Haiti School Partnership Program

Protocol for Sending Funds to Partner Schools

These protocols are meant to ensure that funds are transferred as expeditiously as possible; to clarify the purpose, source, and recipient of funds being sent; and to streamline the process without adding extra work for diocesan personnel.

Funds in check form payable to “Partnership Program, Episcopal Diocese of Haiti” may be hand-carried to your partner school or priest, or sent to:

The Rev. Dr. Kesner Ajax, Cayes  acct. # 2519
c/o Agape Flights
100 Airport Avenue
Venice, Florida 34285

Funds may be wired as follows (note that there will be wire fees deducted by all of the banks through which the funds pass):

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| 1. Name of Beneficiary:  | **Partnership Program Episcopal Diocese of Haiti** |  |
| 2. Full Address of Beneficiary: | 86 Rue Rigaud, Petion Ville, Port au Prince, Haiti |  |
| 3. Name of Beneficiary's Bank: | Sogebank \*  |  |  |  |  |
| 4. Complete Address of Beneficiary's Bank: | Sogebank Delmas Aeroport,B.P. 1315 Port au Prince, Haiti |
| 5. Beneficiary's Account Number: | 11600-135-5 |  |  |  |  |
| 6. Beneficiary's Bank ABA/SWIFT: | SOGHHTPP |  |  |  |  |
| 7. Name of Intermediary Bank\*\*: | BANK OF AMERICA MERRILL LYNCH  |  |  |
| 8. Address of Intermediary Bank: |  100 West 33rd Street, New York, NY 10001 |  |
| 9. Intermediary Bank ABA/SWIFT: | SWIFT:BOFAUS3N | ABA: 026009593 |  |
|  |  |  |  |  |  |

\* Note that Sogebank may be listed as Société Générale Haïtienne de Banque.

\*\* Intermediary Banks are only needed when a financial institution does not send foreign wires on its own.

When funds are sent by any method, please observe the following protocols:

Very important: The U.S. partner will notify via one e-mail message all involved persons that funds are being sent. Parties who are to be notified are:

1. The partner priest
2. Kesner Gracia, Haiti Partnership Coordinator kgracia12@yahoo.fr
3. Samuel Saint Pierre, President, Standing Committee samuelsaintpierre@gmail.com
4. Yonel Pierre, Exec. Sec., Diocese of Haiti yonelpierre084@gmail.com
5. If mailing a check, Kesner Ajax, Haiti Partnership Coordinator (retired) kesnerajax@yahoo.com
6. Charles Robertson, Canon to the Presiding Bishop crobertson@episcopalchurch.org
7. Serena Beeks, US Partnership Coordinator serenabeeks@cs.com
8. Any other interested parties including lay leaders, school principals, members of your Haiti committee

Please **always** include the following information:

1. The amount being sent (include the diocesan 10% in the total)
2. For what church/school and town or location and partner priest they are intended (please remember that with more than 250 churches in the Diocese of Haiti there are many named for the same saint!)
3. The intended purpose of the funds (construction, school lunches, etc.)
4. Whether the funds are being mailed, hand-carried, or wired (include wire ID # and any other identifying information – a copy of the wire receipt from your bank can be forwarded.)

All parties save original e-mail.

When check/wire transfer arrives, whoever handles it uses “reply all” to notify everyone that it has arrived.

When funds are available for partner priest, the diocesan accountant or representative uses “reply all” to notify everyone that the bank has completed the process, and to remind everyone that 10% will be deducted by the diocese to cover banking costs, churches/schools with no partners, etc.

When priest receives funds, he/she uses “reply all” to say that the funds are in hand and explain how they will be used for the intended purpose.

If there is an emergency and the priest needs to use the funds for a different purpose at the partner school (example -- the roof blows off and a new one must be secured) the priest must write to the donors first explaining the situation and asking to use the funds for a purpose other than the purpose for which they are donated.