



Kakak Bintang Handbook

Welcome to the hoshiZora family! Thank you for supporting our children. We hope this relationship lasts and together we nurture Indonesian children and support them to achieve their dreams.

A. Overview:

We call you *Kakak Bintang* which means Big Star Sibling. Your children are called *Adik Bintang* which means Little Star Sibling. By joining this scholarship program you have agreed to support one or more Indonesian child. The children who you are supporting are carefully selected by our staff. The selection process involved an application form and school report selection, home visits to confirm children's financial situation, and interviews to assess their motivation. We match you with the Adik Bintang who best matches your request. Your relationship with your Adik Bintang will be for at least one year. This will ensure that your hoshiZora child can assured of funding sufficient to complete one full school year.

B. Your Responsibilities as a Kakak Bintang

1. The monthly donation for one child is 100,000 rupiah / 1000 yen / US\$12. Please note that your donation will partly be used for costs incurred in the Adik Bintang selection process, donation distribution costs, the hoshiZora Forum held twice a year, monitoring and mentoring (*no more than 20% of your total donation*).
2. You can transfer your donation to the hoshiZora account (attached below) monthly / every 6 months / for one year/ or over customized period based on your request before the 10th of the month (Please refer to section E regarding your Donation Payment).
3. At the end of your first year as a Kakak Bintang, your participation will be extended for another year *automatically* unless you send a confirmation email to contact@hoshi-zora.org and state that you will not continue your donation.
4. We strongly encourage you to write (in the form of a letter, card, or email) to your Adik Bintang *at least 2 times a year*. Our scholarship program is not only focused on financial support but also on our children's motivation and development. Your letters are an invaluable contributor to that.
5. We are delighted to facilitate communication via letter, email, or if you want to send a package to your Adik Bintang *anytime* (not limited to 2 times a year). However, please note that if your Adik Bintang is located outside Java Island, the process takes longer as it is handled by our volunteers in those areas.
6. We also facilitate meetings with your Adik Bintang *anytime*, not limited to during our formal forums or only 2 times a year (please refer to section D regarding visiting your Adik Bintang).

C. Your Rights as a Kakak Bintang

1. To have one or more Adik Bintang as you requested.
2. To receive a receipt for your donation.
3. To receive a Progress Report for your Adik Bintang every 6 months.
4. To receive the hoshiZora Foundation Activity and Financial Report every 6 months.
5. To receive letters from your Adik Bintang at least 2 times in a year.
6. To maintain communication with your Adik Bintang via letter, email, or other means of communication (please refer to section D regarding your communication with Adik Bintang).



D. Child Protection and Communication with Your Adik Bintang

The hoshiZora Foundation is committed to protecting our children from harm and to ensuring that children's rights to protection are fully realized. We, including all the foundation's staff, advisory board members, volunteers, and interns, operate based on the best interest of the children. We are also committed to making sure that our sponsors interact with our children on the same principle. Please note that any violation of Adik Bintang privacy, or evidence of inappropriate or unwelcome contact with an Adik Bintang may result in the dismissal of a Kakak Bintang from the program without refund. We appreciate your understanding of and cooperation with our commitment to protecting our Adik Bintang.

Please refer to this guideline when communicating/interacting/visiting your Adik Bintang.

1. Any communication to Adik Bintang must go through the hoshiZora Foundation.
2. We strongly encourage communication via letter/card/postcard/email.
 - a. Letters/cards/postcards can be sent to:
[hoshiZora Foundation Headquarter, Kalakijo, RT.04, Guwosari, Pajangan, Bantul, Yogyakarta, Indonesia 55751](#)
 - b. Email can be sent to contact@hoshi-zora.org.
Please use the subject: [Letter to Adik Bintang]
3. Letters/cards/postcards should use language or pictures that are decent and respectful.
4. hoshiZora Foundation staff will review the content before delivering it to your Adik Bintang to ensure the appropriateness of the letter/card/postcard.
5. Phone calls and text messaging are not recommended due to the difficulty of monitoring and the cost that your Adik Bintang has to bear, although there are exceptions. It is mandatory that Kakak Bintang consult with hoshiZora before initiating telephone or text message contact with Adik Bintang.
6. When visiting or talking on the phone with your Adik Bintang, at least one staff of the hoshiZora Foundation must facilitate the interaction.
7. Unauthorized visits will not be allowed. Home visits for the first 6 months should be facilitated by hoshiZora Foundation staff. After 6 months of regular interactions (home visits or phone conversations) facilitated by hoshiZora Foundation, we can consider independent interaction with distance monitoring between you and your Adik Bintang.
8. Home visits or meet up with your Adik Bintang should be arranged at least one week in advance so that we can make sure that the visit is fruitful.
9. During a home visit by either hoshiZora Foundation staff or Kakak Bintang, an Adik Bintang must not be alone with a Kakak Bintang away from the supervision of other responsible adults such as parents/guardians/family members.
10. The hoshiZora Foundation will not disclose the personal information of yours or your Adik Bintang to anybody else. We expect you to do the same to protect your Adik Bintang.
11. If you receive a request for money from your Adik Bintang via any form of communication (email, text message, phone call, letter, etc.) please contact hoshiZora immediately and do not grant his/her request. This is against the rules of hoshiZora, and we will follow up on it as soon as you contact us.



E. Donation Payment

1. Please transfer your funds to hoshiZora account monthly / every 6 months / for one year/ customized period based on your request.
2. Please transfer your funds before the 10th of the month.
3. After sending your fund, please send a confirmation email to contact@hoshi-zora / SMS +6185325692713 / Blackberry Pin 320D35F7 so that we can check immediately after your transaction.
4. Please choose one of the options below for your donation payment:

Donation from within Indonesia



Bank Rakyat Indonesia (BRI)

Name :YayasanBintangLangit
Branch : BANTUL
Account Number: 0236-01-028558-50-3
SWIFT Code : BRINIDJA



Bank Mandiri

Name :YayasanBintangLangit
Branch : BANTUL
Account Number: 137-00-1014448-9
SWIFT Code : BMRIIDJA



Bank Negara Indonesia (BNI)

on behalf of Ahmad Bukhori
Branch: Bantul
Account Number: 020-850-7209
SWIFT Code : BNINIDJA



Bank Central Asia (BCA)

on behalf of Ahmad Bukhori
Branch: Yogyakarta
Account Number: 037-275-6096
SWIFT Code : CENAIIDJA

Donation from outside Indonesia



Mitsui Sumitomo Bank (SMBC)

hoshiZora Community Daihyo William Widjaja
Bank Number : 721
Branch: Oita
Account Number : 1178737



US Bank

Name : HOSHIZORA FOUNDATION
Account Number : 153665676406
Routing number: 123000220

US Government Registration as NPO

Registration number: 899785-98
Tax identity number: 46-1528276
Address: 3680 SW 93rd Ave, Portland, OR, 97225
Telephone: +1 971-313-0971/ +1 503-544-5472
Fax: +1 971-228-5417

Donate



PAYPAL:

donations@hoshi-zora.org



F. HoshiZora Forum

The hoshiZora Forum is an event held twice a year to gather members of the hoshiZora Family including Adik Bintang, Kakak Bintang, volunteers, staff and other supporters (personal or corporate/organization) of the hoshiZora Foundation.

At this event, we offer fun educational activities for both the children and adults. In previous years, the children have offered performances and we conducted open discussions for the children about reaching their dreams. We invited professionals from some specific fields (Engineering, Education, Astronomy), had cultural exchanges with visitors from Japan and enjoyed educational games together.

We have organized eleven hoshiZora Forums since the establishment of hoshiZora in 2006. Each Forum has brought more knowledge, fun, and indispensable learning opportunities to our Adik Bintang.

You are automatically invited to the event and to take part in your Adik Bintang growth process.

G. Questions, Suggestions, Complaints

Your inquiries contribute to the growth of hoshiZora Foundation, and we welcome them via email, visit, or phone call. Please do not hesitate to share your review, question, suggestion, or complaint with us anytime.

- Via email: contact@hoshi-zora.org
In the subject, please identify your email:
 - [Question] when the inquiry is regarding your Adik Bintang (donation payment, distribution, or donation timing, etc.) or your rights and responsibilities as Kakak Bintang.
 - [Letter to Adik Bintang] when you are sending a letter to your Adik Bintang.
 - [Suggestion] when you have suggestions for either our donation system, staff, or management of the hoshiZora Foundation.
 - [Complaint] when you have complaints regarding our service.
- Via phone call or direct visit



THE HOSHIZORA FOUNDATION HEADQUARTER OFFICE:

Address | Kalakijo, RT.04, Guwosari, Pajangan, Bantul, Yogyakarta, Indonesia 55751

Phone | +62-274-646-1699