



Circle of Love Foundation Application for Volunteer Service Checklist

_____ Completed *Circle of Love Foundation Application for Volunteer Service* with signed Passport sized Photo attached.

_____ Assumption of Risk Agreement

_____ Completed Emergency Medical and Contact Information form

_____ Signed Statement of Belief and Conduct Contract

_____ 2 copies of unexpired passport, Passport must be valid for 6 months beyond the anticipated return from the selected trip and must have at least 2 empty pages.

_____ Two photocopies of EACH of the following documents, Medical Personnel only

_____ Educational Diplomas

_____ State Licenses or other Credentials

_____ Credentials to Practice your Specialty

_____ Recent typed Curriculum Vitae (Doctors only)

_____ Letter of Recommendation from your Pastor

_____ \$200 Reservation Fee, non-refundable.*

_____ Please indicate the trip you are applying for

_____ Country

_____ Dates

* The \$200 reservation fee is requested at sign-up. This will be put toward your participation fee. Applications and supporting documents are needed 8 weeks prior to the trip. Half of the participation fee is due 60 days before the trip and the remaining amount is due 30 days before departure. Because the money is a tax-deductible gift to *Circle of Love foundation*, no money can be returned to you if you cannot make the trip as planned. However, it can be transferred to another outreach if taken within one year.



Circle of Love Foundation Application for Volunteer Service

Trip Applying for Country _____
Dates _____

All Information is Confidential

Personal Data. Please Print Legibly

Legal Name _____ / _____ / _____
Surname First Middle

Mailing Address _____

_____ / _____ / _____
City State/Province Zip/Postal Code
Country

E-mail Address _____ @ _____

Home Phone(____) _____ Daytime Phone(____) _____

Fax (____) _____ Cell Phone (____) _____

Gender: Male ___ Female ___ Date of Birth _____

Marital Status ___ Single ___ Married ___ Widowed ___ Divorced ___ Remarried

Spouse Name _____ Spouse Contact Phone (____) _____

Beneficiary _____ Closest Major Airport _____

Occupation _____ Healthcare Specialty _____

Passport # _____ Country of Issue _____

Place of Issue _____ Expiry date _____

Glove Size _____ Tee or Polo Shirt Size ___ M ___ L ___ XL ___ XXL ___ XXXL

Emergency Contact Information

Contact Name _____ Telephone(____) _____
Relationship to You _____ 2nd Phone(____) _____

Please answer the following questions so we may serve you better.

Please list volunteer activities and organizations you have participated in.

Why do you want to participate in this type of mission experience?

What are your hopes and aspirations for this trip? _____

List any cross-cultural experiences, medical projects or any specialty you may have.

Professional skills and abilities _____

Briefly describe your salvation experience and its impact on your daily life.

Do you have any experience sharing the Gospel with others? This is helpful but not required. _____

Have you ever travel outside the USA and Canada? ___Yes ___No

To which Countries have you traveled? _____

In addition to English, what languages do you speak? _____

How well to you speak them? (Fluent, Intermediate, Basic) ? _____

Please describe your physical health, including any physical limitations you may have and whether or not you are currently under a doctor's care.

Do you have any special dietary requirements? _____

Do you attend church regularly? _____ Yes _____ No

Name of Church _____ Denomination _____

City, State _____

Name of Pastor _____

What ministries are you involved in? _____

What are your special ministry gifts(music, drama, gift of faith or healing, intercessor,...) _____

Do You.....

Use Tobacco? _____ Yes _____ No

Drink Alcoholic beverages? _____ Yes _____ No

Live a homosexual lifestyle? _____ Yes _____ No

Are you currently in an immoral relationship? (defined as Sex outside a one man-one woman marriage) _____ Yes _____ No

Have you ever been convicted of a criminal offense? _____ Yes _____ No

If yes, please explain _____

Would others describe you as

A hard Worker? _____ Yes _____ No

Easy to get along with? _____ Yes _____ No

An example of Christ to others? _____ Yes _____ No

Please send completed application to:

Circle of Love Foundation
4804 Innsbruck Dr.
Rockford, IL. 61114

Questions? Call Dr. Helen Laib
(815)282-9243 or e-mail at:
laiblink7@sbcglobal.net

Emergency Medical and Contact Information

TEAM MEMBER NAME:

DATE OF BIRTH:

Passport Number:

FAMILY DOCTOR:

Your Address:

DOCTOR PHONE:

City, State, Zip

PERSON TO NOTIFY
IN CASE OF EMERGENCY:

Your e-mail

RELATIONSHIP:

Your Phone:

DAYTIME PHONE:

Your Cell phone

NIGHTTIME PHONE:

EMAIL ADDRESS:

MEDICAL PROBLEM LIST:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

SURGICAL HISTORY:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.

MEDICATIONS:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

ALLERGIES:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.

DATE OF LAST TETANUS:

Blood Type



Circle of Love Foundation Statement of Beliefs and Conduct Contract

Statement of Beliefs

1. We believe the Bible to be the inspired, the only infallible authoritative Word of God.
2. We believe that there is one God, eternally existent in 3 persons, Father, Son and Holy Spirit.
3. We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection and His ascension to the right hand of the Father and in His personal return in power and glory.
4. We believe that, for the salvation of lost and sinful man, repentance of sin and faith in Jesus Christ results in regeneration by the Holy Spirit and that Jesus Christ is the only way of salvation.
5. We believe in the present ministry of the Holy Spirit whose indwelling enables the Christian to live a godly life.
6. We believe in the resurrection of both the saved and the lost, the saved into the resurrection of eternal life and the lost into the resurrection of damnation and eternal punishment.
7. We believe in the spiritual unity of believers in our Lord Jesus Christ and that all true believers are members of His body, the Church.
8. We believe the ministry of evangelism is the responsibility of both the Church and each Christian.

Conduct Contract

Circle of Love Foundation is a medical and humanitarian organization whose reason for being is to provide relief of human suffering through quality medical care and to share the Gospel of Jesus Christ to those in the world who have not yet heard. In understanding and appreciating the evangelistic thrust of this ministry, I agree, by my signature below, that I will respect the above doctrines, and also agree to abstain from the use of alcohol, tobacco, illicit drugs, foul language, inappropriate moral behavior and unbecoming attitudes. I will respect the authority of the team leader(s) at all times while overseas, and I agree that my safety may depend on my cooperation. I understand the Circle of Love Foundation reserves the right to end my participation for any cause deemed just by the team leader(s) and that I would then be released on my own, with all inherent risks, to return home. Any additional expenses incurred would be my responsibility. I attest by my signature below that all information provided on this form and the accompanying required Assumption of Risk Agreement is truthful.

Signature _____

Date _____ - _

Printed Name _____



Circle of Love Foundation Mission Trip Information

What does a Medical Mission Trip Cost?

Costs vary depending on the location of the trip, the season, airfares and what the trip entails. Trips to Africa and Asia usually cost about \$2500 due to the airfare, Guatemala is usually \$1500 or less. Circle of Love Foundation tries to keep all trips under \$2500.

Flight Arrangements

Circle of Love Foundation will arrange all international flights. Our airfares are calculated based on originating in Chicago. We can accommodate other cities of origin and will try to do so without passing on the cost to the participant if possible. We will also try to accommodate different departure or return dates if notice is given at the time the trip is scheduled. Participants should be aware that deviations from the group schedule may result in loss of group rates and these charges will be passed on to them. It is recommended that you sign up for frequent flyer miles on whatever airline we use for the main portion of the trip.

Travel Documents

We advise all team members to carry a second form of photo identification such as a driver's license in addition to their passport. If your passport is lost or stolen you will have some form of id to verify your personal details. Please be aware that your passport must have at least two blank pages and must not expire for 6 months after your anticipated return from the trip.

Accommodations and Transportation

Accommodations are based on double occupancy of rooms. Baths with running water, hot water if possible, will be sought. Team members should be aware that this is not available in all locations. Transportation to the site of the medical outreach and back to the hotel each day is covered in the team members trip costs. Meals are covered during the outreach and whenever the team is eating together, except while in transit and on the shopping/sightseeing days. Laundry, phone calls, shopping, and hotel tips are not covered.

Money

The trip participation fee covers international airfare, ground transportation in country, hotel and meals in country, visas, and exit fees. Transportation to O'Hare airport is usually arranged for those with a Rockford departure. We usually come home on the VanGalder bus. Participants from other cities will need to arrange their own ground transportation to the airport from which they are departing. The trip fee does not cover the cost of a passport, immunizations, malaria prophylaxis, meals not taken with the team or in transit, hotel maid tips, phone call, laundry or shopping. For these purposes, cash will be needed.

It is recommended that you bring new US currency in hundred dollar or twenty dollar denominations. These can be cashed at international airport currency exchanges or at big city banks. Most places will not take traveler's checks. You may be able to get cash from an ATM machine using your credit card and pin. Upscale shops will take credit card in big cities. Small shops and flea markets deal only in local currency. Ask your team leader when would be the best time to exchange money. You will only need about \$100 excluding shopping. Shopping gives you the opportunity to acquire unique gifts inexpensively and we try to allow some time for this.

Luggage Restrictions

You are allowed one checked bag not over 66 inches in L X W X H. It should not weigh more than 50 pounds. You are also allowed a carry on bag and a small personal item such as a purse, small backpack or briefcase. You will be asked to check a second checked bag for Circle of Love Foundation. These will contain medicine, medical supplies, glasses or ministry materials. This helps us reduce shipping costs thereby reducing the overall cost of the mission trip. Do not bring expensive jewelry, expensive electronic items, or anything else that you would be devastated if it were lost or stolen.

Clothing

Most trip destinations are to places where the climate is hotter than our Midwest climate. Light summer clothing with several long sleeve shirts that can be layered as well as a jacket for evening is recommended. Scrubs are appropriate attire for the medical clinics except in Sudan where women should wear long, modest skirts. If you don't have scrubs, there is no need to buy them. Casual clothing such as jeans or chinos with tee shirts or polo shirts are appropriate. Ladies should bring at least one skirt or dress to wear to church or at any upscale dining adventure we may have. Guys should bring at least one dress shirt. A tie will not be necessary unless you are preaching. Jackets will not be necessary. Shorts may not be worn at clinic or during ministry time. Modest shorts may be appropriate while lounging at the hotel after hours, at the pool or beach if there is one, or on the sightseeing days in certain locations. Always ask before wearing shorts and be prepared to hear "NO". Sleeveless blouses are inappropriate in some locations. No tube tops or spaghetti straps at any location. If it is rainy season, an umbrella or rain poncho will be needed.

Participation Fee

The participation fee will be determined at least 3 months in advance. A \$200 deposit or registration fee is required at the time of sign up. This will be applied to your trip. All money is nonrefundable under IRS rules because it is a tax-deductible charitable gift. If you must cancel a trip, any money remaining after nonrefundable expenses that have already been paid (such as airline tickets) can be transferred to a new trip if taken within one year. It can also be transferred to another person. One half the fee is required 60 days prior to the trip. The complete fee is due 30 days before the trip.

Code of Conduct

Circle of Love Foundation is a medical and evangelistic missions organization. Our reason for being is to provide relief of human suffering through quality medical care and to share the Gospel of Jesus Christ to those in the world who have not yet heard. Participants are asked to respect the evangelistic thrust of this ministry by agreeing to refrain from the use of alcohol, tobacco, illicit drugs, foul language and unbecoming attitudes. The authority of the team leader must be respected at all times, especially overseas where the safety of the whole group may depend on it. Circle of Love Foundation reserves the right to terminate a team member's participation for any cause deemed just by the team leader. The member would then be released to return home alone with all inherent risks and will be responsible to pay any additional expenses that this may create.

Fundraising

Any trip participant who wishes to raise funds by asking for support from others is welcome to do so. They should instruct donors to make checks payable to *Circle of Love Foundation*. The name of the outreach should be placed on the memo line. The participant should be identified on an enclosed piece of paper or the check should be returned to the participant to submit. All funds will be used toward the expenses of that outreach. If more funds are raised by an individual than the estimated per person cost of the trip, the excess will be used to assist another participant or for general expenses of the trip and will not be refunded or carried over to another outreach. Donors will not be notified if their gift is used to assist another participant. Circle of Love will thank each donor and issue a receipt. All gifts are non-refundable and are tax-deductible under IRS rules.