



Blessings on you!

We are blessed because you are taking a moment to consider the stirrings within your mind and heart to volunteer to serve on our Medical Mission or perhaps on our surgical mission. Your interest in reaching out to those who find themselves fragile in mind and body is a special calling. Your Yes to this invitation of the Spirit will bring a hundredfold blessing not only to you but all with whom you touch. The Great healer has placed this stirring in your heart and you are taking up the challenge to consider the opportunity.

Below we had outlined the steps that you need to follow to fulfill your hearts tug and put you on the path to experiencing a profound conversion of heart. Take courage your God stands with you.

- ❖ The Diocese of Orlando requires, ***ALL persons participating on a mission to our sister diocese be FBI fingerprinted, background checked through the diocese and complete the "Online Safe Environment Training (SET)".*** The fee for the fingerprinting is \$50.00 (there is no charge for the SET) and is the responsibility of the participant/missioner.
 - To begin the process go to the Diocese of Orlando website: www.orlandodiocese.org. Click on Ministries/Offices, find and click on Human Resources, there is a list of options on the left of the page, click on the fingerprinting option. At this point Fingerprinting Safe Systems Screen comes up. Please read carefully and check off the box on the bottom of the page, print the page for your records. On Select your Job/Volunteer location, select Missions. Type of Applicant is - volunteer. Select up to 3 Volunteer Categories - select Missions. Continue following instructions to make an appointment.
 - You will receive the **barcode** necessary to do the online SET.
 - If you need assistance call the office. (407 246 4890)
- ❖ A **valid and current PASSPORT is required for all missioners.** Information for applying and/or renewing passports can be found online at: http://travel.state.gov/passport/passport_1738.html.
- ❖ *The cost for 2012 missions is \$750.00 not including airfare. Each Missioner is required to purchase his/her own airfare within approved stipulated date and time for arrival and departure. A \$325.00 deposit is due with the application package. Final payment of \$425 is due thirty (30) days before leaving on the trip.*
- ❖ ***ALL CHECKS must be made out to the Diocese of Orlando-Mission Office.*** On reference line write ***what mission you would be participating in as well as the date (ex. Construction Mission [or CM] 1/21-1/28/2012).***

The application Package includes:

- Application form
- Volunteer agreement – **notarized**
- Legible copy passport
- \$325.00 (US) deposit

All documents need to be completed and submitted 60 days before the trip or by the due date listed on the Mission Trip Schedule. Preference for participation is given to applicants who apply early.

- ❖ Attached you will also find a recommended immunizations and a packing list.

Housing on the Mission Trip:

- Some participants live in the Mission Hospitality house and are required to cook their own meals.
- Some participants live with families who prepare all the meals with great care and attention.

Thank you for your interest in participating in our medical outreach to the sick and hurting members of our global planet. Thank you more especially for being attentive to the invitation of the Spirit with in you. Our office is here to help you on your journey Do not hesitate to give us a call if you need further help or encouragement

May we all be blessed through our giving and receiving.

Peace,


Sr. Bernadette Mackay, O.S.U.
Director

Guidelines for

Short Term Missioners

Guiding Principles (adapted from basic principles and beliefs of *Friends Across Borders*):

1. This mission trip is not the beginning of your journey. Something in your life path drew you to say “Yes” to this mission work. We all want to celebrate and honor it.
2. On this mission trip we go to visit sacred ground and a graced people. You will experience poverty and situations, unlike you have experienced before. But life is a mystery and God is very much present in the situations and people we will encounter.
3. While on mission a primary commitment is to open our hearts, listen and to be compassionate. Allow yourself to deeply “feel with” and to “see” as the people you work with see.
4. While on mission the people and situations we will encounter are human, imperfect and limited, just like our own culture is.
5. We make our mission trip/journey as a community. We have personal experiences but they are not “individual” experiences, they will be collective.
6. The mission trip will impact each of us differently. We are different and on different journeys. We will respect everyone’s experience.
7. Believe that God will accompany us on our journey so we can be confident and we can celebrate.

The Mission Office encourages all missioners to embrace the experience as fully as possible. Cooperation in following the guidelines below will help ensure a rich, safe, and transformative experience for everyone.

- In preparation for mission I will at my own expense complete the required Diocesan background check and Safe Environment Training, 60 days before the departure date for the Mission I am applying.
- Submit a completed application form, volunteer participation agreement that **MUST** be notarized, a legible copy of your passport along with your non-refundable \$325 deposit by the date listed on the Mission Trip Schedule for your particular trip –The cost of the trip for 2012 is \$750 plus the missioner purchases own ticket using only the Mission Office approved flights/times. Ticket should not be purchased until the Diocesan Fingerprint Office has received clearance on me, I have successfully completed the on line Safe Environment Training, submitted any Application, Notarized Volunteer Agreement, legible copy of passport and \$325 deposit. Final payment is due to the Mission Office on the date listed on the Mission Trips for my particular Mission. A copy of my flight arrangements is due to the office on the same date as final payment.
- All missioners, returning and new must participate in/attend the Mission Preparation Meeting.
- To conduct myself at all times in a professional, courteous and compassionate manner.
- To understand that flexibility, being collaborative and a team player is expected at all times.
- To seek to know the truth of situations, rather than relying on prejudices, assumptions and incomplete information.
- To strive to align my thoughts, language and actions so my work fully supports the work of the Mission Office and the work of the particular mission.
- To not use offensive language or sexual innuendos in English or Spanish.
- I will be open and honest with the Mission Office Staff and with my fellow missioners willing to share my joys and struggles and listen with care to the experiences they share.
- Realizing the importance of the daily gathering for Reflections I will participate respectfully, openly and lovingly.
- I will seek simplicity in the use of my time and energy and practice presence to my fellow missioners and to those with whom I live and work.
- I will socialize and recreate in ways that enhance my relationships with people and avoid the use of cell phones, DVD players, computers etc.
- I will consider the toll alcohol takes on people, realizing that it may be a problem for my fellow missioners and the people I am serving and abstain from alcohol from the time I leave the USA until I return to the USA.
- Aware of the personal, social and economic costs of illegal drug use I will not possess or use illegal drugs.
- My attire during the mission trip will be appropriate and modest.
- After the Mission Trip, I will share with the Mission Office the photo’s I have taken. (On a CD if at all possible)
- Following the Mission Trip I will discern and prayerfully consider responding affirmatively to the Mission Office request to speak in a parish for the Annual Mission Office Collection.
- With gratitude to God for the Mission experience I will also express my thanks and gratitude to all who have made it possible.
- As my journey with God deepens, as God’s disciple. I will continue to have an open heart and generous spirit, listen and respond to God’s call to holiness.

For Office Use Only:

Date Received: _____

Notes: _____

MISSIONER CHECKLIST

- COMPLETION AND CLEARANCE OF FINGERPRINTING & SAFE ENVIRONMENT TRAINING
- APPLICATION IS COMPLETELY FILLED OUT
- A LEGIBLE COPY OF PASSPORT AND MEDICAL LICENSE
- VOLUNTEER PARTICIPATION AGREEMENT IS NOTARIZED
- DEPOSIT – A \$325.00 DEPOSIT CHECK IS MADE OUT TO THE “DIOCESE OF ORLANDO – MISSION OFFICE”
- EMAIL ADDRESS (WE MAINLY COMMUNICATE VIA EMAIL, MAKE SURE YOUR ADDRESS IS CORRECT. IF YOU DO NOT HAVE EMAIL PLEASE INDICATE SO.)

MISSION OFFICE - DIOCESE OF ORLANDO

MEDICAL/SURGICAL/OPHTHALMOLOGICAL/DENTAL MISSION TRIP

I would like to participate in a Medical/Surgical Mission (Please note date): _____

Name _____ / _____ M _____ F _____
(as shown on your passport or legal papers that you will use to travel) Name you wish to be called Gender

Home Address: _____ City _____ State _____ Zip _____

Home phone: () _____ Work Phone: () _____

Cell phone: () _____ Fax Number: () _____

E- Mail Address: _____ 2nd Email Address: _____

Religious Affiliation: _____ Parish _____

My T-Shirt size is: Small Med Large X-large XX-large

Do you speak Spanish? None Beginner Conversational Fluent

I prefer to room with: _____ I was referred by _____

Medical Professionals: Title: RN LPN MD DDS PM EMT Specialty: _____
(Be specific)

License # _____ State _____ Expiration Date _____

Are you CPR certified? _____ Are you presently licensed in your field? _____ **(Attach copies of licenses)**

Are you working in your field now? _____ If so, where _____

Have you ever participated in a medical mission trip _____ If yes, where and when? _____

Non medical support: Occupation: _____

Special skills/talents: _____

(YOU MUST HAVE A PASSPORT TO TRAVEL TO THE DOMINICAN REPUBLIC)

Passport Number _____ Birthplace (City & State) _____

Date of Birth _____ Driver's License Number _____

Emergency Contact: Name _____ Relationship: _____

Address _____ City _____ State _____ Zip _____

Home No. () _____ Work () _____ Cell () _____

Email _____

Alternate Emergency Contact: Name _____ Relationship: _____

Address _____ City _____ State _____ Zip _____

Home No. () _____ Work () _____ Cell () _____

Email _____

VOLUNTEER PARTICIPATION AGREEMENT
(Needs to be NOTARIZED)

Date of Mission Trip: _____

Description and Destination: _____

Name of Participant: _____

A BRIEF HISTORY ABOUT THESE MISSION TRIPS

For several years, the Catholic Diocese of Orlando has had a Sister Diocese relationship with the Catholic Diocese of San Juan de la Maguana, which is located within the Dominican Republic. This relationship provides a wonderful opportunity for volunteers such as you to assist poor people in the Dominican Republic of all races and religions. Literally thousands of people in the Dominican Republic have already received much-needed services, thanks to the generosity of volunteer participants just like you. Volunteer participants and staff members of the Catholic Diocese of Orlando have spent countless hours serving on a Mission Steering Committee for the purpose of planning this mission trip.

WHAT TO EXPECT FROM THIS MISSION TRIP

Hundreds of volunteers have participated in many prior mission trips and the vast majority of them have reported that their participation was a wonderful life-enriching experience. Generally speaking, each participant decided to participate in the mission trip for his or her own very personal reasons, and we expect that too is the case with you. Nevertheless, some common traits that participants share are a desire to serve and care for those in need and a desire to enrich their personal and spiritual life. The people that we will serve live in very austere circumstances, and thus you too will experience these very austere circumstances. The Dominican Republic is a Third World country, and thus you will be entering a world very different from the world you enjoy here in the United States. As is typical with Third World countries, the Dominican Republic is a very poor country with limited access to sanitary conditions (including water/sewer facilities and food processing capabilities), limited resources to eradicate infectious diseases, and even more limited medical/hospital facilities and access to healthcare providers. These are just some of the reasons why this mission trip is so important to the people you will be serving.

You should become familiar with safeguards you can take to prevent yourself from becoming sick during the mission trip. You should consult with your family physician regarding your own unique medical condition(s) and what preventive measures you should take. The US Centers for Disease Control has an excellent website which addresses these issues and how you can remain healthy. This website can be found at: www.cdc.gov. If there are any particular medical conditions or concerns that you or your physician feel need to be brought to the attention of the Director on this mission trip, it is your responsibility to do so. If you have allergies, please notify the Director, but it will be your responsibility to bring any necessary medications and take any necessary precautions to prevent an allergic reaction. It may not be possible to provide special meals, special sleeping accommodations, or identify food ingredients. Likewise, if you require medications to maintain your health, please notify the Director, but it will be your responsibility to bring any and all needed medications, properly store such medications, properly administer such medications, and clear the transportation and possession of such medications with customs.

WHAT THE MISSION TEAM WILL EXPECT FROM YOU

You will be expected to conduct yourself, at all times, in a professional, courteous, and compassionate manner. These attributes have been the key to the success of this and past missions, together with a willingness to be flexible and to be a team player. As with any trip to a foreign country, you should always conduct yourself as a representative of the Catholic Church, bearing in mind that many of the personal liberties and rights that we enjoy at home are not available in foreign countries such as the Dominican Republic.

As a missionary on a mission trip of the Diocese of Orlando, your behavior will create an impression to others about the Catholic Church. Consequently, it is important for you to behave at all times as a minister of the Church. This includes behavior at social gatherings where alcoholic beverages may be provided or are for sale. The Mission Team will expect that you refrain from consumption of alcoholic beverages.

The attire of a missionary is also an important consideration. Casual attire is appropriate. Please avoid offensive or revealing clothes. Closed toed shoes are advised and athletic foot wear or work or hiking boots are probably the most comfortable and durable.

Each missionary will be expected to be fingerprinted and pass the safe environment test prior to be accepted on a mission trip.

Violation of drug laws is the most common cause for arrest while traveling. The Dominican Republic has very strict laws against the use, possession, or sale of illegal drugs. If at home you would not drive a vehicle because you do not have a license, then you would likewise not drive a vehicle in the Dominican Republic. Finally, you will be expected to notify the Mission Office immediately if there is a change in your designated emergency contact person's information.

Failure to follow these best practices will result in removal from Mission Office ministry.

EXPRESS ASSUMPTION OF RISK AND RELEASE

I have read and understand this Volunteer Participation Agreement in its entirety and agree to abide by the terms set forth herein. In consideration of being permitted to participate in the above referenced mission trip, I do, for myself, my heirs, legal representatives, and assigns hereby expressly release, waive, and discharge each of the participants in this mission trip, the steering committee members that helped organize this mission trip, and the Catholic Diocese of Orlando, its agents and employees (collectively, "Released Parties") from any and all actions, causes of action, suits and/or demands or claims whatsoever, in law or equity, which I ever had, now have, shall or may have in the future against these Released Parties. I covenant and agree that I, my heirs, legal representatives, and assigns will never institute, prosecute, or in any way aid in the institution of prosecution of, any demand, claim, or suit against these Released Parties for any destruction, loss, damage, or injury (including death) to my person or property, my family, heirs, or assigns which may occur as a result of my participation in this mission trip, however caused, including but not limited to, the negligence of the Released Parties, whether passive or active. I further agree to indemnify and hold each of the Released Parties harmless against all such liabilities, claims, actions, damages, costs or expenses, including, but not limited to, attorney's fees and disbursements. I assume full responsibility for the risk of bodily injury, death, or property/financial damages that may occur while participating in this mission trip. Being fully aware of the inherent risks and hazards, I am voluntarily participating in the above referenced mission trip. I agree that the laws of the state of Florida shall govern this agreement, and that any action arising from the subject matter of this agreement shall take place in Orange County, Florida.

Finally, I agree that I have carefully read this paragraph and fully understand that this is a waiver and release of liability.

Participant Signature

Date

Participant Name (Print)

Notary Public: State of: _____, County of: _____

Sworn to and subscribed before me this _____ day of _____, 20 _____,

by _____, who is personally known to me or who has

produced _____ as identification.

My Commission Expires: _____

Notary Public Commission Number: _____

Signature: _____

Typed, Printed or Stamped Name of Notary Above

*** Some immunizations may need to be administered 30 days or more prior to trip departure

To: All Missions Participants

From: Sr. Bernadette Mackay, O.S.U.

Pre-trip Immunizations

Currently the Dominican Republic does not require any immunization to enter the country. A doctor from a previous Medical Mission Trip has advised us to recommend the following immunizations as precautionary for the Medical Mission participants:

- 1) **Tetanus/diphtheria vaccine – is recommended with booster every 10 years**
- 2) **Typhoid vaccine – is recommended for travelers who may eat/drink away from the usual tourist destinations. It can be given as a single dose injectable vaccine (Typhim Vi: Aventis Pasteur Inc.) or in an oral form (Vivotif Berna) consisting of four capsules taken on alternate days until completed.**
- 3) **Hepatitis A vaccine is recommended. It should be given at least two weeks (preferably four weeks or more) before departure. A booster should be given 6-12 months later to confer long-term immunity.**
- 4) **Hepatitis B vaccine series is recommended for all health care workers and anyone who may come into contact with needles/blood/biological waste.**
- 5) **Single dose of injectable polio booster vaccine is recommended for any adult who received the recommended childhood immunizations but never had a booster. Adults who are unvaccinated or incompletely vaccinated should be fully immunized.**
 - a. **Travelers' diarrhea is the most common travel-related ailment. The cornerstone of prevention is food and water precautions: Never drink/brush teeth, wash mouth with the water from faucets or sources other than: water from special water filters provided by the family or bottled water. Wipe plates/glasses and utensils completely dry before using them. Do not eat fruits or vegetables unless they have been peeled or cooked. Avoid cooked foods that are no longer piping hot and haven't been left at room temperature for longer period of time. Avoid un-pasteurized milk, such as ice cream. Avoid food and beverages obtained from street vendors. There is no need to antibiotic prophylaxis – we will provide effective antibiotics in case the diarrhea occurs. Please, report any unusual symptoms/medical problems to a physician/nurse in charge.**
- 6) **Insect protection measures (insect repellent, long sleeves/pants, mosquito nets at night) are recommended both during daytime and evening/night.**
- 7) **Please inform the physician/nurse in charge if you have medical condition that could make you more susceptible to infections or that require special precautions.**

An additional source of information is the Center for Disease Control website: www.CDC.org. There is no need for alarm. We just want to take a few extra precautions to prevent illness. We encourage you to discuss with your physician any questions or concerns you might have.

Immunizations can be scheduled at the following location:
Immunization Clinic
77 West Underwood Drive
Suite 4B
Orlando, FL 32806
407-649-6821

RECOMMENDED PACKING LIST - MEDICAL

- Valid Passport
- Hat (for sun protection)
- Sun screen
- Personal clothing -5 sets of scrubs, lightweight, casual clothes for after work wear. Light long sleeve shirts/blouses and slacks/jeans for eveningwear. Shorts should be long, walking variety.**
- Swimsuit
- Sneakers/walking shoes.
- Formal outfit for Church (no jacket or tie).
- 2 Towels and wash clothes
- Body soap, Baby wipes (antiseptic)
- Toiletries (toothpaste, toothbrush, two rolls of toilet paper, deodorant, sanitary supplies, etc.)
- Hand sanitizer
- Bug repellent (A MUST)
- Extra pair of eye glasses and/or contacts
- Fanny pack (to carry Wet-Ones, sun screen, tissues, personal items)
- Flip-flops for showering
- Flashlight and extra batteries
- Water bottle(s) / Canteen
- Snacks for each day with some to share
- Pancho / Raincoat
- Earplugs

**Hint: Clothing and towels should be lightweight for rapid air-drying.
Jewelry should be kept at the very minimum.**

Medical Supplies

- Personal medications
- Stethoscope
- Blood pressure cuff
- Medical gowns/scrubs
- Personal surgical supplies

For your own comfort and convenience it is suggested that you bring a backpack and carry the following with you at all times: raincoat with a hood, canteen, flashlight, insect repellent, sunscreen and a snack. A broad brimmed hat is also good to decrease sun exposure.

Do not wear military appearing camouflage type garments as it is illegal to do so in the Dominican Republic. Do bring a light jacket or sweatshirt as it can become cool in the evening. Dress as if you expect to get dirty.