



Orphan Resources

INTERNATIONAL

READ THIS CAREFULLY

Everyone must fill out a complete Orphan Resources International (ORI) application. Each time you travel you must submit:

1. Application Form
2. A completed Skills & Experience form
3. ORI Code of Conduct
4. A signed Release and Waiver of Liability
5. Signed and Notarized Parental Consent Form (for those who travel under 18)
6. Medical and History Release Form

I. PASSPORT COPY

We must have a copy of the information page of your passport, as well as be able to see the face clearly. Please check your passport expiration date. Your passport must be valid for at least 6 months after your expected return date. Please **Do Not Fax** a copy of your passport. The faxed copy is not legible and the picture is too dark.

Due to heightened security measures, **your name on your airline ticket must read EXACTLY as it appears on your PASSPORT.** In the event your passport has not been submitted to ORI at the time of ticketing, and your name is submitted to ORI incorrectly, you will be responsible for a **penalty** to change your name or you may be denied boarding at the time of departure.

II. RELEASE AND WAIVER OF LIABILITY

EVERYONE must sign a Release of Liability before departing on every mission trip sponsored by ORI.

III. FREQUENT FLYER TICKETS

If you are planning on using a Frequent Flyer ticket for your means of travel, you must complete the following steps:

A. You must advise the Work Team Coordinator in writing via mail or email at: workteams@orphanresources.org of your intentions.

B. You must confirm your reservations on the **EXACT same flight** as the rest of your team members.

C. You must have your reservation confirmed and ticketed by the team's airfare deadline date and must notify the Work Team Coordinator , in writing via mail or email to advise ORI that you have secured your flights.

Orphan Resources International

Short Term Missions

Team Member Application

Each person should complete a separate form, providing all information that is relevant to you. If you are under 18 and not traveling with a legal guardian you will need to have your legal guardian fill out a consent form. Please complete and return these forms promptly since we use this information for purchasing of airline tickets. This information will not be shared with any other organization, and is used solely for the purpose of ORI.

Also note that airfare purchased is non-refundable no matter what the circumstance .
Tickets are purchased 6-8 weeks prior to travel.

<ul style="list-style-type: none"> • Please type or print neatly. • Attach a Photocopy of your PASSPORT INFORMATION PAGE. 			
Trip Date: / /			
Are you a US Citizen?		Yes	No
		If not, what is your citizenship?	
Do you have a current passport?		Yes	No
Passport Number:	Expiration Date: / /		
Passport Name (include exactly as printed in your passport)			
LAST:		FIRST:	MIDDLE:
ADDRESS:			
CITY:	STATE:	ZIP:	
HOME PHONE: ()		WORK PHONE: ()	
CELL PHONE: ()		FAX PHONE: ()	
EMAIL:			
DATE OF BIRTH: / /			
Home Church Name:		Pastor's Name:	
Church Address:	City:	State:	Zip:

Skills & Experience

Name: _____

Have you been on a Missions Trip before? YES NO

When and Where?

Type of team?

Which Organization?

Do you speak any other languages? (specify) Are you fluent?
 Yes No Yes No

PLEASE CHECK THE AREAS WHERE YOU HAVE SKILLS OR EXPERIENCE

<p>ADMINISTRATION</p> <p>___ Management ___ Office / Clerical ___ Human Resources ___ Purchasing ___ Inventory Control ___ Transport / Shipping ___ Logistics</p> <p>COMMUNICATIONS</p> <p>___ Photography/Video ___ Press Relations/Journalism ___ Graphic Arts / Designing ___ Print/Website Production ___ Public Relations ___ Fundraising</p> <p>FINANCES</p> <p>___ Accounting ___ Bookkeeping/Data Entry ___ OTHER Describe _____</p>	<p>MINISTRY SKILLS</p> <p>___ Dramatic Presentation ___ Proclamation / Teaching ___ Pastoral Care/Counseling ___ Worship / Music Ministry ___ Other Ministry types Describe _____</p> <p>EDUCATION</p> <p>___ Teaching Describe _____</p> <p>___ Nanny _____</p> <p>HEALTH CARE</p> <p>___ Medical Describe _____</p> <p>OTHER</p> <p>___ Describe _____</p>	<p>CONSTRUCTION</p> <p>___ Concrete Work ___ General Construction ___ Electrician/Plumber ___ Mechanic ___ Cabinetmaker/Carpentry ___ Grounds Maintenance ___ Waste Water Management ___ Welding/Steel work</p> <p>TECHNICAL / ENGINEERING</p> <p>___ Computer Skills Describe _____</p> <p>___ Electronics Technician ___ Telephone Technician ___ Sound Technician</p> <p>AGRICULTURAL & SERVICE INDUSTRY</p> <p>___ Farming/Animal Husbandry ___ Catering / Food Preparation ___ OTHER Describe _____</p>
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ORI CODE OF CONDUCT

As a Christian organization our witness is very important. The use of illegal drugs, alcohol, or tobacco products is strictly prohibited throughout the trip. No form of abuse and/or sexual harassment of any kind will be tolerated. Appropriate action will be taken in every situation.

ORI reserves the right to send any team member home at their own expense, if there is an infraction of the rules or if deemed necessary by the ORI Field Coordinator in order to protect the safety, witness and work of the ministry within the country. You will be responsible for any costs incurred by your actions. Thank you for your courtesy and corporation with ORI's rules and the local customs of the country.

I/we agree to support this code of conduct while volunteering with ORI.

APPLICANT'S SIGNATURE

DATE

PARENT'S SIGNATURE (If under 18)

DATE

Release and Waiver of Liability
(Must be signed by traveler)

This release and waiver of Liability Executed on this _____ day of _____, 20____,
(month)
by _____, in favor of ORPHAN RESOURCES INTERNATIONAL, a
(volunteer)
Pennsylvania 501C3 non-profit corporation, its directors, officers, and agents.

Waiver of Release: I do hereby release and forever discharge and hold harmless Orphan Resources International and its successors and assigns from any and all liability, claims, and demands of whatever kind or nature, either in law or in equity, which arise or may hereafter arise from my work with Orphan Resources International.

I understand and acknowledge that this Release discharges Orphan Resources International from any liability or claim that I may have against it with respect to any bodily injury, personal injury, illness, death or property damage that may result from my work with Orphan Resources International, whether caused by the negligence of Orphan Resources International or its officers, directors, volunteers, agents or otherwise. I also understand that Orphan Resources International does not assume any responsibility for or obligation to provide financial or other assistance, including but not limited to medical, health, or disability insurance, in the event of injury or illness.

Assumption of risks: I have chosen to work as an Orphan Resources International volunteer and engage in the activities related to being a volunteer. I understand that the activities may include physical labor, heavy lifting, and other strenuous activity; and that some activities may take place on ladders and framing other than ground level, and may entail risk of physical injury or death, and that I may be exposed to other hazards including by way of illustration but not limitation: Public transportation by air and land, diseases, viruses due to eating foreign foods and water, household cleaning chemicals, and operating power tools. I also understand that any and all airfare purchased by Orphan Resources International is non-refundable and will require payment no matter what the circumstances.

Medical Treatment: I do hereby release and forever discharge Orphan Resources International from any claim whatsoever which arises or may hereafter arise on account of any first aid, treatment, or service rendered in connection with my work with Orphan Resources International.

Accommodations: I understand that Orphan Resources International is not responsible or liable for my personal effects and property and that Orphan Resources International will not provide lock up or security for any items. I will hold Orphan Resources International harmless in the event of theft or for loss resulting from any source or cause. I further understand that I am to abide by whatever rules and regulations that may be in effect for the accommodations at that time.

Photographic Release: I do hereby grant and convey unto Orphan Resources International all right, title and interest in any and all photographic images and video or audio recordings made by Orphan Resources International during my work trip, including , but not limited to any proceeds, or other benefits derived from such photographs or recordings.

On behalf of myself, my estate, and the personal representative thereof, my heirs and assigns, I hereby release, discharge, indemnify and forever hold Orphan Resources International together with their officers, agents, and volunteers harmless from any and all causes of action arising from my participation in this project, travel, and lodging associated therewith, including any damages which may be caused by their negligence.

IN WITNESS WHEREOF, I have executed the release as of the day and year written above.

Witness: _____ Volunteer: _____
(Sign) (Sign)

Witness: _____ Volunteer: _____
(Print) (Print)

Parent/Guardian: _____ Parent/Guardian: _____
(Sign) (Print)

If traveling under the age of 18 parent/s must sign too.

Parental Consent

I/we the parents of the following minor _____ have full knowledge of our son\daughters travel plans and do hereby express our consent on this _____ day of _____, 20____, for our child to travel internationally to Guatemala Central America and serve there for the period of time beginning _____ and continuing until _____. Should an accident or illness occur during this time, we also give our full permission to allow medical treatment or medication deemed necessary by the attending physician to be administered to our child.

Address of Parent/Legal Guardian: _____

Phone: _____ / _____ / _____ Cell: _____ / _____ / _____

Email: _____

Parent/Legal Guardian: _____
(Print)

(Sign)

Parent/Legal Guardian: _____
(Print)

(Sign)

Taken, sworn (or affirmed) and subscribed before me this _____ day of _____, 20____

SEAL

DATE

Medical and History Release Form

Travelers Information

Travelers Name _____

Date of Birth _____

Parent or Guardian Name _____ (If traveler is under 18)

Daytime Phone _____ Evening Phone _____

Emergency Contact (in case parent or guardian cannot be reached)

Name _____

Phone _____

Medical Information

Medical History (Please check and put approximate dates to items applying to you or your child traveling)

Hay fever _____

Fainting Spells _____

Diabetes _____

Bronchitis _____

Ear Trouble _____

Convulsions _____

Asthma _____

Heart Trouble _____

Tetanus booster _____ Date _____

Serious Poison Ivy, Oak, or Sumac _____

Severe Menstrual Cramps _____

Allergic Reactions

Bee Stings _____ Penicillin _____ Other _____

Surgery within the past two years? Attach explanation _____

Other pertinent information? _____

List medications that you are currently taking _____

Insurance Company and Policy Number _____

Travelers Signature _____ Date: _____

POLICY FOR CANCELATION OR CHANGING OF AIRLINE TICKETS

Upon purchase of your airline ticket you are committing to ownership and payment of that ticket purchase. You will not be reimbursed in any way for this ticket and all costs incurred for cancelation or changes will be borne by the name on the ticket at time of purchase.

If you decide you cannot travel with the work team up until two weeks prior to travel you will be responsible for the full cost of ticket, and or only if the airlines allows will you be able to find another party to take your place, you will be responsible for the full cost of the fees required by the airline, as well as a an additional \$100.00 fee payable to ORI. You will also be responsible to obtain reimbursement of the original cost of the airline ticket from the person taking your place.

If you decide you cannot travel within the two weeks prior to travel date, you will be responsible for the full cost of ticket, and only if the airlines allows you will receive ownership of the ticket, no other changes will be made, you will also be responsible for the full cost of the fees required by the airline, as well as a an additional \$100.00 fee payable to ORI. There will be an exception for emergencies only, to allow for change of name to another person if the airline allows, provided by owner of ticket, all above fees still apply.

I acknowledge that I have read this information, and understand the requirements and costs associated with the cancelation of my trip.

_____	_____
APPLICANT'S SIGNATURE	DATE
_____	_____
PARENT'S SIGNATURE (If under 18)	DATE