



**Hogar de Amor
y Protección
al Niño A.C.**



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Volunteer Application

First name: _____ Last name: _____

Phone: _____

Address: _____

E-Mail: _____ Birth date: _____

Place of birth: _____ Marital status: _____

Knowledge of Spanish: _____

Education: _____ Occupation: _____

Do you have medical insurance: Yes: No:

If yes, specify name and address of the company _____

Policy number _____

Does your insurance cover you in Mexico? Yes: No:

Do you have a valid driver's license? Yes: No: Expiry date _____

What is your favorite entertainment?

What are your personal abilities?



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How would you describe yourself as a person?

Have you ever taken drugs? Yes: No:

If yes, specify which ones

How long ago was the last time you used them?

One month Six months More than a year More than 5 years

Do you have any criminal charges or convictions? Yes: No:

Proposed arrival and departure dates: _____

Arriving by: plane_____, bus_____, or automobile_____.

Note: Most major airlines do not fly directly to Colima but there is reliable bus transportation from the major centers of Guadalajara and Manzanillo.

Home Church:

Address: _____

Pastor's name: _____

Phone: _____

E-Mail: _____



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Emergency contact:

Relation to the applicant: _____

Phone: _____

E-Mail: _____

Your signature below states your agreement to the following statements:

1. I have read the enclosed list of guidelines that accompany this application, feel that they are reasonable and I am willing to adhere to them. I am conscious that not following one of these guidelines or an inappropriate behavior can proceed to an earlier end.
2. I declare that all the information I have supplied is true and correct.
3. I will ensure that I have an extended medical policy in place to fully cover any medical expenses I might incur while in Mexico.
4. I have never been convicted of, nor do I have a history of, any type of child abuse.

Place and date

Signature of volunteer

Signature of volunteer coordinator
Stephan Brauer

Documents to attach:

- Medical certificate
- Copy of passport
- Letter of recommendation from your pastor
- Written testimony of your personal relationship with God as well as reasons why you would like to come and help here at the orphanage.



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Guidelines for Volunteer Workers

1. Hogar de Amor Y Protección al Niño A.C. is a ministry founded on Christian principles and because the actions, attitudes, and lifestyle of all the people working with the children are a great determining factor on whether we enforce or hinder this influence in the children's lives, we require that all workers have had a born again experience and are living faithfully for our Lord Jesus Christ.

2. **Some** of the areas in which we would appreciate your help are the following:

- help get the kids up and ready for school in the morning;
- help with the breakfast clean-up or general building clean-up;
- help with lunch service and clean-up;
- assistance with homework;
- supervision during afternoon yard clean-up and shower time; supper clean-up;
- bring the kids to bed.

We all work together at these things, so please don't be overwhelmed thinking that you would be on your own. Another area in which we need help is extra "eyes" and "ears", in order to prevent accidents and potential problems.

3. **Clothing**. Shorts and T-shirts are fine for working around the orphanage, but we do try to look a little neater when we go out or go to church. **Modesty** is an important word here, particularly if you happen to be doing ministry in the church. Usually ladies wear dresses, skirts, or dress pants to church, with modest tops (short sleeves are preferable to tank tops, although a modest sleeveless top is okay). Men don't go out very much in shorts or muscle shirts, and are very rarely seen without a shirt, even when working.

4. Body piercing, other than for earrings on women, is not accepted here, and we would ask that any other rings, studs, etc. that you may have, not be worn during your stay here.



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5. Curfew. When staying at the orphanage, 10:30 p.m. is curfew time.

6. Full room and board is provided free at the orphanage for full time volunteers, based on a four and a half day work week.

7. Volunteers are expected to attend the church activities, the Sunday service, and if possible, one of the weekly home groups. As well, there is a youth service Saturday nights. We cannot promise time off to attend all these services, but workers are encouraged to attend with the children when working and we make an effort to co-ordinate afternoons off with a mid-week service to allow you to attend.

8. All volunteers **must** have extended medical coverage while in Mexico to cover any medical expenses that could be incurred while traveling to and from or while helping at the orphanage.

9. As the focus of the work here is the children, dating relationships are not encouraged within the first six months. If a volunteer should decide to stay beyond six months and develop a dating relationship with someone here, the couple is encouraged to first counsel with the orphanage leadership or the pastor as to cultural differences in dating relationships as well as possible influence on the children in the home.



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Regulations for workers and volunteers

Chapter I

General regulations

Art. 33. – Upon arrival each worker or volunteer will be assigned to the home where they will be working, based on current need and the discretion of the institution. The worker or volunteer will be expected to adhere to the work schedule that is operating in that particular home.

Art. 34. – Upon arrival at the designated home, it is necessary to complete an Entrance Questionnaire, attaching the required copies.

Art. 35. – In the case of a volunteer or staff worker who does not have a completed medical certificate upon arrival, it is necessary to go to a clinic designated by the institution to acquire the same. The medical certificate is required within the first week after arrival.

Art. 36. – It is necessary that foreign volunteers have medical insurance that covers them for their time in the country. This insurance should cover them in case of illness or accident whether traveling or carrying out their duties in the home.

Art. 37. – Workers and volunteers will be assigned a room and a place for personal articles. Rooms and personal space should be kept orderly, and all roommates share the cleaning of the room/washroom.



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Art. 38. – Use of washing machine. Use of the washer is permitted during scheduled times. Check with the director of the home to find an appropriate time to use washer. There is a minimal fee for use of the same.

Art. 39. – Personal appearance in this institution is important, both in the aspect of setting a good example to the children, as well as the health and self-esteem of the worker. For this reason it is required that personal hygiene includes a daily shower, well-tended hair and nails, and clean clothing, etc.

Art. 40. – Modest dress is required. In the case of women, for example, dresses, shorts and tops should be modest. No low cut tops, no short shorts or skirts, no bare midriffs. In this culture, it is not acceptable for men to go without shirts, and while modest tank tops are acceptable, muscle shirts are not. The form of dress should be respectful,

Chapter II

Obligations

Art. 41. – All workers must be punctual, present and prepared to work in their assigned times.

Art. 42. – There are daily devotions established for both workers and volunteers. Everyone is required to attend. The time is different in each home, and the home director can inform new personnel.

Art. 43. – Each day workers and volunteers should check the schedule to determine the activities of the day, and which correspond to them.



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Art. 44. – It is important that each worker or volunteer realizes that the schedule is only a guideline, and if the worker is finished with all their activities listed in the schedule and time permits, they should check with the person in charge to see if there is something else that needs to be done.

Art. 45. – Each home has their own in house staff meetings in which the activities of the home are discussed. Punctual attendance is required.

Art. 46. – It is required that each worker or volunteer attends one of the Sunday services in Grupo Amor. They are also encouraged to attend a mid-week home group during their afternoon off. Information as to location and time is available at Grupo Amor.

Art. 47. – The institution has established a curfew of 10:00 p.m. and it is necessary that all personnel be inside at that time. Special permission can be given by the directors of the home to arrive later. In the case of persons who will not be returning that night, but staying somewhere else, it is necessary to inform the person in charge at the time and obtain their permission.

Art. 48. – It is necessary that the authorized personnel inform parents, relatives or guardians about any specific conditions at the time they come to pick up the child for their scheduled visit.

Art. 49. – When there is a specific condition pertaining to the child, for example, the administration of medication, physical or psychological therapy, the staff person in charge must advise parents, relatives or guardians of these conditions at the time the child is picked up for their scheduled visit.



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LETTER OF AGREEMENT

Colima, Col. _____, 20__

I _____, the undersigned,
by means of this letter agree to submit to each and every one of the guidelines outlined in the
Regulations for Workers and Volunteers as adopted by this institution.

I also agree that in the event that I fail to meet the said guidelines that I will submit to
the disciplinary sanctions established by the institution, and in particular by the directors of the
home in which I am working.

Signature of Worker or Volunteer

Signature of Director of Foreign Affairs