



# VOLUNTEER APPLICATION

Date: \_\_\_\_\_

(Please Print in Ink or Type)

Dr. Mr. Mrs. Ms. (Name that you commonly go by)		<u>Exact</u> Passport Name, Number, Expiration Date							
Present Occupation, Professional Titles and Other Credentials		Airport Departure City	Cell Phone		Social Security #				
Address: Street		City	State	Zip	Home Phone (times available)				
Date of Birth	Place of Birth		Religious Affiliation/Name of Religious Leader if applicable						
Employer		Street	City	State	Zip				
Business Phone (times available)		Fax Number	E-Mail Address		Blood Type				
If married, spouse's name			Team/Destination applying for		Special Diet				
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?

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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) Participation in previous mission trips? If any, include country, length of stay, and responsibilities.

**4) How many construction/medical missions have you participated in previously with HELPS?**

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.

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 construction mission field, women volunteers should wear either long dresses or skirts. In the local society tight pants can be sexually misunderstood. For those working in remote villages this is most 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.