



HealthCare Ministries Team Member Application Checklist

In order to accompany HCM on short-term trips, the following materials need to be obtained and sent to our office:

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| 1. Your completed application |
| 2. Letters of recommendation: <ul style="list-style-type: none"> • One from your pastor • One from your current supervisor or colleague (on letterhead, please) |
| 3. Code of Conduct: signed |
| 4. Credentials for medical professionals: <ul style="list-style-type: none"> • Two clear copies of your current U.S. license, notarized on the same page • Two clear copies of your diploma (8 ½ x 11), notarized on the same page |
| 5. A curriculum vitae or brief work resume (current) |
| 6. Passport: A clear copy (preferably color or scanned) of the picture/signature page of your signed passport. You can get an application for a passport through your county courthouse or local post office. |
| 7. Assumption of Risk Form: completed, signed and notarized |
| 8. Administrative fee: An initial, non-refundable administration fee of \$200 <i>made out to HealthCare Ministries</i> and an approved application (with required documents) are required before your name can be added to the team roster for the specific trip you want to join. This administrative fee helps toward the cost of items such as faxes, phone calls, and mailings to the overseas hosts, team member mailings, medicines and supplies, eyeglasses, dental supplies, shipping of supplies, gratuities, etc. The administrative fee will become a portion of your total budget for the trip. <ul style="list-style-type: none"> - Of this fee, \$100 is non-refundable and non-transferable regardless of the circumstances. - The remaining \$100 of the administrative fee can be transferred back into your trip account if: <ul style="list-style-type: none"> - HCM cancels the trip for any reason prior to 3 months from the departure date of the trip, and an airline seat deposit has not yet been paid. - You resign from the trip roster prior to 3 months from the departure date of the trip, and an airline seat deposit has not yet been paid. |
| 9. A personal testimony of your salvation experience and your present relationship with Jesus Christ. Also, why you want to go on a medical missions trip with HealthCare Ministries. |

Send above to: HealthCare Ministries, Logistics Department, 521 W. Lynn Street, Springfield, MO 65802
Thank you and God bless!

www.hopethatheals.org