediate needs of the poor ANYWHERE when a disaster of any kind strikes. Almost as soon as it has reached the news, it is likely that a donation is on its way to the National Council of the affected country. This money will be used to buy items that are needed to alleviate the immediate suffering or to help with the long-term aid of those affected when immediate International Aid ceases.