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SHORT TERM MISSION TEAM APPLICATION INSTRUCTIONS

Hello! We're glad you're applying for one of our mission outreach teams to Ethiopia!

Please follow the checklist (below) when preparing your application packet. When complete, please send by mail, fax, or email everything to:

Adoption Ministry of YWAM
PO Box 512
Puyallup, WA 98371
mark@adoptionministry.net
Fax: (253) 445-1483

Application Instructions: Please answer all of the questions on this application. Both husbands and wives should complete separate applications. You may download the document to your computer, type directly into the document and then print a hard copy, or you can print out the application and complete it by hand. If you choose to fill it in by hand, **please use dark ink and print clearly**. In either case, be sure to sign all documents where indicated before mailing. Be sure to keep a copy of all documents for your records as you may need to refer to them again before travel. Please use the following checklist when sending in your application packet:

CHECKLIST:

Before sealing your envelope, be sure to include:

1. Application (pages 2-5 of this packet)
2. Fee of \$100 (Check or money order, OR you may call our office and pay over the phone with a credit card, OR pay online at www.adoptionministry.net. If using Paypal, please add \$3.00 to your total to offset online payment processing fees charged to our ministry)
3. Clear photocopy of passport's picture and personal information page
4. SIGNED Release for Medical Treatment & Liability Agreements (page 5 of application)
5. SIGNED Internet Ban Agreement (page 6 of application)
6. SIGNED Letter of Understanding (pages 7 & 8 of application)

SHORT TERM MISSION TEAM APPLICATION

Which mission trip are you applying for? _____
(List prospective dates or name of organization)

GENERAL INFORMATION

Full Name (as it appears on your passport): _____ Name you like to be called: _____

Permanent Address: _____

Current/Mailing Address (if different): _____

Email address: _____ Home Phone: _____ Cell Phone: _____

Female Male Age: _____ Birth date: _____ Birthplace: _____ T-Shirt size: _____

Driver's License Number: _____ Country or state of issue: _____ Citizenship: _____

Passport Number: _____ Date Issued: _____

Expiration Date (Your passport MUST be valid for 6 months LONGER than the end of the trip): _____

City and Country of Issue: _____

Visa type (if currently holding a US visa): _____ Expiration Date: _____

Date Issued: _____ City and country of issue: _____

Marital Status: Single Engaged Married Divorced Separated Widowed

Husband or Wife's Name: _____ Will your spouse join you? YES NO

How long have you been married? _____

If you have been divorced, separated, or widowed, please provide a short, relevant history on a separate sheet of paper.

EMERGENCY INFORMATION

In case of emergency, contact: _____ Relationship: _____

Address: _____ City/State/Zip/Country: _____

Home Phone: _____ Cell Phone: _____

Work Phone: _____ Email: _____

HEALTH/PHYSICAL INFORMATION

Do you have any physical impairments, handicaps, or health conditions that require special attention? YES NO

If yes, please explain: _____

(Depending on your condition, Adoption Ministry of YWAM may require a medical release from your doctor to go on this trip.)

Have you had any emotional or mental health problems? YES NO If yes, please explain: _____

Which do you consider your health to be: Good Average Poor

Have you had a physical exam within the last year? YES NO

List medications that you are taking (required for possible emergencies): _____

Please list ALL allergies, severity of reaction, and normal treatment protocol. Include allergies to medications, foods, insect bites, and any other substances: _____

Please list any special dietary needs or restrictions. _____

Medical insurance is a requirement to participate in our mission trips. Please confirm and provide the following information:

Name of Insurer: _____ Medical Insurance Policy Number: _____

FAMILY HISTORY

Do you have children who will be joining you on this trip? YES NO If so, list here:

If 21 or younger, what are your parents' names? _____

Parents' Address: _____

How does your family feel about your decision to participate in a mission trip? _____

CHURCH/FELLOWSHIP INFORMATION

Home Church/Fellowship: _____ Pastor/Leader: _____

Address: _____ City/State/Zip: _____

Country: _____ Phone: _____ Years Attended: _____

What church leadership experience, if any, have you had? (Bible School teacher, board member, etc.) _____

How does your church/fellowship leadership feel about your participation in this mission trip? _____

CHRISTIAN LIFE AND MINISTRY

Describe your present relationship and devotional life with the Lord. _____

What influenced you to apply for this mission trip? _____

What expectations do you have about serving as a team member with Adoption Ministry of YWAM? _____

Have you served on other missions trips? YES NO Describe. _____

Was your experience Poor Good Exceptional N/A

How did you hear about Adoption Ministry of YWAM? _____

Describe any other ministry experience not previously mentioned: _____

What ministry areas do you participate in within your local church/fellowship? _____

In the past year, what has been your greatest help and hindrance in your growth with God? _____

EDUCATION / EXPERIENCE

What education have you had (high school, college, graduate school, vocational training, etc.)? _____

Work Experience: (please list your two most recent occupations)

1. Position: _____ Name of Employer: _____

How many years? _____ Skills needed and acquired: _____

2. Position: _____ Name of Employer: _____

How many years? _____ Skills needed and acquired: _____

What other skills, talents, or hobbies do you have? _____

LEGAL INFORMATION

If you answer yes to any of the following questions, please explain details on a separate sheet of paper.

Are you involved in any current or pending lawsuits or legal proceedings? YES NO

Have you ever been convicted of a felony? YES NO If so, when and where? _____

Have you ever been convicted of a sexual crime? YES NO If so, when and where? _____

MILITARY SERVICE

Have you ever served in the military? YES NO If so, please list branch, rank, dates of service, and occupational specialty: _____

REFERENCES

Pastor or Spiritual Leader (provide name of the leader who knows you best):

First Name: _____	Last Name: _____
Address: _____	City/State/Zip/Country _____
Phone (home): _____	Phone (cell): _____
Email: _____	
Position: _____	Name of Church or Fellowship: _____

Personal Reference (non-relative)

First Name: _____	Last Name: _____
Address: _____	City/State/Zip/Country _____
Phone (home): _____	Phone (cell): _____
Email: _____	

Are you willing to work as a member of a team, having a flexible attitude, setting aside your own personal agenda for the betterment of the team? YES NO

Are you willing to submit to the authority of the Team Leader and willingly follow instructions? YES NO

Are you willing to be a representative of Christ and Adoption Ministry of YWAM during the mission? YES NO

Are you willing to submerge yourself in the local culture as much as possible and to refrain from expressing (whether by words, implication or action) criticism of the local way of doing things? YES NO

Do you believe you can willingly adapt to different/difficult living conditions (i.e. different language, food, culture, and bathroom facilities)? YES NO

PERSONAL COVENANT

Understanding that serving the team and serving others 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(s) and others in the group concerning our work and life together, 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 Savior and 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 meetings and devotions.
- In order to not offend our host culture, smoking and alcohol consumption will not be allowed during this mission trip.

I agree that I am under the authority of the team leader and the Adoption Ministry of YWAM staff for my own protection and that of the team.

Signature

Date

RELEASES

MEDICAL RELEASE

In the event of injury or illness while in association with YOUTH WITH A MISSION, I hereby agree to the performance of such treatment, anesthetics, and operations as, in the opinion of the attending physician, is deemed necessary.

Applicant's Signature

Date

LIABILITY RELEASE

I hereby release YOUTH WITH A MISSION, INC., its agents, employees, and volunteer assistants from any liability whatsoever arising out of an injury, damage, or loss which may be sustained by the undersigned (applicant) during the course of involvement with YOUTH WITH A MISSION, INC.

Applicant's Signature

Date

INTERNET BAN AGREEMENT

Pictures taken of children in the Widows and Orphans Homes in Ethiopia or any specific information relating to them cannot be posted on the internet. This includes, but is not limited to blogs, list servers, websites, Twitter, all social networking sites, etc. A generic story can be shared, but no pictures, names, ages or place of birth.

You may share pictures and stories of children in the orphanages with your family, friends and church group. We encourage you to share your orphanage experiences personally. Pictures and stories can be shared in digital or written form but not in any way should they be placed on the internet. Do not give material that has pictures and information of the children to anyone to use unless you are assured they will not be posted on the internet.

The Widows and Orphans Homes in Ethiopia and Adoption Ministry of YWAM can be severely affected if pictures of the children entrusted to their care are found on the internet. Please be respectful of the honor and responsibility Adoption Ministry is extending to you by welcoming you to their orphanages.

PROTECT OUR MUSLIM PROJECT

Your mission team may be going to a primarily Muslim village. The Holy Spirit is doing some powerful work in this village and many villagers have converted to Christianity. I am sure you are aware of some militant Muslim factions in Ethiopia and other parts of the world. In order to protect the school and worship center projects as well as the evangelists working there, we respectfully request that anything you post on the internet be censored. **Please do not mention the name of the village, post pictures with names of the evangelists or mention the word "Muslim"**. You certainly can write about the incredible things you will see there, but just be very careful what you post on the internet. Giving out detailed information about the village or the men working in this village could prove detrimental to the safety of our friends in these areas and/or affect the continuation of our project.

I UNDERSTAND AND AGREE TO ABIDE BY THESE REQUESTS OF ADOPTION MINISTRY OF YWAM.

Signature and Printed Name

Date

LETTER OF UNDERSTANDING

Short Term Missions Trip Adoption Ministry of YWAM-Ethiopia

Ethiopia is a third world country and many things we take for granted here in the United States, Canada or Europe will not be accessible in Ethiopia. Your nightly lodgings will be clean with Western toilet facilities and hot showers. When you are ministering in the churches or villages, the bathroom facilities may not be a Western toilet and the sanitation standards may not be what you are used to. Bring travel toilet paper with you as well as plenty of hand sanitizer.

Your guest house or hotel will have electrical outlets, but you will need an adaptor. Ethiopia uses 220 volt, the US uses 110, so you will need an Africa 2-pin adaptor, and a transformer if your device does not switch from 220 to 110 internally. (If you are unsure or have questions, please ask your team leader.) Electricity in Ethiopia is periodically turned off. This can affect your hotel/guest house or perhaps a restaurant where you are eating. The people in Ethiopia are accustomed to this inconvenience and you, too, must “go with the flow”. It is recommended to carry a small flashlight with you.

Most hotels and some guest houses have laundry services that you can personally pay for. The prices are reasonable, and generally speaking your clean clothes will be returned to you the next day. However, itineraries and services sometimes do not coincide, so pack enough essentials for your entire stay in Ethiopia.

Ethiopian food is very tasty, but not everyone will think so! Consider bringing protein or granola-type bars with you. Please be culturally sensitive and keep your opinions to yourself. Western food is served at most hotels and restaurants. The water in Ethiopia is NOT to be consumed unless it is boiled (like for coffee or tea). Drinking water will be purchased daily for your use. There are no fast food restaurants in Ethiopia.

Alcohol consumption is forbidden during your stay in Ethiopia. According to Ethiopian Christian tradition, Christians do not consume alcohol, and we will abide by this cultural tradition. The same applies to tobacco products.

Language may be a barrier to effective communication at times. There will always be someone on the team who is bilingual, and generally language is not a problem. Please be considerate and patient in any setting where there is potential for misunderstanding and go to your team leader with concerns. The people love for you to incorporate Amharic words into your vocabulary and will be delighted to help you learn.

Transportation will be arranged for you. However, we ask that you be patient and relaxed if rides are not prompt or if traffic is heavy. The roads in Ethiopia can be a real challenge! We will rent various sized vehicles depending on the team size. Courtesy to all Ethiopians and fellow team members is an expectation in all situations.

There is no credit in Ethiopia, so do not expect to use credit cards. All shopping is on a cash basis. However, there are usually ATM's available at certain banks and hotels. They are occasionally out of cash or out of service, so it is advised to not depend on them. Bring enough cash with you for personal shopping. The money you bring needs to be crisp, newer bills (not older than 2000). As with many countries, new currency is expected, and bills that are worn, torn, or have markings will not be accepted for exchange. Shopping days are planned into the schedule. Food, lodging, and transportation will be arranged for you and paid for from the trip fee.

In the capital city of Addis Ababa, beggars will be at your window asking for a handout any time the car is stopped. You cannot begin to help them all, so you will have to determine who you want to help and how much you want to spend, although we recommend that you not be overly lavish with your money. Large tips perpetuate the idea that Westerners are extremely rich and easy to get money from. Part of your team fees provide for the resources used in the humanitarian efforts your team will be involved in, so you may, if you choose, ignore their pleadings. Also, it is illegal to give to a beggar approaching a car that is in traffic. Your driver will be ticketed, and we have been asked to please refrain from violating this law.

If there is an interruption to the mission trip due to a natural disaster or political upheaval and the travel insurance does not cover all expenses incurred, Adoption Ministry is not responsible for the payment of these additional costs. Adoption Ministry will work with you to get you home safely, but you will be expected to pay for all extra expenses.

Cancellation Policy

Application deposits of \$100 are non-refundable and non-transferable. If you cancel after airline seats have been *reserved*, there will be a \$300 cancellation fee. Once airline tickets have been *purchased*, those costs cannot be refunded.

In the event that you cancel your trip and other costs have been incurred, you will be responsible for all financial commitments that have been made, including but not limited to: airline tickets, hotel reservations and in-country transportation.

Payment Schedule

Payment Schedule	Date Due	Amount Due
Non-refundable application fee	With application	\$100.00
First payment	5 months prior to trip	\$1,000.00
Second payment	3 months prior to trip	\$1,200.00*
Third payment	2 months prior to trip	One-half of remaining balance
Final payment	1 month prior to trip	Remaining balance

You will be part of a group acting as a representative of Jesus Christ in a foreign country. We expect a spirit of cooperation with kindness, gentleness and patience the hallmark of all behavior. We are coming to Ethiopia to serve an incredible people group with an ancient and rich heritage. Ethiopians are proud of their culture and we will be conscious at all times that we are guests in their land and will act accordingly.

I understand the expectations of being a team member on a short-term missions trip to Ethiopia with Adoption Ministry of YWAM and wholeheartedly agree to embark on this adventure with an attitude of cooperation and submission to leadership and will only share concerns with the team leader, not with other team members.

My signature below indicates receipt of and agreement to abide by all directives in this letter of understanding.

Endure hardship with us like a good soldier of Christ Jesus. 2 Timothy 2:3

Team Member Signature/Printed Name

Date

(Please retain a photocopy of this letter for reference purposes)