

## Short-Term Volunteer Application

### Volunteer's Personal Data

(Please print legibly)

Full Name (As on Passport) \_\_\_\_\_

Passport #: \_\_\_\_\_

Address \_\_\_\_\_

E-mail Address \_\_\_\_\_ Cell Phone \_\_\_\_\_

Birth Date \_\_\_\_\_ Sex \_\_\_\_\_ Marital Status \_\_\_\_\_

Occupation/Area of Study/Grade \_\_\_\_\_

### Present Involvement

Do you attend church regularly? \_\_\_\_\_ If yes, where? \_\_\_\_\_

If you are a Christian, how long have you been a Christian? \_\_\_\_\_

If you are involved in a church, what areas are you involved in? \_\_\_\_\_

\_\_\_\_\_

What ministries/organizations outside of church are you involved in? \_\_\_\_\_

\_\_\_\_\_

### Intended Ministry

Have you ever been on a short-term mission trip? \_\_\_\_\_

If yes, where did you go and how long were you there? \_\_\_\_\_

What did you do there? \_\_\_\_\_

Why would you like to participate on this trip? \_\_\_\_\_

\_\_\_\_\_

What would make this mission trip a success for you? \_\_\_\_\_

\_\_\_\_\_



# KENYA ORPHANS.ORG

## Emergency/Medical Form (Please Print)

Name: \_\_\_\_\_ DOB: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Age: \_\_\_\_\_ Gender: \_\_\_\_\_

### \_\_ Parent, \_\_ Guardian, \_\_ Emergency Contact

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

(Should a Medical Emergency arise, these numbers will be called as soon as possible.)

### Please check relevant health issues:

Do you have any allergies or allergic reactions to medications? (Specify allergies/medications.)

Asthma

Kidney problems

Exercise induced asthma

Liver problems

Diabetic

Depression

Epilepsy

Panic attacks

Cardiac problems

Other (please specify)

High blood pressure

Are there any other medical conditions not listed above that we should be aware of? If so, please list the condition: \_\_\_\_\_

Signature of applicant: \_\_\_\_\_ Date: \_\_\_\_\_

### EMERGENCY MEDICAL PERMISSION:

“As a volunteer/spouse/parent/legal guardian I \_\_\_\_ give, or \_\_\_\_ do not give, permission to the Tour Director to make any emergency medical decisions for the above named applicant.”

Volunteer/Spouse/Parent/Guardian's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Encouragement Incorporated

“Orientation/Policies for Team Members - Kenya”

(This is for the Volunteer to keep.)

## 1. Passports:

It is important that you leave a photocopy of the picture page of your passport with someone in the USA and to take another photocopy, along with the original, with you to Kenya. One volunteer misplacing or losing their passport can devastate the entire team's schedule and cost the individual hundreds of dollars and may take several days to replace. Therefore, once in Kenya the Team Leader will collect and hold everyone's original passport in a secure place at the Encouragement Center until the day of their departure.

## 2. Money:

A. Remember to take enough cash for you in transit to commute to Kenya. This means you will need enough money for food at the airports as we travel to Kenya. If we go through London, Paris, Amsterdam, or Dubai you will have the option of going into town rather than sit in the airport for hours. Though sightseeing is free you will need lunch money for a meal at a local restaurant and \$8.00 - \$12.00, or so, for a locker at the airport to store your luggage. If all of our travelers do not go into the city, the ones who stay at the airport may consent to watching our bags. You can count on the expenses to spend the day in one of these stop-over cities for around \$50.00

B. Once in Kenya, giving money directly to the orphans and/or other workers, etc. is strictly forbidden. Money can be given to a specific orphan and/or others, however, it must be done directly through your American Missions Tour Group Leader. This policy is to keep the members of our teams from being extorted in any way. When it is appropriate to give tips to drivers and others, the Tour Director will inform the team and collectively receive cash for these purposes. (Tips for all meals and travel while in Kenya are included in your registration fee.) Tips given for laundry and other personal services while staying at the Encouragement Center are appropriate and will be collected by the Tour Director and given to attendants. Feel free to speak to your Tour Director concerning the proper amounts.

C. Many times members of a Mission Team may feel impressed to “sponsor” an orphan or provide other financial support. This is acceptable and even encouraged, but it must be done through the proper channel of Encouragement Inc. - USA. If you have any questions, feel free to speak to your Tour Director.

## 3. Lifestyle Issues:

A. While on this trip, the use of alcohol, tobacco, and drugs, other than prescription drugs, are strictly forbidden by all Team Members. We encourage volunteers to only bring Christian magazines and music.

B. Displaying a positive attitude in behavior and speech is a must for all to have a pleasant experience and is the Christian model we want to reflect to the people of Kenya. It is best to be “careful” not to display body language of “shock” and “feelings of pity” while working with these less fortunate people in their life situations. Showing Christian “love and compassion” is appropriate, but projecting an attitude of “pity” is not productive and healthy for them. If you have any questions concerning what is appropriate in various situations, feel free to speak to the Team Director privately.

C. Clothing is to be moderate. Moderate shorts are acceptable for working during the day. Girls are not to bring “string tops”, T-Shirt & blouses are best. A nice dress or skirt is the suggested wear for the women

during Sunday church services. During the outdoor crusades during weekdays, women are encouraged to wear long pants or jeans and to take a jacket due to the weather being cooler at night and helps prevent mosquito bites.

#### **4. Beliefs, Material, and Teaching Materials:**

A. Because we are working with a variety of evangelical denominations in Kenya, it is important that the “teaching, preaching, and conversations” even around the dinner tables, remain “inclusive” of “all” evangelical churches teachings. Our Mission Teams many times will consist of people from a variety of evangelical churches. Essential doctrines like: Salvation by grace through faith, the Deity of Jesus Christ, and the infallible Word of God, are never compromised. It is best to stay in the “middle of the road” doctrinally while teaching and preaching in Kenya. Extreme and any distinctive denominational teaching is to be left out. If you are not sure of whether the content of your teaching and preaching materials fits the above criteria, it is important that you check with the Missions Team Director prior to communicating and disbursing any questionable materials. Keep in mind that Encouragement Incorporated endorses the Statement of Faith used by The National Association of Evangelicals of America and can be viewed on our website at [www.Encouragement-Inc.com](http://www.Encouragement-Inc.com)

#### **5. Recruitment of Staff & Volunteers:**

It is important that ONLY the Mission Team Director, or his delegate, interview and hire the “day workers.” Team members have no authority to make promises, plans, or provide supervision to the Kenyans unless asked to do so by the Mission Team Director. Too many hands in the “process” (pot) can cause frustration and sometimes great harm. Our experience has been that the Kenyans will many times say “you promised” when no promise was ever made. When they simply “discuss” something with a person, they think because a person may have said “I will think about that,” that this statement was a “promise.” You can help us by limiting your conversations with the Kenyans to be only “general” conversations. It is best to refer them directly to the Mission Team Director when they have “ideas” or “future projects” to discuss.

#### **6. Underage Team Members:**

Any child under the age of 18 not traveling with a parent must have the following:

- A. Current passport.
- B. Must have the Visa stamp prior to going to the airport to leave. (Kenya Embassy, Wash. D.C.)
- C. “EI Waiver of Liability” signed (by parents or guardian if required)
- D. “Emergency Medical Treatment” form complete with all necessary signatures.

#### **7. Communicating with Kenyans:**

- A. Giving out of your home address, telephone numbers, and e-mail addresses to Kenyans is **strictly forbidden**. This policy is in concern for your own safety and limits solicitations.
- B. It is our policy to have ONLY personnel from our USA office ever contact our visiting quests and team members.

#### **8. Telephone/Internet Service:**

- A. There is WIFI /Internet Service at the Encouragement Center.
- B. A Kenyan cell phone is provided for team members to use while in Kenya. Scratch cards can be purchased for “minutes” and calls to the USA are inexpensive.
- C. A list of “Kenya Emergency Contact Numbers” will be given to you to provide for family members in the USA to contact you in case of an emergency.

**ASSUMPTION OF RISK, RELEASE, WAIVER OF CLAIM AND INDEMNITY**  
(To be filled out by participants age 18 and over and/or Parents or Legal Guardians)

**WARNING: THIS DOCUMENT AFFECTS LEGAL RIGHTS, INCLUDING YOUR RIGHT TO SUE, AND CREATES LEGAL RESPONSIBILITIES. PLEASE READ CAREFULLY.**

**RETURN TO: Encouragement Inc., 1803 Snowflake Dr., Colorado Springs, CO 80921**

In consideration of EI accepting my application for, and allowing me to participate in, an excursion to Kenya being organized by EI, and which is expected to begin on or about \_\_\_\_\_ 20\_\_\_\_ and for the sum of \$3,500 (including all airfares) and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, I, \_\_\_\_\_, agree to the terms of this Assumption of Risk, Indemnity, Waiver of Claim and Release (collectively the "Agreement"). In particular:

**1. ASSUMPTION OF RISK**

I ACKNOWLEDGE AND AGREE THAT participation in the Excursion involves potential dangers, risks and hazards (the "Risks") that include, but are not limited to:

- a. Death or injury occurring through vehicle accidents during transportation between various communities.
- b. Death, injury or illness from consumption of unsanitary food and water.
- c. Death or illness due to the contraction of a communicable disease.
- d. Death, injury or personal loss incurred as a result of political instability, criminal violation, and hostile environments.
- e. Death, injury or personal loss incurred as a result of a hurricane, volcanic eruption, an earthquake or other type of natural disasters.

I FURTHER ACKNOWLEDGE AND AGREE THAT my participation in the Excursion is entirely at my own risk and that I freely accept all the inherent risks of participating in the Excursion and the possibility of personal injury, death, kidnapping, property damage and loss resulting there from.

I FURTHER ACKNOWLEDGE AND AGREE THAT EI's acceptance of my involvement as a participant in the Excursion does not and will not make me an agent, contractor or employee of EI, and EI will not be obliged to assume any responsibility for my welfare in the event of my detention by lawful or unlawful means and that EI's policies prohibit EI from submitting to any form of extortion to obtain my release or otherwise ensure or protect my safety or well-being if I am taken hostage or otherwise victimized during the Excursion.

**2. RELEASE AND WAIVER OF CLAIM**

I WAIVE ANY AND ALL claims I may now, and in the future, have against, and release and discharge from all liability, and agree not to sue, EI, its member, directors, officers, employees, volunteers, agents, representatives, and each of them and their respective agents, executives, administrators, representatives, heirs, successors and assigns (the "Releases"), with respect to any and all liability, costs (including legal costs), claims, damages, demands, actions and causes of action of whatever kind which might arise from or in connection with my participation in the Excursion including, without limitation, any personal injury, illness, death property damage, or financial loss or other loss suffered by me or any of my family members or dependents, arising, directly or indirectly, from my participation in the Excursion, whether foreseen or unforeseen and regardless of the cause thereof including, without limitation, negligence or partial negligence on the part of the Releases or any of them including willful misconduct:

I FURTHER ACKNOWLEDGE AND AGREE that EI, without limitation, may use, publish, reproduce, broadcast, transmit, televise, record, sell, distribute and display any written accounts or depictions, motion and/or still pictures or other materials in which I may appear or be mentioned or included, in regard to the

Excursion and I waive and release any right or claim I may have to receive any compensation or reimbursement in regard to any of the foregoing, whether I was involved in the creation or production of any of such regardless of whether any obligation arises under or by virtue of statute or otherwise.

**3. INDEMNITY**

I AGREE to hold harmless and to indemnify the Releases for any and all claims made against any of the Releases by any person, including any claim or action by or on behalf of my spouse or dependents, for damages suffered or costs incurred arising out of or related to any aspect of my participation in the Excursion, including, without limitation, any of the matters described or contemplated in Clause 2 hereof.

**4. UNDERSTANDING**

I DECLARE that I have had the opportunity to seek independent legal advice with respect to the matters addressed in this Agreement, that I fully understand the terms of this Agreement and that I have not been influenced by any representations or statements made by or on behalf of EI not recorded in this document.

I CONFIRM THAT I am the full age of 18 years and I have read and understood the Agreement prior to signing it and I agree that the Agreement will be binding upon my heirs, next-of-kin, executors, administrators and successors. I am aware that by signing this Agreement I am releasing and waiving certain legal rights, including the right to sue and to be awarded potentially substantial damages, which for my heirs, next-of-kin, executors, administrators and assigns have or may have against the Releases.

**5. JURISDICTION AND CHOICE OF LAW**

I AGREE that this Agreement shall be governed by and interpreted in accordance with the laws of the State of Colorado and that the parties hereby attorney to the exclusive jurisdiction of the Colorado courts.

**6. COMPLETE AGREEMENT**

I UNDERSTAND AND AGREE this Agreement contains the entire agreement between EI and me, and that the terms of this Agreement are contractual and not merely a recital.

Dated at: \_\_\_\_\_, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.  
(City & State) (Month)

\_\_\_\_\_  
Participant's Signature

\_\_\_\_\_  
Witness's Name (Print)

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
Witness's Signature

\*\*\*\*\*

**Children under 18 must have the Parents or Legal Guardian's Signature:**

\_\_\_\_\_  
Father's Signature (or Legal Guardian of Minor Child)

\_\_\_\_\_  
Mother's Signature (or Legal Guardian of Minor Child)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date