



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	
Speak							
Read							
Write							
Language:		Fluent		Good		Fair	
Speak							
Read							
Write							
Name of other countries you have traveled to:							

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.