



Creekside Short Term Mission Application Form - Uganda

(V.1)

Thanks for your interest in serving in Uganda!

The following pages contain all the requirements necessary for you to apply and register for the team experience. You must fill out these forms completely, gather the required document copies, and submit them to your Team Leader by the deadline he or she has indicated. You will then be contacted for a selection interview with the Team Leader. During the interview process, you will be asked to talk about your motivations for joining the team, your commitment to team training and debrief, and other information the Team Leader feels will help them determine if this team is the right experience for you. Once the team members have been chosen, you will be notified and informed of future team meetings and commitments.

At the end of this packet is a checklist of all the required forms and documents. *Let's get started!*

General Information

Full Legal Name _____ Preferred Name _____

Mailing Address _____

Home Phone _____ Cell Phone _____

Email _____

Occupation _____ Workplace/School _____

Do you have a passport? Yes or No If yes, provide passport expiry date: (dd/mm/yy) _____

Passport # _____ Birthdate _____

Note: International travel requires your passport be valid for **at least six months BEYOND your trip return date**. If your passport expires prior to six months beyond the return date, you must renew your passport now.

Emergency Contact

Note: Contact person may NOT be a member of the team and MUST be living in Canada at the time of the trip.

Emergency Contact _____ Home Phone _____

Relationship to you _____ Cell Phone _____

Email _____ Work Phone _____

**PLEASE FORWARD YOUR COMPLETED APPLICATION TO ROB GAST
(ROBGAST@CREEKSIDECHURCH.CA)**

Trip Demands and Restrictions

PLEASE READ CAREFULLY through the following: Some of the demands of a Uganda team experience may be, but are not limited to, the following:

Standing or walking for long periods of time, lifting and carrying luggage or equipment, transportation over rough or dusty roads, exposure to new allergens or illness, exposure to temperature extremes, a new or very different diet, shared living space, working in a team setting, limited personal time alone, fatigue, exposure to extreme poverty, sudden changes in itinerary or team plans, significant cultural/socio-economic differences, etc.

It will be your responsibility to disclose any restrictions or concerns to your team leader and to discuss possible accommodations.

Please indicate if you have any medical restrictions or concerns related to any of the following role demands listed below.

Please indicate a “yes” with a check mark beside any demand for which you have a medical restriction or concern. In addition, please indicate what kind of accommodation may be required (do not provide a diagnosis). If you are unable to perform certain tasks because of medical restrictions, please indicate accordingly in the last column. If necessary, provide more information on a separate sheet.

Role Demands	Description	No concerns/ restrictions	I do have concerns and/or restrictions and need the following accommodations
Physical	<ul style="list-style-type: none"> • Standing for longer periods of time • Walking for longer periods of time • Lifting or carrying luggage • Lifting or carrying equipment • Transportation over rough roads/terrain 		
Environmental	<ul style="list-style-type: none"> • Temperature, i.e. heat/cold • New diet with few choices • Allergens, dusty conditions, etc. • Shared living space 		
Mental	<ul style="list-style-type: none"> • Fatigue from travel • Managing sudden, stressful situations • Changes in trip itinerary • Exposure to extreme poverty 		
Social	<ul style="list-style-type: none"> • Managing new social situations and interactions and cultural changes • Working in a team setting • Lack of personal space/time 		

4. Briefly explain your motivation for participating on this team experience. What do you hope to contribute? What do you hope to gain personally? Are there particular skills you have which you feel are relevant to the team's work.

We appreciate your complete honesty, and encourage you to dialogue with your team leader about these items. You will be given an opportunity to discuss your responses with your team leader during your selection interview.

Certification

I hereby certify that the information given on this application, and in any document attached, is correct and complete. I understand that if the information I have provided in this form is found to be incomplete or untrue, my application may be rejected, or my volunteer role terminated at any time in the future. **Note:** If the applicant is under the age of majority (18 or 19 in most provinces/territories) this section must also be signed by the guardian.

Team member printed name

Team member signature

If the team member is below the Age of Majority in your province, the parent or legal guardian MUST sign.

Parent/Guardian printed name

Parent/Guardian signature

Date

Code of Conduct

As visitors from Canada and as representatives of Creekside Church, we are closely watched by others to see how we act towards others. With this in mind, team members need to be cautious that their actions are not offensive to the host culture they are visiting.

Behaviour in Your Speech

What you say has the capacity to do great damage if not properly guarded. Being in another culture with a language barrier can compound the problem of being misunderstood, so watch what you say and how you say it. Attitudes of discontent and complaining are easily detected by fellow team members and nationals in your host country but are not as easily forgotten.

Behaviour Toward Others

It is very important to watch how you act toward others, particularly members of the opposite sex. This is true not only for those on your team, but also for those with whom you work. What may be acceptable at home may not be acceptable cross-culturally. Observe how people relate and interact and follow suit appropriately. It is better to be conservative rather than overbearing.

Be especially careful to avoid behaviour that might be construed as sexual harassment. Creekside Church's policy defines sexual harassment as "unwelcome or unsolicited sexual conduct including verbal, visual or physical conduct that: creates an intimidating, hostile or offensive work environment; substantially interferes with one's ability to minister; or threatens or insinuates either explicitly or implicitly that submission to or rejection of sexual advances will influence any personnel directly in their ministry involvement."

Behaviour With Your Smart Phone / Camera / Social Media

There will be plenty of opportunities to take pictures of people in the places we'll be working in, and picture-taking can be a great icebreaker, as well as a powerful tool for telling the story to everyone back home. We must ALWAYS be responsible and respectful when taking pictures. There may be times and situations when your Host Leaders will ask that you refrain from picture-taking. In addition, spending time on your phone when you should be connecting with people there or with your team is disrespectful and will not be tolerated. Your training will include conversations around the appropriate use of social media while on mission, and each team will be able to make use of the team Facebook page. Permission to post elsewhere is at the discretion of the Team Leaders and ultimately our Partner Hosts. Your Team Leaders will monitor the use of smart phones and if they have any concerns will speak to you about it.

Behaviour in Your Finances

Because you are from North America, you will be perceived to be wealthy, and people will be watching how you spend your money. We certainly don't discourage you from buying gifts and souvenirs, but be wise as to when and how much to buy. Refrain from making comments about how cheap everything is in the country in which you are serving. This can be misunderstood by nationals because things you perceive as inexpensive may be things they cannot afford. Additionally, don't flaunt the money you have with you, for safety reasons, as well as to avoid miscommunication of financial status.

Dating Policy

Individuals serving together on a team who are involved in a dating relationship prior to the start of the trip are expected to be careful in their actions toward each other in regards to how they translate culturally as well as how they affect team unity (i.e. No "alone" or "couple" time, no displays of physical affection, etc.). New dating relationships are discouraged from being established until after returning from the trip. Forming romantic or intimate relationships with people from the host location is unacceptable.

Alcohol, Smoking and Drug Use Policy

Both alcohol consumption and smoking are not allowed on Creekside Missions Teams. Smoking and consumption of alcohol are not interpreted the same way in all cultures, particularly in faith-based communities where our partners are at work. Participation in such activities could impact the ministry of the program. However, in some locations, drinking wine or beer with a meal is very much a part of the culture. Please discuss this with the host leadership and determine an appropriate response. The host leadership has the authority to grant an exception to the rule for adults wishing to be culturally sensitive and partake in moderate use of alcohol. Drug use and/or possession will result in dismissal from the team and the return trip will be at the participant's own expense.

Gift Giving

In NO situation should you give gifts of goods or money without prior permission from the Host Leadership. These present problems due to the difficulty of reciprocity in the culture. It can also stir up jealousy on the part of nationals who do not receive anything.

Please be certain to check with your team leader as to the appropriateness of your gift and the timing in giving it. They will help you proceed according to culturally accepted rules.

Dismissal

We never expect that negative actions of a team member will be so severe as to affect the team experience. However, should the unexpected occur, a decision by Creekside Church and your team leader can lead to your dismissal from the team. This will be at your own expense.

Statement of Commitment

If I am selected for the team, I commit to:

- be other-centered, cooperative and submit personal desires and preferences (privacy, food, dress, etc) to the standards of the host
- adhere to the Creekside Code of Conduct as outlined above
- be committed to fully participate in all team meetings, debriefs and re-entry training
- participate in all team support raising/fund-raising efforts

I hereby acknowledge that I have read the Creekside Code of Conduct outlined above, and understand and agree to uphold it. **Note:** If the applicant is under the age of majority (18 or 19 in most provinces/territories) this section *must* also be completed and signed by the guardian.

Team member printed name

Team member signature

If the team member is below the Age of Majority in your province, the parent or legal guardian **MUST** sign.

Parent/Guardian printed name

Parent/Guardian signature

Date

Photo Waiver

I, _____, hereby

- Consent to the use of my photograph, without compensation, in any future publicity carried out by Creekside Church *OR*
- DO NOT consent to the use of my photograph in any future publicity carried out by Creekside Church.

Consent for Medical Treatment

By signing this document, I, _____, hereby give my consent for my team leader/host leader to act on my behalf should I require emergency medical treatment in the project country or during travel to/from my destination. I have disclosed any prior serious medical conditions to my team leader, and have clearance to travel from the medical practitioner treating me for these conditions. I understand that I am responsible for any medical expenses and must submit a claim to my medical insurance provider for reimbursement.

Responsibility Waiver

By signing this document, I, _____, hereby declare that I will not hold Creekside Church nor any member of its organization, nor any organization partnering in this project, responsible for my death or any accident which may occur during my service with this organization. I absolve all rights to claim from this organization any remuneration in case of ill effects resulting from this trip. While I recognize that Creekside Church and its partners will take all necessary steps to ensure the safety and welfare of all team participants, I undertake this trip at my own risk and with the understanding that Creekside Church and its partners are not legally responsible for my welfare.

Team member printed name

Team member signature

If the team member is below the Age of Majority in your province, the parent or legal guardian MUST sign.

Parent/Guardian printed name

Parent/Guardian signature

Date

Parental Consent to Travel Form

The following information is from the Government of Canada Travel website, located at:

travel.gc.ca/travelling/children/consent-letter

We require that children travelling abroad carry a consent letter proving they have permission to travel from every person with the legal right to make major decisions on their behalf, if that person is not accompanying the children on the trip. For example, children travelling alone, with groups or with only one custodial parent should travel with a consent letter. The purpose of a consent letter is to facilitate the travel of Canadian children while preventing their wrongful removal to foreign countries.

Since every situation is unique, we recommend that you talk to a lawyer for advice on what your child will require, particularly if your parenting arrangement has special terms governing international travel.

Carrying a consent letter cannot guarantee entry, as permission to enter another country is entirely the decision of that country. A consent letter may be required by foreign authorities, in addition to other country-specific entry requirements. You should contact the representatives of the country or countries to be visited by the child to ensure that you have the most up-to-date information regarding specific entry requirements.

We require that you have the consent letter certified, stamped or sealed by an official who has the authority to administer an oath or solemn declaration, e.g., a commissioner for oaths, notary public or lawyer, so that the validity of the letter will not be questioned. Note that regulations concerning the administration of oaths fall under provincial/territorial law and are not determined by Foreign Affairs and International Trade Canada.

Furthermore, it is up to each official/individual who witnesses such a letter to decide what proof he/she needs to see to be able to witness/sign the letter. An official should only witness/sign a letter of consent if he/she is convinced that the individual requesting the letter is who he/she claims to be and that adequate proof has been provided.

We also recommend that you contact the transportation company (airline, train, bus, etc.) in order to observe any additional policies they might have in place.

I/We, _____ (full name(s)) am/are the lawful custodial parent(s) and/or non-custodial parent(s) or legal guardian(s) of:

Child's full name		Date of Birth	
Place of Birth		Canadian passport #	
Date of Issue		Issuing Authority	

_____ (child's full name), has my/our consent to travel with:

Accompanying person's full name		Passport #	
Date of issue		Issuing Authority	

to visit _____ (name of foreign country) during the period of _____

During that time, _____ (child's name) will be residing with _____

(name) at the following address:

Full Address	
Work/Home Telephone	

Application Checklist for _____

Applicant Name

- Read through the Trip Information Brochure
- Fill out General Information and Trip Demands and Restrictions (with signatures)
- Indicate which Creekside Pastor or Ministry Leader you'd like to provide a reference for you
- Answer Personal Background and Declaration of Faith questions
- Sign the statement of Certification
- Read the Code of Conduct and sign the Statement of Commitment
- Sign off on the Photo Waiver, and Responsibility Waiver
- Fill out and sign the Parental Consent to Travel form (notarization will be needed as well)
- In addition to this, please attach:
 - A clear photocopy of the photo page of your passport. If your passport is expired or expires less than 6 months after the return date of your team experience, you **MUST** renew it. Go to your local passport office and start the process immediately. We would ask that you still include a copy of your current passport, and indicate if you have applied for a renewal yet. If you simply do not have a passport at all, please indicate this, and start the application process immediately. We will not be able to make any travel arrangements for you until we have a copy of your valid passport.
 - Your deposit cheque in the amount of \$200, made payable to "Creekside Church". This deposit will be applied to your fundraising goal once you have been registered for the team. Please note: your cheque will only be deposited once you are accepted on the team and registered. If you are not accepted on the team, your cheque will be returned to you. **Once you have been registered for the team, the \$200 deposit is nonrefundable.** If for ANY reason you are unable to participate, your funds will be transferred to the general team fundraising account.
 - If you are over the age of majority (age 18 in Ontario), you will need a **Police Check** (no more than 1 year old). Obtaining this can take some time, so be prepared to apply for it at your local police station immediately upon acceptance to the team. NOTE: Depending on the make-up of your team, different types of police checks will be required. Please check with your team leader about what type of police check is required for you. A letter of request is part of this packet.
 - **You will need up to date immunizations for travel to Uganda. Your Team Leader will provide more information about this once you have been selected. You must have all required immunizations in order to go.**
 - Travel health insurance will be purchased for you and is built into the basic trip cost, there will be NO waiver on this if you already have other insurance.