

Impact Team Member Registration Packet

Welcome to International Teams Canada!

Thank you for your interest in participating on an Impact Team experience with iTeams Canada. An opportunity such as this has the potential to cause you to step out of your comfort zone and into new experiences... experiences that will challenge your worldview, impact your heart, and mobilize you to further action. We are very thankful and excited that you are considering joining us in our mandate to meet the physical and spiritual needs of the oppressed and disadvantaged.

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. Your fundraising account with us will be created, and you will receive information on how to use it to track your funding progress.

The following forms are fillable PDF documents. As long as you are using Adobe Reader (downloadable for free) you can fill out the forms on your computer. After you complete the forms, print them, sign them, and if you are under the age of majority, have your parent or guardian sign them as well. Then put together the remaining required documents and your deposit cheque and submit them together to the team leader by the due date indicated. (NOTE: Your deposit cheque will only be cashed after you have been formally registered for the team. In the event that you are not chosen for this team experience, your cheque will be returned to you.)

Again, we thank you for your interest in participating on this team. Your team leader will be your primary point of contact if you have any questions about the nature of this experience or the registration requirements. It is our hope that through this experience, you will gain a greater appreciation for the worldwide kingdom of God, and the interdependence of people across geographic, racial and cultural boundaries.

Registration Requirements

1. Gather the following documents together:

- A clear photocopy of the photo page of your passport. **If your passport is expired or expires less than 6 months after the 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 "International Teams Canada". 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. In the event that you are unable to participate, your funds will be transferred to the general team fundraising account.

2. Fill out the Team Member Application Form on the following pages completely. After you have completed it, print and sign it, and if you are under the age of majority, have your parent or guardian sign it.

3. Fill out the Responsibility and Photo Waiver Form on the following pages completely. After you have completed it, print and sign it, and if you are under the age of majority, have your parent or guardian sign it.

4. Submit all the above documents to your Team Leader by the due date they have indicated. You will be contacted for an interview and to talk about next steps.

NOTE: There will be other requirements of you after acceptance on the team. You will need to sign a few more documents that will be provided to you, as well as the following:

- You will need Travel Medical insurance (or we can purchase it for you if desired).
- 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.**
- If you are under the age of majority, you will need a signed parental consent form for you to travel.
- You will need current immunizations based upon where you are going.
- You will be asked to identify any medical restrictions or concerns that may pose a challenge to your participation on the team. If there are any concerns identified, you must speak with your team leader to determine how the team and our hosts may be able to accommodate your concerns.
- You will be required to complete **Plan to Protect training**. Your team leader will facilitate this training at one of your team meetings. The Plan to Protect training is **mandatory** for team participation, so if you cannot complete the training when it is scheduled with the rest of the team, you will need to complete it on your own time and have a witness sign that you have completed it individually.

Your team leader will go over all of these requirements in more detail and will provide the necessary documents. We simply want you to be aware of them now so that you can be prepared!

While we recognize that the requirements for participation can be somewhat daunting, be assured that they are all very necessary. Please do not skip any steps or leave out any requirements.

Impact Team Member Application

Instructions:

1. Complete ALL sections. You may type the form using Adobe Reader or print and complete by hand.
2. If you choose to fill this form out by hand, please ensure that it is LEGIBLE.
3. Submit your completed Application, Personal Background and Declaration of Faith responses, and signed Code of Conduct to your team leader, along with other Registration Requirements.

Section 1: Impact Team Information

Team Destination	_____	Team Dates	_____
Team Leader Name	_____	Church/Organization Name (if applicable)	_____

Section 2: General Information

Full Name _____ Preferred Name _____

Mailing Address _____

Home Phone _____ Cell Phone _____

Email _____

Occupation _____ Workplace/School _____

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

Note: International travel requires your passport be valid for at least six months BEYOND your stay in-country. If your passport expires prior to six months beyond your travel dates, you must renew your passport now.

Section 3: 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	_____

Section 4: Demands and Restrictions

After you have been selected for the team, you will be asked to self-identify any medical or physical restrictions or concerns that may impact your ability to participate in the team experience. We will work with our hosts to accommodate any concerns as much as we are able. It will be your responsibility to disclose any restrictions or concerns to your team leader and to discuss possible accommodations.

Some of the demands of a 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.

Some accommodation to restrictions may take more time or planning, depending on the location. Please discuss any concerns with your team leader immediately upon acceptance to the team. If we are unable to make accommodations for your restrictions, this will be discussed between you and the team leader.

Section 5: Protection of Vulnerable Members of Society

During this Impact Team experience, you may be placed in positions of responsibility for children and other vulnerable members of society. We, therefore, ask everyone who applies for an Impact Team to answer the following questions. All team members are also required to obtain a Criminal Background Check upon acceptance to the team.

Have you ever been convicted of a criminal offence for which a pardon has not been given?	Yes	No
Have you ever been investigated by a children's aid society regarding any abuse of children?	Yes	No
Have you ever emotionally, physically, or sexually abused another person?	Yes	No

If you answered "yes" to any of the last 3 questions,

- give details on a separate piece of paper.
- understand that if accepted to the team, you may be required to have additional supervision as deemed necessary.

Section 6: References (Note: By providing this information you are giving permission to the team leader to contact your references. Please notify your references that the team leader will be contacting them.)

Please provide the names and contact information for 3 references (e.g. teacher/employer/church leader who has known you for a minimum of 2 years):

Name	Relationship to you	Email	Phone Number
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Section 7: 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 completed and signed by the guardian.

_____	_____	_____
Applicant name (printed)	Signature	Date
_____	_____	_____
Guardian name (printed)	Signature	Date

Personal Background and Declaration of Faith

International Teams Canada operates from a distinctly *Christian* perspective. Our desire is to see lives and communities transformed by the power of God, in partnership with the global Christian church. We do not carry a specific denominational affiliation, but strive to work in harmony across the entire church.

While it is not a requirement of International Teams Canada that team members profess faith in Christ in every team situation, some team leaders may choose to make it a requirement for their particular team, based on the nature of the location and work of the team. When appropriate, we desire to be open to including those who may not subscribe to a personal faith in Christ.

With that in mind, it is important to note that all of our international partners operate from a Christian perspective as well. In many cross-cultural situations, the distinction between “Christian” and “Non-Christian” is more apparent than in Canada. In every situation, team members are expected to respect the faith perspective of our partners and to act according to the attached Code of Conduct. Teams will, in most cases, participate in local church services and other activities that are distinctly “Christian” in nature. All team members are expected to honour the local hosts and partners, to respect their faith, and to participate in all activities.

So that our organization and the team leader can be aware of the background of team participants, we require all team applicants, regardless of their faith perspective, to do the following. Please type your responses on a separate page and include with your completed application.

1. Briefly explain what faith-perspective, if any, you follow.
2. Describe your faith journey and any significant milestones in that journey.
3. Indicate your willingness to respect the Christian perspective of our organization and our partners, and to act in accordance with our code of conduct, as detailed in this document. Please note that you may be expected to attend local church services and other distinctly Christian activities.
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.

Code of Conduct

As visitors from Canada and as representatives of a Christian organization, 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. iTeams Canada'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 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 iTeams Canada Impact 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 expensive or elaborate gifts or large amounts of money. 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 iTeams Canada 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 iTeams Canada Code of Conduct
- 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 International Teams Canada Code of Conduct, 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.

Applicant name (printed)

Signature

Date

Guardian name (printed)

Signature

Date

Responsibility, Contact and Photo Waiver

Registration Requirement – Due with Application Packet

Instructions:

1. Complete ALL sections. You may type the form using Adobe Reader or print and complete by hand.
2. Ensure that you SIGN (and if under the age of majority, your parent/guardian must sign, too) after you print the completed form.
3. Return completed form to your team leader/administrator WITH your completed application.

Section 1: Photo Waiver

I, _____, hereby

consent to the use of my photograph, without compensation, in any future publicity carried out by International Teams Canada *OR*

DO NOT consent to the use of my photograph in any future publicity carried out by International Teams Canada.

Section 2: Contact Waiver

I, _____, hereby

give permission for International Teams Canada to email me in follow-up to my trip.

give permission for International Teams Canada to email me program updates and upcoming event invites for the program that I visited.

Section 3: Responsibility Waiver

By signing this document, I, _____, hereby declare that I will not hold iTeams Canada 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 iTeams Canada 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 International Teams Canada 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