



Short-Term Trip Application

Please fill out this form completely and legibly – use information from your passport. **There should be no blank lines. If an item doesn't apply to you, write "N/A".**
Please return application & color photocopy of current passport to:
Children's HopeChest
PO Box 63842
Colorado Springs, CO 80962

Trip Location: _____ Date: _____
Orphanage/Care Point Trip: Yes No
Last Name: (as it appears on your passport) _____
First and Middle Name: (as on your passport) _____
Name you go by, if different from above: _____
Passport Number: _____
Issue Date: Day _____ Month _____ Year _____
Expiration Date: Day _____ Month _____ Year _____
Date of Birth: Day _____ Month _____ Year _____
Place of Birth (City, State): _____
Current Nationality: _____ Previous Nationality: _____
Previous Names (including maiden name) _____
Spouse's Full Name: _____

Complete Home Address (City, State, Zip)

Primary Phone: () _____ Work / School Phone: () _____
Mobile Phone: () _____

Personal e-mail Address: _____

(Russia Trips Only) *We must have this information to apply for your Russian Visa.
*The information you provide below, MUST match exactly the information you put on your Visa Application.
If unemployed, retired, a student, or a homemaker please state that for Employment position.*

Place of Employment or School

Employment Position: _____
Complete Work or School Address: (complete street, city, state, zip)

Work or School Phone () _____
Previous Overseas Travel for last 10 years – Country/Year of most recent visit _____

Name of Church _____
Contact at Church (if applicable) _____ Phone Number _____

Please provide 3 personal references for Children's HopeChest or the trip leader to contact:

Name: _____ Phone: _____
Name: _____ Phone: _____
Name: _____ Phone: _____

The following medical information is required to be kept confidential by Children's HopeChest, Inc. under applicable law. It is important to your team, HopeChest and the children you visit that you respond fully and accurately.

- General Health Condition: _____
- Have you had a complete physical examination within the last year? Yes No
- Will you obtain the vaccinations recommended by the U.S. CDC for your destination?
 Yes No
- Do you have any pre-existing medical conditions? Yes No
If yes, explain: _____
(Depending on your pre-existing condition, Children's HopeChest may require a medical release from your doctor to go on this trip.)
- What medications are you currently taking or will be taking at the time of this trip?

- Please list any physical limitation that may prevent you from participating in certain activities overseas: _____
- Please notify us of any dietary restrictions. _____
**Due to the nature of your trip, we cannot guarantee that all of your provided meals will meet your specific requirements.

Within the past 10 years, have you been professionally treated for any addictive condition, including treatment in a rehab program, detox, sober living environment or similar?
If so, please explain: _____

Note: Visa applications for certain countries ask questions similar to that below. Background checks can be performed by computer and HopeChest reserves the right to do so as well. It is critical to our program that the question below be answered truthfully.

Have you ever been convicted of a crime? (Other than a minor traffic violation) Yes No
If yes, please fully explain.

Personal Covenant

Understanding that service is a way of demonstrating my faith. I promise to abide by this covenant.

- I agree to share my faith in a respectful Christian manner.
- I agree to cooperate at all times with the leader and others in the group concerning all activities including: daily work, food, lodging, transportation, and I agree to stay with the group when expected to do so. I agree to abstain from habits that may offend others and to be aware that my behavior represents my Christian faith.
- I understand that group cooperation is essential to the success of the mission and I take full responsibility for being a part of team activities.
- I agree that I am under the authority of the team leader and the HopeChest staff for my own protection and that of the team.
- I will work as a member of the team, having a flexible attitude, setting aside my own personal agenda for the betterment of the team.
- I will submit to the authority of the team leader and I will follow instructions.
- I will do my best to submerge myself in the local culture as much as possible and will refrain from expressing (whether by work, implication or action) criticism of the local way of doing things.
- I will do my best to willingly adapt to different/difficult living conditions.
- I certify that the above information is without exception true and correct and that I have not omitted anything which would be important to the consideration of my application by Children's HopeChest.

Signature _____

Date: _____

Kidnapping and Hostage Taking of Children's HopeChest Employees and Volunteers

International acts of terrorism, violence and kidnapping are a tragic part of current reality. As Children's HopeChest, Inc. grows and touches the lives of more people in a variety of countries, it is always possible that Children's HopeChest, Inc. employees or volunteers may be affected.

We recognize the difficult decisions involved when hostages are taken; however, we believe that governments, organizations, and individuals have a common interest in not giving in to terrorist demands. We strongly believe that concessions, whenever they are made, only encourage further attacks and put additional people at risk. Children's HopeChest, Inc. is prepared to use every legitimate means to secure the release of any of our employees or volunteers being held hostage.

We at Children's HopeChest, Inc. acknowledge that this form is intimidating. However, all organizations in our field to our knowledge require similar forms and we have signed it ourselves. In our history, we have not encountered the threat of an event of terrorism or an abduction. However, such events, especially abductions for ransom, are becoming more commonplace and are occurring in unexpected parts of the world. When traveling internationally, everyone needs to acknowledge that anything is possible, however unlikely. The purpose of the following policy statement is not to scare you but to establish how Children's HopeChest, Inc. would deal with acts of terrorism involving its employees or volunteers. Please read, sign and return the following, confirming your understanding of this policy.

Employee / Volunteer Agreement

Children's HopeChest, Inc. recognizes that the risks to personal safety encountered by Americans traveling abroad are greater now than in past years. While safety for our travelers and our field staff is top priority, we follow U.S. policy on terrorism, kidnapping and hostage taking. Children's HopeChest, Inc. will make no concessions to terrorists. We will not negotiate for the payment of ransom for the release of hostages or prisoners. Children's HopeChest, Inc. will cooperate with the appropriate governmental agencies to insure that all perpetrators of violent acts against its employees / volunteers are brought to justice. Without exception, all volunteers and employees of Children's HopeChest, Inc. who are / or potentially will be in areas of the world where this is a risk shall sign a document which affirms they have read and understood this policy. Travel related to the missions work of Children's HopeChest, Inc. is expressly an assumed risk.

Please initial here that you have read this page:

Continued on next page

Medical Authorization and Limited Power of Attorney

I wish to participate in a Children's HopeChest, Inc. short-term trip as specified in this application. In consideration of acceptance for this trip, I, being of legal age, do hereby authorize any necessary medical and/or dental treatment on my behalf/ on behalf of my minor child _____, should I be unable to give such consent, and confer upon Children's HopeChest, Inc. a special power of attorney for that purpose. This consent and power of attorney includes reasonable medical and/or dental treatment including but not limited to diagnostic tests, x-rays examinations, anesthesia, or other procedures within the country visited which may be deemed necessary to my medical well-being / the medical well-being of my minor child for the duration of the trip. "Deemed necessary" means the reasonable judgment of Children's HopeChest, Inc., its staff and the team leader under all circumstances then obtaining.

Release and Hold Harmless Agreement

I hereby voluntarily release, waive all claims against, and hold harmless (i) Children's HopeChest, Inc., its officers, agents, and employees (ii), the team leader and other members of the mission team, and (iii) the church or other organization which has sponsored the team, as well as its pastoral staff, directors, elders and other executives, whether acting in their official capacities or otherwise from all manner of suits, actions, claims, demands, and liabilities which may arise from my participation / the participation of my minor child in this trip. I authorize the designated leader of the trip to arrange for my / my minor child's early return home should this be deemed necessary. I understand that this will be at my own expense should the reason be, as concluded by the leader in his or her sole and absolute discretion, my / my minor child's inability to work together with the team in an appropriate manner, regardless of cause.

I recognize that conditions in some of the places to which I / my minor child will travel will not meet customary U.S. standards in terms of, among other things, sanitation and cleanliness, public health, food safety or preparation, public safety or conduct of public and police officials. Such conditions are inherently unpredictable and outside of the control of Children's HopeChest, Inc. I enter / allow my minor child to enter into participation in this trip with knowledge of this.

I understand that this document constitutes a full and complete waiver of all possible claims, including claims of negligence in personal injury or property loss and / or damage, arising out of my participation / the participation of my minor child in this trip. By signing this agreement, I acknowledge that I have read and accept its terms.

I agree that the information provided is true to the best of my knowledge and I understand that by submitting my application I am not insured a spot on a team. I have read the *Kidnapping and Hostage Taking of Children's HopeChest Employees and Volunteers* section of this application, and fully understand that in the event that I am abducted and held against my will under any circumstances, Children's HopeChest, Inc. will use every legitimate means to secure my release but will not make any concessions nor negotiate payment of ransom for my release.

In the event of any disagreement respecting the interpretations, application or enforcement of this Short-Term Trip Application, Personal Covenant, Employee/Volunteer Agreement, Medical Authorization and Power of Attorney or Release and Hold Harmless Agreement, or any term or condition of same, the matter shall be resolved under the exclusive jurisdiction of Peacemaker Ministries, and under its procedural rules. Neutral personnel of Peacemaker Ministries shall preside over the arbitration of the matter at hand, whose shall be binding and from which there shall be no appeal. Prior to arbitration, the parties shall engage in a Christian Conciliation process supervised by Peacemaker Ministries. The parties understand the scriptural injunction against taking other believers to court and understand that they are voluntarily surrendering their secular right to take matters to civil court.

All matters respecting the above agreements shall be governed by the substantive law of the State of Colorado.

Please initial here that you have read this page:

Children's HopeChest Trip Cancellation/Reschedule Policy

Children's HopeChest, Inc. continues to closely monitor events in the areas around the world that we operate. Due to the nature of international travel that we facilitate, there may be very rare occasions when, for the safety of team members and field staff, Children's HopeChest Inc. will be required to reschedule or postpone your trip upon short notice. While we work diligently to avoid these kinds of situations, there may be significant crises or political unrest that occur spontaneously. We take into account the following, among other things, when deciding to reschedule or postpone a trip for the safety of all involved:

- **Regionally specific U.S. State Department Warning in your teams location (www.travel.state.gov) AND/OR
- The U.S. State Department is asking U.S. Citizens to evacuate that country AND/OR
- Input from CHC In-Country Leadership on their first person accounts of the situation AND/OR
- Hostilities occur between the U.S. or an ally of the U.S. and the host country.

** Example: If you are flying into Kampala, Uganda and there is a State Department warning for Kampala, but the majority of your team's time will be spent in another area of the country where there are no warnings, AND if the CHC In-Country Leadership does not feel that your safety will be compromised, we will consider having your team travel as planned.

If there is notable political activity directly prior to or during your trip, Children's HopeChest, Inc. will be in frequent contact with field staff and consistently monitoring the U.S. State Departments recommendations and multiple news outlets. You will be advised of a change in team itinerary by your assigned CHC Representative. Children's HopeChest, Inc. registers all of our travelers with the U.S. State Department, thus travelers might receive travel warnings, alerts, or updates directly from the U.S. State Department. While Children's HopeChest, Inc. is diligent in reducing both risk to persons and financial loss, the final risk for financial loss beyond deposits received by the team from its members rests with those traveling. If Children's HopeChest, Inc. has already incurred expenses that are above and beyond deposits received by your team and those expenses cannot be recouped, team members, by submitting their applications, agree to be responsible for covering these costs. Examples include: train tickets, hotel reservations, visa processing, and certain cultural activities. If Children's HopeChest, Inc. cancels/reschedules the trip, trip planning costs will be deleted from the charges to your team. If you, and/or the Church/Community Partner reschedules/postpones your trip, initial deposits are non-refundable/non-transferrable due to the administrative time and cost incurred by Children's HopeChest, Inc.'s staff both in the U.S. and the host country. In addition, if your group or an individual team member should reschedule:

63+ days from trip date:	Initial Trip Deposit is non-refundable/non-transferrable.
36-62 days from trip date:	\$250/person 2 nd deposit can be applied towards future trips less expenses already incurred.
0-35 days from trip date:	No refund/transfer guaranteed. CHC reserves the right to evaluate the merits of each cancellation on an individual basis, including the burden and cost upon CHC.

According to the guidelines above, funds from certain canceled team trips may be applied to rescheduled trips for up to one year. (Travel schedule availability will be taken into consideration.) The amount to be applied will be the total cost of the trip, minus the non-refundable deposit and any costs already incurred from visa processing and reservations overseas. If Children's HopeChest, Inc. has already incurred expenses that are above and beyond deposits received by your team and those expenses cannot be recouped, team members will be responsible for covering these costs. All trip payments are tax-deductible and therefore non-refundable pursuant to the Internal Revenue Code and Regulations enacted under the Code.

Please initial here that you have read this page:

CHILD PROTECTION POLICY

Children's HopeChest, Inc. is committed to the care of children and believes that each child is a special creation, made in the image of God. We are emphatically opposed to any form of child abuse, exploitation, or oppression, and will strive to do everything possible to prevent this. For our part, we have instituted certain policies and guidelines that are meant to govern the interactions of Children's HopeChest, Inc., staff members, contractors, partners, sponsors, and any others involved with children in our programs and the surrounding communities.

Children's HopeChest, Inc. values and appreciates our partners and advocates, and knows that our sponsors and donors support Children's HopeChest's value of respect for the child. Sadly, we must also acknowledge that like similar organizations, someone may attempt to use Children's HopeChest, Inc. programs to gain access to vulnerable children for improper and immoral purposes. In obedience to the scriptural injunction to be "as innocent as doves and as wise as serpents", (Matthew 10:16), we have developed the following policy to provide direction and guidelines for meaningful, appropriate interaction with children in our programs.

The guidelines are intended to protect both the children and CHC sponsors and donors from any type of abuse or mistreatment, allegations of abuse or mistreatment, or unintended misunderstandings. All travelers connected to Children's HopeChest, Inc. should be and remain accountable within their travel groups and avoid the appearance of inappropriate behavior for the protection of all involved parties. Travelers should be aware and attentive to the perception of their relationship with vulnerable children, particularly because perceptions of Americans and their intentions can be highly inaccurate and sometimes even bizarre.

With this in mind, we ask you to please adhere to the following guidelines during your time with your sponsored child, and the children of his/her community:

1. A Children's HopeChest, Inc. staff member or representative will be present during any visits to the CarePoint or orphanage.
2. Travelers may not spend the night with a child/children – whether a CHC representative is present or not. (Please note: Occasionally, some teams will lodge on site during their travel in country. These specific lodging situations will be pre-arranged by our field staff and allowable upon their discretion.)
3. If invited, travelers are welcome to go to a child's home for a visit, meal or special occasion when accompanied by a CHC representative.
4. Travelers should not accept lodging in the home of a child who is part of Children's HopeChest, Inc. programming.
5. Travelers may not exchange any personal contact information with their sponsored child or his/her family or guardian.
6. A traveler must always show respect when interacting with children or CarePoint staff. Travelers are expected to be familiar with information given from CHC (verbal or in written form) on culturally appropriate ways to show affection.
7. If a traveler is made aware of any type of inappropriate interaction involving a child, they will notify a CHC representative as quickly as possible.

CHILD & CAREGIVER SAFETY, PRIVACY, AND DIGNITY

Per Children’s HopeChest, Inc Child Protection Policy, we ask that every sponsor and partner community respect the safety, dignity and privacy of the children and caregivers in our programs. It is our policy to not share the following information:

1. **HIV Status.** Children’s HopeChest, Inc. expressly forbids the public communication of a child or caregiver’s HIV/AIDS status without changing the name and clearly indicating that names have been changed to protect the individual’s privacy.

2. **Trafficking & Abuse.** In cases of known sex trafficking, human trafficking or known sexual, physical, or emotional abuse, Children’s HopeChest, Inc. expressly forbids the public communication of child’s name AND photo without changing the child’s name. It must also be clearly indicated that names have been changed to protect a child’s privacy. Photos may only be used if altered to make faces unrecognizable or faces are not visible.

Furthermore, if a sponsor or community partner encounters any form of abuse while on a Children’s HopeChest, Inc.-facilitated trip, CHC requests the immediate reporting of the incident to a Children’s HopeChest, Inc. staff member. A copy of the Child Protection Policy is available on the our Web site, and is provided to all mission trip participants.

I have read the above Child Protection Policy and agree to adhere to its guidelines and statements.

I have read the Medical Authorization and Limited Power of Attorney, Kidnapping and Hostage Taking of Children’s HopeChest Volunteers, the Release and Hold Harmless Agreement and the Trip Cancellation policy, and the Child Protection Policy all stated above, and agree to adhere to their guidelines and requirements.

Signature of Traveler _____ Date _____
(Parent’s Signature if under 18)

Emergency contact name & phone number of closest living relative or spouse:

Name: _____ Phone: _____

Email address: _____

Trip Leader/Representative: _____ Date: _____