



San Antonio Guatemalan Endeavor

2013 Trip Application

Trip Dates: July 13-24, 2013

Name: _____ Date: _____
First MI Last

Occupation: _____ Specialty: _____

Please Rank Your Team Preference*:

- _____ Medical/Dental - **Team #1608**
- _____ Support /Kitchen - **Team #1608**
- _____ Construction/Stoves - **Team #1616**

Application Checklist:

- _____ Application Fee \$ 25.00 (*Non-Refundable*)
- _____ HELPS International Application
- _____ HELPS Statement of Purpose
- _____ HELPS Statement of Understanding
- _____ HELPS General Release and Waiver
- _____ Copy of your current Passport (*High quality scan, please*)
- _____ Curriculum Vitae & Licensing Information (*Medical Team Only*)
- _____ HELPS Code of Conduct for Underage Volunteers (*Under age 21 only*)

Application decisions are made on a rolling basis until all team positions are filled. **Application deadline is April 15, 2013**. Team positions are in high-demand, please submit your application as soon as possible to guarantee your place on the team & facilitate successful fundraising.

*Please note that while SAGE will try to honor your preference, team leaders reserve the right to place you in a role that will best serve the mission objectives. You will be notified of team placement upon acceptance

Trip Cost & Payment Deadlines

Application Fee: \$25.00 (Non-Refundable, Outside of overall cost of trip, due with application)

Cost of trip: \$2,100.00 (includes airfare, all hotels & all meals in Guatemala except for the meals after arrival in Antigua, where breakfasts & the final evening’s banquet (only) will be provided.

Payment Due Dates:

Date (Due By)	Percentage	Amount	Total Paid
Upon Acceptance	5%	\$105	\$105
February 15, 2013	30%	\$525	\$630
March 15, 2013	55%	\$525	\$1155
April 15, 2013	80%	\$525	\$1680
May 31, 2013	100%	\$420	\$2100

Applicants who submit their applications on or after February 15, 2013 should be prepared to “catch up” to the schedule above immediately upon acceptance. Any applicants who are unable to adhere to these payment requirements should contact us & make other arrangements in advance of the due dates.

Payment Method:

Payments can be made by check, money order, or credit card. Please do not make cash payments.

Checks/Money Orders- please **make payable to HELPS International** with the **Team number and Team Member Name in the memo line.**

SAGE Medical & Support Team # 01608

SAGE Construction/Stoves Team # 01616

Credit Card- please call HELPS International (1-800-41-HELPS) to provide credit card information.

YOU MUST give the operator the team member name & team number at the time of the call in order to receive proper credit on your account. If donors are making credit card payments toward your trip costs, they must also give your name & team number to the operator. Failure to do so may result in these contributions being “lost to you” without you ever knowing that they have been made!

Please advise finance@sagemission.org of any credit card payments made in order that we may help keep track of your account balance. Provide team member name, date made, amount & last 4 digits of credit card (only) in these notifications.

Payments & Correspondence

Please send all applications, checks, & money order payments (Payable to HELPS International) to:

**San Antonio Guatemalan Endeavor
24165 IH-10 West
Suite 217-213
San Antonio, Texas 78257-1160**

Applications & payments are also accepted at regular team meetings & events.

Mission Sponsorship

Understanding that the mission cost is great, SAGE wants to help facilitate fundraising for any team member who may require it.

While major SAGE fundraisers such as the Gala will go to fund general team expenses such as medications and supplies, SAGE will provide ample opportunities and guidance for individual fundraisers and sponsor solicitation.

We welcome & encourage you to use your personal and business contacts as a source of funds for our overall team costs. Medications and supplies are expensive, and we fund much of the costs these, as well as the cost of home improvements & stoves, outside of what is collected for each team member's individual trip cost.

We realize that many people are not comfortable asking friends and business associates to contribute toward their individual trip cost, so this is an excellent method of involving friends, family, churches and other people in supporting our efforts, just as you do by your participation in the actual work of our mission.

In the past, team members have been able to raise significant sums, sometimes in excess of their trip cost. The most important key to fundraising is getting an early start. Don't wait, start today!

HELPS International is a registered 501 (c) (3) charitable foundation. All contributions to HELPS toward team and team member costs are tax deductible to the donor, to the extent permitted by law.

For more info on fundraising opportunities, please contact fundraising@sagemission.org.

Further information on HELPS International is available at their website at www.helpsinternational.org

Watch our website www.SageMission.org for news on meetings & upcoming events!

PLEASE KEEP A COPY OF YOUR FULL APPLICATION FOR YOUR RECORDS!



VOLUNTEER APPLICATION

Date: _____

(Please Print in Ink or Type)

Dr. Mr. Mrs. Ms. (Name that you commonly go by)				Exact Passport Name, Number, Expiration Date						
Present Occupation, Professional Titles and Other Credentials				Airport Departure City 1st/2nd Choice		Social Security #				
Address: Street		City		State		Zip				
				Home Phone (times available)						
Date of Birth		Place of Birth		Religious Affiliation/Name of Pastor or Priest if applicable						
Employer		Street		City		State				
						Zip				
Business Phone (times available)		Fax Number		E-Mail Address		Team/Destination				
If married, spouse's name				Special Diet		Blood Type				
In Case of Emergency Contact: (Name, relationship, phone number)										
Medical Problems, if any:				Medications (List)						
Criminal Record (U.S. or Foreign)				No		Yes				
				(Provide Explanation)						
Language:		Fluent	Good	Fair	Language:		Fluent	Good	Fair	Name of other countries you have traveled to:
	Speak					Speak				
	Read					Read				
	Write					Write				

Do you intend to raise funds to defray your expenses or pay them yourself?

Are you prepared to travel distances which would cause a lapse in contact with family and/or business where you could not be reached for up to two to three days? Circle one: Yes No

How were you referred to HELPS?

Please use additional paper to answer questions 1-5 if necessary

1) Why do you want to go on this trip?

2) List specific skills applicable to volunteer trips:

3) How many previous medical and/or construction trips have you participated in with HELPS?

4) List Countries, responsibilities and length of stay of any other missions you have participated in.

5) Each volunteer is expected to work under the authority of the Team Leader and function as a member of a team that will need to adapt to unexpected circumstances. If possible, please give examples of your ability to do this.

Provide personal reference of one individual who would attest to information requested in questions 1-5. (Name, address, phone)

Please attach photocopy of passport. Medical volunteers attach a copy of credentials (licenses, board certification, with expiration dates, etc.) Doctors please attach a copy of your curriculum vitae. (References may be checked from CV)

Signed: _____

HELPS INTERNATIONAL

STATEMENT OF PURPOSE

Helps International is a non-profit, 501(c)(3) corporation, officially organized in 1983 (Texas Charter Number 684778). Helps is a non-denominational Christian organization which provides assistance to the people of rural Guatemala. The objectives of HELPS programs are to:

1. Solve a real need in the area;
2. Avoid development of a welfare mentality;
3. Maintain the local inhabitants' dignity;
4. Design programs to be self-sufficient once HELPS volunteers have departed.

HELPS coordinates its activities with other organizations within the host country, including applicable governmental agencies to provide efficiency and cost savings. Established non-government organizations (NGO's), including missionary organizations, provide invaluable knowledge of customs, language and access to key community leaders. HELPS strongly believes in working within the local legal, cultural, and organization structures.

HELPS recruits, organizes, and supports foreign (mostly U.S.) short term, volunteer, mission teams to work in all its programs:

- Medical Care – exams, prescriptions, sophisticated surgical operations, dental, and optical services in partnership with U.S. hospitals and pharmaceutical suppliers.
- Health Promotion –home hygiene, water projects, health-care and literacy programs (both children and adults)
- Education – school facilities, supplies, student sponsorships, and teacher training
- Construction and Infrastructure – homes, floors, community facilities, sanitation
- Economic Development – locally operated businesses involving manufacturing, agriculture, and products reflecting local craftsmanship for sale to local and export markets.

HELPS is extremely aware of its leadership role and the example it must portray in the community representing Helps, the allied mission organizations and the United States. As a result, we require employees and volunteers to conduct themselves in a manner consistent with a conservative standard of conduct. We must remember: 10 minutes of improper behavior can ruin 10 years of effort to build trust and credibility by the organization. This is true whether a person is in Guatemala City preparing to go on site, on site working, or in Antigua (or any other location) following a period of hard fieldwork. We are guests in the local culture, and, therefore, must be aware of local customs and sensitive to our conduct. The following are HELPS policies regarding conduct:

- Avoid public displays of affection between single volunteers and/or employees. Team members should conduct themselves so as not to even hint at conduct unbecoming to HELPS or which could be construed as immoral.
- Consumption of alcohol by HELPS team members and staff is limited to the rest and recovery period while “off duty” and then only in moderate amounts. At no time should a HELPS team member or employee be considered under the influence of alcohol.
- Personal conduct of HELPS volunteers and employees should always be above question. Remember that the conduct of individuals is seen as HELPS, our allied organizations and our country.
- While in the mission field, women volunteers should wear either long dresses or baggy pants. In the local society tight pants can be sexually misunderstood. For those working in triage, local crowd control, or in the community this is especially important.
- HELPS staff pay for services rendered by local providers, therefore volunteers should never attempt to pay for these services. (Obviously, this does not apply to stores, etc.)
- Volunteers do not “give away” candy, gum, toys, money, Polaroid pictures, etc. This produces dozens of children following groups looking for handouts.
- Volunteers are encouraged to ask questions about local customs. This might avoid an awkward or embarrassing situation.

Notes:

(1) Conduct detrimental to HELPS by any team member or employee is cause for that person not to be invited for further participation in HELPS projects. Determination is the responsibility of the respective team leader and the President of HELPS International.

(2) Team Leaders are responsible for the overall organization and function of their teams. If circumstances arise and the Team Leader deems it necessary, team members can be returned home without refund of expenses.

I understand and agree to conduct myself in a manner consistent with the above statement.

Signed: _____

HELPS is delighted to have you as a volunteer. The experience will be richly rewarding and, perhaps, even life-changing. Your suggestions are welcomed and encouraged.



CODE OF CONDUCT CONTRACT FOR UNDERAGE VOLUNTEERS

Because HELPS International is a U.S.A.-based relief organization, we require each minor volunteer (under the age of 21) to execute the following contract before participating in any HELPS sponsored project. The minor's parent or legal guardian must also sign the contract, indicating they will be responsible for the minor's conduct during the mission.*

- 1) I, _____ AGREE TO CONDUCT MYSELF IN A MANNER CONSISTENT WITH HELPS INTERNATIONAL POLICIES AND, AS APPLICABLE, THE MISSIONARY TEAM'S STANDARD OF CONDUCT AND ATTIRE THE ENTIRE TIME THAT I AM IN GUATEMALA AND WILL BE SENSITIVE TO LOCAL CUSTOMS AND CULTURES AS THEY ARE MADE KNOWN TO ME.
- 2) I WILL NOT WEAR INAPPROPRIATE CLOTHING SUCH AS TANK TOPS, STRING TOPS, TIGHT PANTS OR SHORTS WHILE IN THE MOUNTAIN REGIONS. I WILL RESERVE SUCH VACATION ATTIRE UNTIL MY STAY IN ANTIGUA, AND I WILL KEEP IN MIND THAT WHILE I AM IN GUATEMALA I REPRESENT HELPS INTERNATIONAL AT ALL TIMES.
- 3) FURTHERMORE, I COMMIT TO FULLY ABSTAIN FROM CONSUMING ALCOHOLIC BEVERAGES AT ANY TIME DURING THIS TRIP, INCLUDING THE TIME SPENT IN ANTIGUA AND DURING TRAVEL TO AND FROM GUATEMALA.

Note: Violation of any of the above clauses constitutes grounds for immediate dismissal / return to the U.S., at the team leader's discretion.

Signed _____

Date: _____

Volunteer

Signed _____

Date: _____

Parent or Legal Guardian

- * *Parents traveling with volunteers who are 18 or older may allow underage volunteer(s) to consume alcoholic beverages at their discretion, but only with the parent(s) present. In such cases, parent(s) assumes full responsibility for the volunteer's subsequent actions and/or health condition. In doing so, parent(s) agrees to release HELPS International from any and all related liabilities.*

In accordance with U.S. and Guatemala local laws, absolutely no alcohol or cigarette consumption is allowed for minors who are under 18 years of age. No Exceptions.

HELPS International

Statement of Understanding

HELPS International is a guest in the country that we serve. Our priority is that we have a positive affect on the lives of host country and our volunteers. HELPS has been and is a role model in these communities and we act accordingly. In this respect we:

- a. Represent the United States
- b. Represent U.S. medicine and/or U.S. technologies and/or other systems
- c. Represent HELPS and our affiliated organizations
- d. Represent institutions within Guatemala that benefit from our work
- e. Respect the local culture and morés of the people we serve

We want our volunteers to have an experience that honors themselves, their family, their community, their church or other organization. Therefore we:

1. Avoid the consumption of alcohol during the actual field time of the mission. The definition of that time is from the time a volunteer enters the bus from the originating city, until they arrive in the “rest and relaxation” portion of the trip, alcohol is not to be consumed. When in the “rest” phase, if a volunteer desires to drink, please drink responsibly. It is strongly suggested that, volunteers who have personal issues with alcohol and/or this policy, not go on HELPS trips.
2. In the area of romantic involvement, HELPS simply asks people to be adults and recognize their role in the mission, the group, and the effect on their personal and family life. Culturally the Indigenous populations are very conservative and do not openly exhibit their romantic interest. It is considered disrespectful and therefore we abstain from forward behavior.
3. We want to leave people their dignity and do not want to create hordes of children chasing through the streets begging from outsiders. Therefore, we do not give things out, such as candy, gum, money, photos etc. except through a HELPS staff person.
4. HELPS staff pays for services rendered by “locals”, therefore, volunteers should never attempt to pay for services outside of the areas of normal commerce.
5. We respect the culture where we work as to mores and societal appearance. Therefore, we respect the issues of the culture by wearing clothes or manners of clothes that are appropriate. Please do not wear shorts or go sleeveless, but dresses or baggy pants, especially when on the front gate or triage.
6. Personal conduct should always be above question.

Notes:

- (1) **Conduct detrimental to HELPS by any team member or employee is cause for that person not to be invited for further HELPS projects. The team leader or HELPS management will make such determination.**
- (2) **If necessary team leaders or HELPS management reserve the right to return an individual to the United States, such individual forfeiting any rights to financial or other remuneration.**

I Understand and agree to conduct myself in a manner consistent with the above statement.

Signed _____ Date: _____

HELPS is delighted to have you as a volunteer. The experience will hopefully be richly rewarding and, perhaps life-changing. Your suggestions are welcomed and encouraged.

15301 Dallas Parkway, Suite 200, Addison, TX 75001, 972-386-5172, 1800-441-3577, (fax) 972-386-4294, www.helpsintl.org

GENERAL RELEASE AND WAIVER AND ASSUMPTION OF RISK

PLEASE READ THIS GENERAL RELEASE AND WAIVER AND ASSUMPTION OF RISK ("AGREEMENT") CAREFULLY BEFORE YOU SIGN IT. THIS IS A LEGAL DOCUMENT WHICH AFFECTS YOUR LEGAL RIGHTS. IF YOU HAVE ANY QUESTIONS ABOUT THIS AGREEMENT, PLEASE CONSULT AN ATTORNEY BEFORE YOU SIGN IT.

1. Assumption of Risk

I, _____ acknowledge that I have applied to be a volunteer in the work of Helps International ("HELPS"). I am aware and acknowledge that the work of HELPS may subject me to a number of risks and dangers. I understand and acknowledge that the work of HELPS may involve hazardous or dangerous activities and that my participation in such work may subject me to the risk of injury, illness or death. I have volunteered to participate in the work of HELPS in Guatemala. I understand and acknowledge that I may be subject to a number of additional risks and dangers involved in transportation to and in Guatemala (including traveling in light airplanes), the risk and danger that adequate medical facilities may not be available should I require medical attention, and the risks and dangers of residing in and being subject to the laws of a foreign country. I have been made aware of the conditions that presently exist in Guatemala, specifically, but not limited to, social and political unrest, guerrilla and terrorist activity, unsanitary health conditions in camps, villages, and other municipalities, including the risk of hepatitis, malaria, cholera, polio, and other diseases. I voluntarily agree to assume all of the above risks, and all other risks associated with my participation in the work of HELPS, whether known or unknown.

2. General Releases

As consideration for being permitted by HELPS to participate in its work, I hereby release and forever discharge HELPS, their directors, officers, agents, employees, representatives, volunteers, attorneys, assigns, and affiliates for any and all claims and demands of whatever kind or nature, whether known or unknown, that arise out of or are connected in any way whatsoever with my voluntary participation in the work of HELPS.

3. Release Re: Medical Treatment

As further consideration for being permitted by HELPS to participate in their work, I hereby release and forever discharge HELPS, their directors, officers, agents, employees, representatives, volunteers, attorneys, assigns, and affiliates from any and all claims and demands of whatever kind of nature, whether known or unknown, that arise out or are connected in any way whatsoever with any first aid, medical treatment or services rendered me during my participation in or in any way related to HELPS work.

4. Binding Effect

I understand and acknowledge that this Agreement is a binding legal document that affects my legal rights and remedies. I further understand and acknowledge that this Agreement binds not only me but also my spouse, children, heirs, representatives, distributes, guardians and assigns.

5. No Employee Status/No Workers Compensation/No Malpractice Insurance/No Employee Benefits

I understand and agree that I am not an employee of HELPS because I participate as a volunteer in the work of HELPS. I understand and agree that HELPS is under no obligation to provide, and do not provide, workers compensation or malpractice insurance or any other employee benefits of any kind whatsoever.

6. Scope

I understand and agree that this Agreement is intended to be interpreted and construed as broadly and inclusively as permitted under the laws of the State of Texas. If legal proceedings are filed I understand they will be tried only in the State of Texas.

7. Entire Agreement/Amendment Only by Writing

I understand and agree that this Agreement constitutes the entire agreement between me and HELPS concerning my participation in the work of HELPS and supersedes all negotiations and statements made prior to or contemporaneous with the execution of this Agreement. I further understand and agree that this Agreement may only be modified or amended by a writing signed both by me and by an authorized representative of HELPS, and that this Agreement may not be orally amended.

8. Governing Law/Forum

I understand and agree that this Agreement shall be governed by and interpreted in accordance with the laws of the State of Texas. I hereby further agree that any litigation, administrative proceeding or arbitration concerning this Agreement or my participation in the work of HELPS shall be brought and conducted in the Superior Court of the state of Texas in and for the County of Dallas. I agree to be subject to personal jurisdiction and venue in the state of Texas, County of Dallas, and hereby waive any right I may have to commence any litigation, administrative action or arbitration relating to this Agreement or my participation in the work of HELPS in any form other than the Superior Court of the State of Texas in and for the County of Dallas.

9. Invalidity of Any Clause

I understand and agree that in the event any clause, sentence or provision of this Agreement shall be held to be invalid or unenforceable by any court of competent jurisdiction, the invalidity or unenforceability of such clause, sentence or provision shall not affect the validity or enforceability of the remaining provisions.

10. Terms Contractual

I understand and agree that the terms of the Agreement are contractual and are conditions precedent to my participation in the work of HELPS is not mere recitals.

11. Release of Identity

I hereby authorize the use of my picture, whether video or still, and/or verbal statements made by me, to HELPS International or other organizations allied with HELPS International, in news or promotional material or video.

I HAVE CAREFULLY READ THIS AGREEMENT AND FULLY UNDERSTAND ITS CONTENTS AND BINDING EFFECT. I ACKNOWLEDGE THAT I HAVE HAD THE OPPORTUNITY TO HAVE THIS AGREEMENT REVIEWED BY AN ATTORNEY PRIOR TO THE TIME I SIGNED IT. I UNDERSTAND THAT THIS AGREEMENT IS A LEGAL CONTRACT BETWEEN ME AND HELPS THAT AFFECTS MY LEGAL RIGHTS. I REPRESENT THAT I AM SIGNING THIS AGREEMENT KNOWINGLY, VOLUNTARILY AND OF MY OWN FREE WILL.

Volunteer _____ Date: _____

Print Name & Address: _____

If under 21 years old, signature and printed name of Parent or Legal Guardian needed

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