



Love Without Borders International

Building bridges to connect the world one service at a time

Guatemala Ministry/Service Application – Summer 2011

LWBI does not discriminate on the basis of race, color, national origin, disability, age, gender, religion, or sexual orientation. There are minimum preferred ages for each program which are specified in each program outline.

PROGRAM INFORMATION

PLEASE SELECT A CATEGORY WHICH APPLIES TO YOU:

HIGH SCHOOL STUDENT COLLEGE STUDENT TEACHER ADULT PROFESSIONAL

Destination _____

DATE OF ARRIVAL _____ DATE OF DEPARTURE _____ SHARED OR PRIVATE ROOM _____

(Additional costs may occur if other than scheduled airport travel/ transfer times.) (Private rooms require an additional cost.)

Please list special necessities or preferences including pets, dietary needs, and medical needs. (LWBI makes no guarantees but will make every effort to accommodate your needs and preferences.)

PERSONAL INFORMATION

LAST NAME _____ FIRST NAME _____ MIDDLE Intl. _____
MALE OR FEMALE _____ DATE OF BIRTH _____ MARITAL STATUS _____

NATIONALITY _____ CITIZENSHIP _____ E-MAIL ADDRESS _____

MAILING ADDRESS:

STREET/ APARTMENT _____ CITY _____
STATE _____
ZIP CODE _____ COUNTRY _____ HOME PHONE _____ MOBILE PHONE _____

PERMANENT ADDRESS:

STREET/ APARTMENT _____ CITY _____
STATE _____
ZIP CODE _____ COUNTRY _____ PHONE _____
FAX _____

EXPERIENCE/ KNOWLEDGE

SKILL LEVEL: Please indicate the languages you know and or have studied in the space below.

1 _____ 2 _____ 3 _____ 4 _____

How would you rate your level of acquisition for each language?

BEGINNING INTERMEDIATE ADVANCED NATIVE SPEAKER



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PREVIOUS TRAVEL EXPERIENCE:

COUNTRIES AND TYPE (1) _____ (2) _____
(3) _____

ADDITIONAL INFORMATION

CURRENT PLACE OF WORSHIP, _____

EXPERIENCE IN MINISTRY _____

HAVE YOU EVER BEEN ON A MISSIONS/SERVICE TRIP? WHEN? WHERE? _____

HOW DID YOU HEAR ABOUT THE PROGRAM?
____LOCAL CHURCH ____OTHER ____WEBSITE ____INSTRUCTOR: _____

ADVERTISEMENT _____ LWBI REPRESENTATIVE _____ FRIEND: _____

VOLUNTEER INFORMATION

PLEASE SELECT YOUR SERVICE LEARNING (VOLUNTEER) PREFERENCE:
____CONSTRUCTION ____PAINTING ____TEACHING ____LANDSCAPING ____MINISTRY ____MEDICAL
____OTHER

PREVIOUS VOLUNTEER EXPERIENCE (Include location and dates):
(1) _____ (2) _____ (3) _____

All participants in the LWBI Guatemala Project are expected to be in attendance at all pre departure activities.

EMERGENCY CONTACT

LAST NAME _____ FIRST NAME _____
RELATIONSHIP TO PARTICIPANT _____
STREET/ APARTMENT _____ CITY _____ STATE _____
ZIP CODE _____ COUNTRY _____ HOME PHONE _____ ALTERNATE PHONE _____
E-MAIL: _____ FAX: _____

PARENT CONTACT – MOTHER or GUARDIAN (If student or if not a student and under 21)

MOTHER’S OR GUARDIAN’S NAME (CIRCLE WHICH): _____
STREET/ APARTMENT _____
CITY _____ STATE _____ ZIP CODE _____ COUNTRY _____



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HOME PHONE _____ OTHER PHONE _____

E-MAIL: _____

PARENT CONTACT – FATHER or GUARDIAN

(If student or if not a student and under 21)

FATHER'S OR GUARDIAN'S NAME (CIRCLE WHICH) _____

STREET/ APARTMENT _____

CITY _____ STATE _____ ZIP CODE _____ COUNTRY _____

HOME PHONE _____ OTHER PHONE _____

E-MAIL: _____





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STATEMENT OF INTEREST

IN 150 WORDS OR LESS, PLEASE EXPLAIN YOUR DESIRE TO PARTICIPATE IN LWBI MINISTRY/SERVICE TRIP. EXPLAIN HOW THIS TRIP MAY BENEFIT YOU, YOUR MINISTRY, AND OTHERS.





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TERMS AND CONDITIONS

REGISTRATION AND ACCEPTED PAYMENT METHODS

The full Registration Fee of \$150 must accompany a completed and signed application by November 15, 2010.

Full payment is possible once acceptance into the program has been confirmed. Participants are eligible to pay in two equal installments. These are due by January 1, 2011 and June 1, 2011 of this year. Any fees not paid in full by the final payment day will be subject to a \$150 late fee. Payments not received 24 hours prior to departure will be subject to the refund policy. Late fees apply as above.

Payments may be made by Money Order, Cashier's Check, and Credit Card. Credit Card payments are made using Paypal and may be done by submitting your information below or online through our website at www.LWBI.org. A 2.9% processing fee should be added to the charge.

Prices and dates are subject to change without notice. LWBI reserves the right to increase program prices. LWBI reserves the right to refuse applicants.

REFUND POLICY

1. Registration Fee is \$150, non-refundable for any reason once accepted into the program.

2. A full refund less registration fee and airfare is available when cancellation is made and received in writing by LWBI up to two weeks (14 days) prior to the original start date of the first program. Cancellations inside of two weeks (14 days) and more than 24 hours prior to the original start date of the first program must be made and received in writing by LWBI and will entitle to a refund less Registration Fee and 40%. No refund will be given inside of 24 hours prior to the original start date of the first program and once the original program has commenced. Cancellations due to personal emergencies (subject to proof) must be made in writing within 48 hours of the incident and will be reviewed on a case by case basis. Determination will be made by LWBI Executive Board for partial refunds and are not guaranteed. Refunds will be made within 45 days of the decision to refund in the form of a check by mail. Refunds may be reduced by any additional costs incurred by LWBI on your behalf.

3. LWBI is not responsible for unforeseen changes in costs, cancellations, acts or war, terrorism, inclement weather or other force of nature, airline changes, program changes, or other cases. We reserve the right to amend programs as necessary and to substitute comparable programs.



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AIR TRAVEL/ TRANSFERS

Airport travel is roundtrip from Boston (BOS) airport to the major international airport near the final LWBI Program Destination only. Full day charges apply for arrival and departure days. Additional information about travel will be provided at a later date.

PASSPORTS/ VISAS

Passports are required for all participants at the participant's cost. Some visas may be attained prior to travel or at your travel destination. Non US Citizens who are eligible to travel internationally **MUST** check with the embassy of the country of destination to inquire about visas. Participants are required to carry copies of passports (under 21-LWBI).

TRAVEL INSURANCE

Travel insurance may be available for participants one month or more prior to departure at an additional expense. This travel insurance covers such items as emergency medical treatment, baggage loss, airline ticket changes, and other items. Please review the policy directly for more details. These policies are administered through a third party and LWBI assumes no involvement with regard to the policy or claims therein.

LIABILITY

Participation in this program may incur exposure to certain risks. These include but are not limited to accident and/or sickness without readily available medical facilities, forces of nature, travel in the air, ground travel, terrorism, and war. By signing this form you are assuming all these risks and agreeing to indemnify Love Without Borders International, their officers, directors, and employees harmless for any and all liability that may arise in connection with your participation in Love Without Borders International (LWBI) programs. LWBI cannot take responsibility for participants' behavior and potential consequences.

MEDICAL CARE

All medical expenses, emergency, accidental or otherwise are at the expense of the participant at the time of services rendered. Please contact your insurance provider to obtain their reimbursement procedures. LWBI assumes no liability for any injury, illness, loss of body part or ability/ senses, or loss of life either intentional or accidental.

PRIVACY POLICY

LWBI recognizes the need for information to be held in a confidential manner. Photos and statements may be used in the marketing and promotion of LWBI programs. LWBI will request minimal medical information to help ensure your needs. Other information to participant's home school or LWBI partners may be released also. All information will only be released on an as needed basis by LWBI representatives to required parties.

ADDITIONAL EXPENSES

Additional expenses not included are laundry, food on excursions, local transportation outside of planned travel, independent activities, souvenirs and any other personal items. Please plan accordingly.

PARTICIPANT INITIALS: _____

PARENT INITIALS: _____



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CODE OF CONDUCT/ PARTICIPANT AGREEMENT

FUNDRAISING AND LOCAL PARTICIPATION Participants are required to participate in preparation meeting and activities in the US prior to departure. In addition, fundraising activities for our service learning project is required. Additional fundraising to offset program costs must be discussed with an LWBI Director.

CURFEW

Participants under the age of 18 are required to be in their homes/ hotels by 10:00 PM each night. Participants under age 21 are expected to be in their homes/ hotels at 11:30 PM Sunday through Thursday and at a reasonable hour mutually acceptable to the participant and their host family Friday through Saturday. All other participants should maintain a respectable and safe hour of return to their lodgings according to local customs, laws and acceptability of LWBI and the host families, where applicable. There may be exceptions to these times for group activities and upon special request on a limited basis to an LWBI Representative.

TRAVEL OUTSIDE HOST CITY

Travel outside the host city is not permitted by participants under 21 years of age without a designated LWBI Representative and permission from an LWBI Director. LWBI does not encourage travel outside the host city without an LWBI Representative or adult family member. Knowledge of the whereabouts of all participants when traveling outside the host city is required prior to departure and must not directly conflict with the program schedule.

ATTENDANCE

Participants are required to attend organized activities and excursions during required hours and to arrive on time. Notification must be given to an LWBI Representative if a participant is going to be delayed or not in attendance.

SAFETY

Participants are highly advised not to travel alone at any time. Minor aged students are required to travel with a minimum of one other individual. While we do not anticipate problems, safety measures are a priority for LWBI.

HARASSMENT

LWBI has a no tolerance policy on any form of sexual harassment or harassment. This includes unwelcome sexual advances; vulgar, abusive, humiliating, or threatening language; practical jokes; and other inappropriate behavior while on our programs or in the workplace. Participants who become aware of violations to the policy must report them to an LWBI representative immediately. Violators are subject to loss of privileges and up to dismissal from the program.

ALCOHOL AND DRUG POLICY

If participant is of legal drinking age in the USA (21 or older); alcohol consumption is permitted within reasonable limits. Distribution of alcohol to other participants, who are not of legal drinking age or otherwise restricted, is strictly prohibited and violates this policy. If you are of legal age and choose to drink alcohol, you are responsible for your actions at all times. LWBI has a no tolerance policy on the sale, possession, use, or abuse of illegal drugs. The term illegal applies to drugs that are illegal in the USA or in the host country. Abuse of over the counter and prescription drugs is also prohibited. Excessive alcohol consumption or violating drug laws abroad may have extreme consequences. There will be no refund or credit for any missed activity due to a violation of LWBI policies. Any violation or infraction of this policy may result in immediate dismissal from the program at the participant's (or guardian's) expense and at the discretion of LWBI.

LAWS OUTSIDE OF THE UNITED STATES

It is extremely important to remember that you are a guest in the host country and should act accordingly. Participants are strongly urged to comply with all laws of the host country. Employment and political activities are strongly discouraged during the duration of the program. Criminal activity is strictly prohibited. If you have been determined to have engaged in any of these areas, you assume any and all risk and responsibility to attend to the matter at your own expense. No refund of any kind will be given.

PROHIBITED BEHAVIOR

Any violation to the above policies, terms and conditions, residential guidelines and rules with hosts families, theft, violence,



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disorderly conduct, school violations, cheating, illegal entrance or departure to/ from the USA or other countries, terrorist acts, falsification of documents or information, property damage, indecency, repeated offenses, refusal to accept authority and direction of group leaders, family members, or personnel of the language institute, and other intolerable behavior or conduct unbecoming will lead to disciplinary action. This disciplinary action is at the discretion of LWBI and may take a variety of forms, may be used in combination and may include loss of privileges and dismissal from the program. Dismissal from the program will be at the participant's (or guardian's) expense and will not be entitled to any refund. Any monies owed to LWBI are still the responsibility of the participant and are expected within 30 days of the violation. Reporting to appropriate officials outside of LWBI may occur as necessary.

FINANCIAL RESPONSIBILITY

All financial obligations in association with the program are the responsibility of the participant or legal guardian. Any unfulfilled payments will incur a late fee as listed above on a monthly basis unless otherwise stated in writing by an LWBI Director. Participants are responsible for any medical expenses, damages caused by them, or other charges incurred over and above the program.

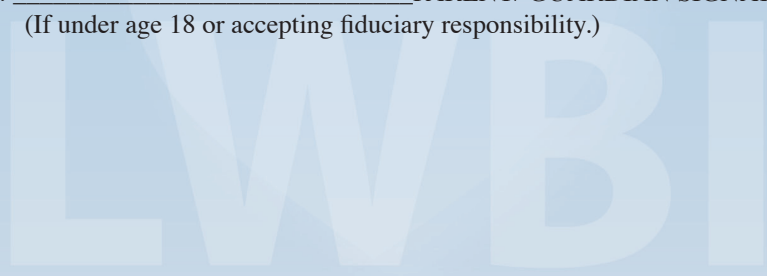
CREDIT HOURS

Participants requesting credit hours should contact their home school prior to start of the program to determine eligibility of courses and credits. It is the sole responsibility of the participant to review and understand the home school policies and procedures, including that of financial aid.

I understand and agree to the terms and conditions as written in the "Terms and Conditions" section of the application including the applicable program addendums. I also understand and accept financial responsibility and agree to follow the code of conduct for participants to include applicable addendums. (Participant's signature is required.)

PARTICIPANT SIGNATURE: _____ PARENT/ GUARDIAN SIGNATURE:

_____ (If under age 18 or accepting fiduciary responsibility.)





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PARTICIPANT (PARENT/ GUARDIAN) RELEASE AND AGREEMENT

I (We) have reviewed the program description, term and descriptions, and Code of Conduct of LWBI and understand the benefits of the program. I (We) hereby release and discharge Love Without Borders International (LWBI), its officers, directors, employees, agents, and representatives from all suits, claims, or liability of any nature arising out of or related to my participation in the program including and not limited to claims for personal injury, property damage or theft.

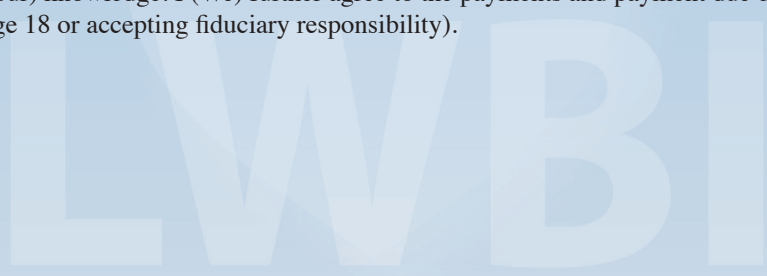
I (We) authorize the release of pertinent information to necessary parties based on the need and in the interest of my safety and participation in the program.

I (We) hereby give permission for my (child's) name, statements, and images, captured before and during the summer experience with Love Without Borders International (LWBI) through means of conversation, video, photo and digital camera, to be used solely for the purposes of future LWBI promotional material and publications, and waive any rights of compensation or ownership thereto.

I (We) understand that I (my child) can be removed or dismissed from LWBI's program at any time, either prior to or after departure, for violating the Code of Conduct and Terms and Conditions.

I (We) understand that a written notarized release is required prior to departure authorizing anyone under age 18 to travel abroad with LWBI.

I (We) have read, understand, and agree to the release as stated. I (We) further certify that the information contained on this application is true to the best of my (our) knowledge. I (We) further agree to the payments and payment due dates as outlined and the financial responsibility. (If under age 18 or accepting fiduciary responsibility).



PARTICIPANT SIGNATURE: _____ PARENT/ GUARDIAN SIGNATURE: _____



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CHECKLIST

The following must be submitted as part of the application process.

1. Review and complete the application including all information requested and authorized signatures.
2. Note payment due dates and/ or contact home school regarding acceptance of credit.
3. Include non-refundable Registration Fee of \$150.00. (Please do not send cash.)

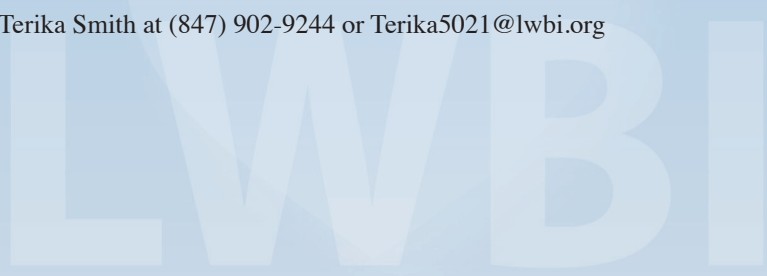
Submit all to:

Illinois
 Processing Department
 Love Without Borders International
 P.O. Box 438740
 Chicago, IL 60643

Massachusetts
 LWBI Processing Department
 C/O Dr. Terika Smith
 P.O. Box 578
 North Andover, MA 01845

You will receive communication from LWBI acknowledging receipt of your application. If after repeated attempts to contact you (including e-mail) we will consider your application to be a withdrawal from the program and no refund will be given. Interviews with applicants may be requested.

QUESTIONS: Please contact Terika Smith at (847) 902-9244 or Terika5021@lwbi.org



CREDIT CARD AUTHORIZATION

Credit Card Authorizations are accepted using PayPal through our website or by submitting your information below.

Deposit: \$ 150.00 Credit Card Type: Visa Master Card Discover American Express
 Other: \$ _____ Credit Card Number: _____
 Expiration Date: _____
 Subtotal: \$ _____ Name as it appears on card:
 Add 2.9% charge of total: \$ _____ Billing Address
 Total Charges Authorized: \$ _____ City/ State/ Zip Code