



**CONNECT.** to God and His People in worship.  
**GROW.** together in God's Word through Life Groups.  
**SHARE.** Christ with our Words, Service and Resources.

**CASAS**  
POR CRISTO

Thank you for your interest in serving on our 2018 Juarez Housebuilding Trip Team with Casas Por Cristo! This is our 7<sup>th</sup> year teaming up with Peace Lutheran Church in Eau Claire, WI to Share Christ with our friends in Juarez Mexico through the blessing of a home. A copy of this packet, online registration and payment, scholarship information, and additional information, are located on our church website at <http://www.stjohnsorange.org/share/mexico-housebuilding-trip/>

### **Trip Application Deadlines**

#### **Due Friday, May 4th**

- Online Registration and Deposit**

#### **Due Monday, June 4<sup>th</sup>**

(hard copies can be left at the church office front desk, or electronic copies can be emailed to [mschneider@stjohnsorange.org](mailto:mschneider@stjohnsorange.org))

- Online First Payment**
- Casas' Disclosure of Risk Form (attached)**
- Casas' Medical Release Form (attached)**
- Turn in the Protect My Ministry Background Check (attached)**

(If you have a check from the 17-18 school year, it is valid through the summer—no new one is needed for this trip.)

- Copy of Passport**
- Copy of Insurance Card**

#### **Optional: For those interested in driving**

- Copy of Driver's License**
- Copy of Insurance Declaration Page**
- Volunteer Driver Form (attached)**

#### **Due Tuesday, June 15th**

- Online Second Payment**

In this packet, you will also find a copy of the **trip itinerary**, and a **trip guide** from Casas por Cristo. The guide contains important information, including a **packing list**. You will note that the guide requires individuals to obtain travel insurance—we are purchasing group travel insurance with our friends at Peace Lutheran Eau Claire, so individuals do not need to worry about this. Feel free to reach out with any questions you may have.

Peace in Christ,  
Mollie Schneider, MSW  
Prayer and Congregational Care Coordinator  
St. John's Lutheran Church • Orange CA  
714.288.4432 • [mschneider@stjohnsorange.org](mailto:mschneider@stjohnsorange.org)

## **Mexico Home Building Trip 2018- Itinerary Details:**

### **Saturday, July 7th**

St. John's team leaves Orange, spends the night in Tucson, AZ @ [Holiday Inn Express and Suites](#)  
Pizza Dinner @ \_\_\_\_\_ Church at [Ascension Lutheran Church](#) in Tucson, AZ

### **Sunday, July 8th**

St. John's Orange team and Peace Eau Claire team arrive in El Paso, TX by Sunday, July 8th  
Both teams will stay overnight Sunday night at Park Hills Church until early Monday morning.

Park Hills Christian Church  
25701 Alabama St.  
El Paso, TX 79904

Afternoon (depends upon when the team arrives): Food and supply shopping or Sightseeing  
6 PM: Spaghetti Dinner at Church

### **Monday, July 9th**

6 AM depart for Mexico, Drop off Luggage at Shane Harris Outreach Center (SHOC), Proceed to build sites  
Work till 1 PM  
1 - 4 Lunch and Siesta  
4 - 8 Afternoon Work Session

### **Tuesday, July 10th**

7 AM till 12 - Morning Work Session  
12 - 4 Lunch and Siesta  
4 - 8 Afternoon Work Session

### **Wednesday, July 11th**

7 AM till 12 - Morning Work Session  
12 - 3 Lunch and Siesta  
3 - 6 Afternoon Work Session  
6 - 9 PM Neighborhood Dinner at SHOC

### **Thursday, July 12th**

7 AM till 12 - Morning Work Session  
Light Lunch  
House Dedication  
Clean-up SHOC  
Depart for US by 2 PM  
Check into Hyatt Hotel for clean-up before dinner.  
[Hyatt Place El Paso Airport](#)  
El Paso TX 79905, USA  
Phone: 915-771-0022  
Thursday Evening Meal and Celebration with Casas Crew Leaders at [Rudy's](#)

### **Friday, July 13th**

Morning: St. John's Team departs TX for CA.  
In past years, the team has returned around 8pm.

Casas Por Cristo Web page: <http://www.casasporcristo.org/juarez-mexico-mission-trips/>



# Juárez Trip Guide

Greetings from El Paso, Texas,

We are so excited that you have chosen to partner with us and be a part of the work God is doing in Juárez, Mexico through Casas por Cristo. Just a few years ago my wife and I joined friends for our first ever Casas trip to Juárez. We had no idea how that one trip would radically change everything, how God would burden us for the people of this city. Our prayer for you this week is that, whether this is your first trip or you are a seasoned veteran, God would reveal himself to you and that you too would be forever changed.

We have prepared this Trip Guide containing the essential information (checklists, tips, and guidelines) that you will need to prepare for your mission trip. Please read it carefully. The information presented here is based on knowledge gained from over 5,000 mission trips to México, Guatemala, and the Dominican Republic. If you have any questions, feel free to contact our team coordinators in the main office at 915.778.0046 or [questions@casasporcristo.org](mailto:questions@casasporcristo.org). Our goal is to answer all of your questions quickly and efficiently so that you will be well-prepared for your trip.

We look forward to your arrival,

Seth Brooks

Juárez Field Director

[sbrooks@casasporcristo.org](mailto:sbrooks@casasporcristo.org)

(915) 778-0046 ext.21

**CASAS**  
POR CRISTO

## QUICK GUIDE

### 3-6 Months Prior to Your Trip

- \_ Apply for passports
- \_ Read this Juárez Trip Guide

### 30 Days Prior to Your Trip

- \_ Pray for your family
- \_ Turn in the disclosure of risk form to your team leader
- \_ Turn in the medical release form to your team leader
- \_ Prepare for the dedication

*For any questions call 915.778.0046 or email [questions@casasporcristo.org](mailto:questions@casasporcristo.org)*

## PACKING LIST

- Passport
- Tool belt or nail apron
- Work gloves
- Protective eye wear
- Long work pants (no capri pants or shorts on work site)
- Work shirts (t-shirts)/long-sleeved shirt (for insulation)
- Sturdy closed-toed shoes or boots & flip flops
- Hat or bandana
- Insulated water container
- Sun block
- Chap stick
- Bible
- Bedding (linens/sleeping bag/air mattress/cot etc.)
- Towel(s)
- Soap, shampoo, & other toiletries
- Hammer (no smaller than 16 oz.)**
- Carpenter's Pencil**
- 25 ft. Tape Measure**
- Utility Knife**
- \*Earplugs (for sleeping)
- \*Flashlight
- \*Wet wipes
- \*Knee pads
- \*Rubber gloves (for stucco)
- \*Dust mask (for insulation)

*\*These items aren't mandatory but can be helpful.*

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## TRIP PREPARATIONS

### Time Zones

El Paso and Juárez both operate in the Mountain Time Zone. When establishing meeting times, we will refer to this time zone.

### Emergency Contact Number 915.778.0046

This number should be used for emergency situations. If the emergency is after business hours, you will reach one of our missionary's cell phones. Our staff will assist you in relaying your message to México and providing any necessary follow-up.

### Medical Treatment

For minor medical emergencies, you will be taken to an emergency room in the U.S. for treatment. For major medical emergencies, you will be taken to the nearest hospital, which may be in México, in which case your travel insurance will cover you.

### Cell Phones

Talk with your carrier to see if you will have service in México and what charges you may incur through Mexican towers.

### Money

On the border, most vendors will accept American dollars. However, it is important to bring small bills, as most vendors will give you change back in Mexican pesos. You will not need to exchange American dollars to pesos for your stay in México.

### Immunizations & First Aid

We do not require any immunizations; however, we do recommend a current tetanus immunization. You may check the CDC website to see what they recommend for travel to México.

### Transportation & Luggage

We suggest that your team be transported with 15-passenger vans. Please keep this in mind as you pack for your trip. Space may be limited.

### Passports

Passports are **REQUIRED** for all team members! See passport exceptions for children under the age of 19 on the WHTI fact sheet at [www.cbp.gov](http://www.cbp.gov).

### Devotions

Reflecting on each day is an important part of your experience. We have personal devotional guides available on our website to print for your trip.

### Support

Providing a mission trip of great value, both spiritually and economically, is always our goal. Our missionaries reach this goal by dedicating their week to your needs and by raising their salary to serve at the ministry. Each missionary depends on gifts from churches and dedicated individuals to cover their salaries. Changing a family's life this week could not happen without your effort and sacrifice. It also could not happen without your

financial support of our missionaries. At the end of your trip, encourage your missionary by giving a donation and also consider joining their monthly support team.

## 30 DAYS PRIOR

### Disclosure of Risk

Complete and submit your disclosure of risk form to your team leader.

### Medical Release

Complete and submit your medical release form to your team leader. Your team leader will keep these throughout the trip in case of an incident needing medical attention.

### Travel Insurance

Each participant must have travel insurance before coming on a mission trip. Please provide your leader with the necessary information.

### Attire

Team members will be expected to wear long pants on the worksite for safety and protection. You may wear shorts whenever you are not on the work site. Please bring clothing that is modest and appropriate. Closed-toed shoes are a must on the worksite (feet must be completely covered).

### Weather

Late fall, winter, and early spring bring cold temperatures. The high temperature during this time averages 60 degrees during the day and drops to around 35 degrees at night. You will need to plan accordingly. Also, be prepared for the potential of rain, as we will continue working through most weather conditions.

## MÉXICO GUIDELINES

### *Rules for your accommodations and work site*

1. Don't throw toilet paper into the toilets; it clogs them. (Use the provided wastebasket.)
2. The purchase or consumption of tobacco and/or alcohol is not allowed.
3. Both men and women must wear shirts at all times. Tank tops and cutoff shirts are NOT allowed.
4. Always ask the pastor or Casas missionary where you should throw out your trash. Use your own garbage bags.
5. Stay off the facility roofs.
6. A curfew of no later than 10 p.m. is enforced.
7. It is important to stay off the altar/stage.
8. Do not play the church's instruments.
9. Do not drink unfiltered water.
10. Some churches do not permit playing cards, dice, or dominos.

## DO NOT PACK

- Tank tops or sleeveless shirts
- Torn pants
- Hair dryers, curling irons, and hair straighteners
- Short shorts (cheerleading/running)
- Tight fitting clothing (yoga/spandex pants)

## GIFTS FOR THE FAMILIES

If you want to bring gifts for the family, we have several suggestions. While toys for children are very nice (crayons, bubbles, books, etc.), most families also have more pressing practical needs.

- Box/floor fan (#1 suggested gift)
- Rugs/carpet pieces (#2 suggested gift)
- Curtains (windows measure 35½" x 35½")
- Curtain rods
- Mini blinds (windows measure 35½" x 35½")
- Garden hose
- Cooking utensils
- Broom
- Dust pan
- Towels
- Toiletries
- Blankets
- Pillows

- Sheets
- Paint (interior/exterior) and painting supplies
- Tape/mud/trowels for drywall (You may not have time to do this, but you can leave it for the family.)

If you have questions about other items that may be appropriate gifts, call us. We would be happy to advise you. We have found that the best time to give gifts to the family is during the dedication.

### Note

Please pack all of your gifts for the family with your personal belongings, not in trash bags or store bags. Remove price tags and labels when possible. Don't pack multiple items together (i.e., 10 new towels in one suitcase). Be prepared in the event that you are required to pay taxes on your gift items to get them through Mexican Customs.

## ARRIVAL

### Your Casas Missionary

Our trained missionaries will lead and live with your group for the week. Each missionary is gifted with a different personality and style, which makes each mission trip unique. It is possible that your team will have people with more construction experience than our missionaries. We ask for patience and



flexibility as our missionaries implement the best practices for team building, quality, and maximizing materials.

As our missionaries live with you for the week they are given the responsibility to teach, supervise, and ensure safety and quality. We take care of the details so that you can focus on serving and building. Our missionaries are here for you and your group, and they will work to accommodate your requests.

All of our missionaries were once team members just like you. They have chosen to serve because of their love for Jesus and the people of México. Being in the mission field is their life, and to do this, they have made sacrifices, both financially and personally. It is appreciated and encouraged if your church, your team, or you give a love offering to your missionary at the end of the week.

### **Spanish**

The majority of our missionaries are not fluent in the Spanish language. We encourage you to learn some phrases beforehand to be able to speak with your family.

### **Meeting Up With Your Casas Missionary**

Your Casas missionary will contact your team leader before your trip to decide upon a meeting place. All team members must be present at the time the team is scheduled to meet its missionary. Your team will stay together from that point until you cross back into the United States. We will make exceptions for emergencies that may arise in México.

### **Crossing Into México**

Your Casas missionary will go over the border crossing procedure with you before you cross.

### **U.S. Border Customs**

Each person is allowed to bring \$400 worth of purchases through U.S. Customs.

#### **Items Not Allowed**

- Fruits, vegetables, and meats
- Fireworks
- Narcotics or illicit drugs
- Merchandise made from endangered species
- Cuban cigars
- Live birds
- Switchblade knives

Please do not buy anything that would tarnish the reputation of Casas por Cristo, your group, or Jesus Christ.

## **DRIVING IN MÉXICO**

### **Don't Drive After Dark**

For everyone's safety, we do not drive after dark.

### **Follow your Casas Missionary Closely**

Do not attempt to make your own way. Avoid letting other cars into your caravan.

## Mexican Police Cars

The Mexican police drive with their red and blue lights flashing at all times. Do not pull over unless they sound their siren.

## MÉXICO LODGING

We will arrange for you to stay at one of our facilities or a Mexican church while in México. Our scheduling department will email your team leader the details about your lodging 30 days prior to your arrival.

### Showers

All of our accommodations have a shower. However, many of them do not have hot water. We ask you to take military showers: get wet, turn the water off, soap up, and then turn the water back on to rinse off.

### Bathrooms

All toilet paper should be thrown away in the trash can. Do not place it in the toilet. We recommend bringing an air freshener and extra trash bags.

### Sleeping

Sleeping arrangements vary by facility. You will need to bring your own bedding (cot, air mattress, sleeping bag, pillow, etc.).

## WORK SITE

### Attitude

The most important thing to bring with you to the work site is your positive attitude.

### Preparedness

Be sure to arrive at the work site with all of the equipment that you will need. You will need to take toilet paper, trash bags, wet wipes, sunscreen, lunches, water, snacks, and tools.

### Work Site Bathroom

There is a bathroom facility of some sort at each work site. However, some may be more primitive than others.

### Animals

It is important that you do not feed or touch the animals. Many of them carry diseases and have the potential to bite or scratch.

### Stay in a Group

At all times, team members must stay in a group. Always let your Casas missionary and team leader know where you are.

### Personal Belongings

The first rule of thumb is to never bring anything to México that you would be heartbroken to leave without. We recommend keeping anything of value with you at all times (money, passports, jewelry, etc.).

## The Recipient Family

Every family that receives a home is different. We do not require that families participate in the building process beyond having the site prepared. However, many families are eager to help but are shy and feel like they would be in the way. Make every effort to include your family in the building process.

Some families will prepare meals for teams to show their gratitude. These families make extra efforts to ensure that the food is safely prepared.

## WORK SITE SAFETY

The two most frequent job site injuries are debris in an eye and dehydration. Both of these are avoidable with proper planning and care.

- Always wear eye protection at the work site.
- Remember to drink water regularly to prevent dehydration. Every team member should drink a minimum of one gallon of water every day.
- Wear sunscreen or protective clothing everyday to prevent sunburn.

You know your body and physical limitations better than anyone else. If your Casas missionary asks you to do something that you are unable to perform, please tell him or her. Your missionary will be able to reassign you to another task.

## Summer Building Options

We have two summer building options. Your Casas missionary will discuss with you upon arrival which plan will work best for your team. Most teams prefer the “siesta” schedule due to the extreme heat and sun intensity in the middle of the day.

1. Work from approximately 7 a.m. until noon and from 3:30 p.m. until 8 p.m. You will go back to your accommodations for “siesta” and have your big meal of the day at that time.
2. You may work from 6 a.m. to 2 p.m. With this schedule, you will need snacks and a light lunch at the work site and will eat your dinner at your accommodations.

## Fall, Winter and Spring Building Schedule

During non-summer seasons, you should expect to work from 8 a.m. to 5 p.m. and eat lunch at the worksite. You will eat breakfast and dinner at your accommodations.

## Tools

Casas por Cristo provides the majority of the tools you will need, **but you will need to bring the tools listed on the packing list.** You and your fellow team members are responsible for the tools we provide. If tools break due to normal wear and tear, we will replace them. However, if they are lost or neglected, your team will be responsible for the replacement costs.

The Casas toolkit is equipped with the following power tools: cement mixer, drywall cutout tool, screw guns, drill, power saw, and generator (if necessary). You are welcome to bring any additional tools or nail guns. We have found that extra battery-powered tools are more helpful than corded tools.

Tools are stored inside the church. Your team may have to load and unload all of the tools multiple times every day.

### **Concrete Trucks**

We have ordered your team a concrete truck, so ready-mix concrete will be delivered to your work site. However, depending on the site, your team may have to use a wheelbarrow to move it from the truck into the foundation forms.

### **Construction Process**

The house you will be building will have a cement foundation and 2"x4" framed walls. The outside of the house will be covered with blackboard, chicken wire, and then stucco. The inside of the house will have insulation, electricity, and sheetrock. The roof is framed with 2"x6"s, decked with plywood, and covered with galvalume tin.

## **OTHER**

### **Casas por Cristo Merchandise**

You may purchase Casas souvenirs (t-shirts, hats, mugs, etc.)

from our store located at our main office in El Paso. You can also shop online on our website.

### **What Just Happened?**

Thousands of people have asked themselves the exact same question at the end of their mission trip. Truth is, we may ask the same question, but every family and every trip is a unique experience all with the same result – a free gift that models the free gift of God's grace.

Since we started in 1993, we have seen God's Kingdom expand from the city of Juárez to Acuña, Guatemala, and the Dominican Republic. Between the four locations, more than 5,000 families have received a free home because of you. When your family receives a home, they may not work beside you, and that is by design. Their gift is not earned. Their only requirement to receive a home is to apply through a local pastor and own the land where they live.

The local pastor is our link to the families we serve. A committee of pastors in each community solicit applications from both Christian and non-Christian families. Their discernment is the key to selecting those most in need. Our pastors collectively approve the applications, and our missionaries go to work pairing you with a family. The end result is a powerful voice from the local church to the community proclaiming Jesus Christ.

The example of Christ that you show during the week empowers the local pastor to challenge the faith of the families long after the trip is done. Casas por Cristo is simply one of many parts working within the body of Christ. Physically building the home is also only one part of many that make up the ministry of Casas por Cristo. To keep making a difference and changing this world for Christ, your prayers and support are needed.

### Timeline

- 1993: 3 Homes
  - 2001: 1,000<sup>th</sup> Home
  - 2004: 2,000<sup>th</sup> Home
  - 2007: 3,000<sup>th</sup> Home
  - 2012: 4,000<sup>th</sup> Home
  - 2016: 5,000<sup>th</sup> Home
- 
- 1993: Juárez, México
  - 2009: Acuña, México
  - 2011: San Raymundo, Guatemala
  - 2015: Santiago, Dominican Republic

### Additional Ministry Opportunities

Although our main goal is to serve God through building homes for families, we welcome and encourage teams to participate in additional evangelistic opportunities. See our Spiritual Outreach Guide or contact Seth Brooks, Juárez Field Director, for additional assistance or ideas at 915.778.0046 ext. 21 or [sbrooks@casasporcristo.org](mailto:sbrooks@casasporcristo.org).



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*Revised 04.05.2017*

## DISCLOSURE OF RISK, AGREEMENT OF WAIVER, RELEASE AND HOLD HARMLESS

	<hr/> <hr/> <hr/>	<hr/> <hr/> <hr/>
	Team Name	Date of trip
I,	<hr/> <hr/> <hr/>	<hr/> <hr/> <hr/>
	First and last name	Date of birth
of	<hr/> <hr/> <hr/>	
	Street address	
	<hr/> <hr/> <hr/>	
	City, state, zip	
	<hr/> <hr/> <hr/>	
	Email	

**hereby agree and acknowledge:**

1. I understand that any travel, volunteer work, or other activities I undertake in connection with Casas por Cristo involves inherent risks to my property, health, and life and I further understand the nature of such risks.
2. I grant Casas por Cristo, its representatives, and employees permission to take photos and videos of me and my property in connection with my mission trip. I authorize Casas por Cristo to use my likeness for any lawful purpose across all types of media, including publications, advertisements, Web content, promotional content, etc.
3. No principal, officer, agent, employee, or other person associated with or acting on behalf of Casas por Cristo has disavowed or contradicted anything in this document, including the statements regarding the existence and nature of the risks involved.
4. The undersigned recognizes and acknowledges that Casas por Cristo is a charitable, non-profit corporation engaged in human services and relief activities. The undersigned, for himself/herself, and members of this team, does hereby freely and knowingly waive any and all actions, causes of actions, claims, and demands for or by reason of loss of life, bodily injury loss, including, but not limited to the contraction of any endemic diseases, costs, damage, or expense for any act, or omission on the part of a third party upon the part of Casas por Cristo or any of its officers, agents, servants, or employees for anything in any way arising from or connected with, either directly or indirectly, any volunteer activities of the undersigned volunteer or of Casas por Cristo. The undersigned realizes that activities which he/she intends to pursue may entail some amount of risk or possible danger and desires to personally assume such risks.
5. This agreement is intended to be as broad and inclusive as permitted by the laws of the State of Texas. This agreement is to be governed by the laws of the state of Texas. If any portion of this agreement is held invalid, it is agreed that the remainder shall nevertheless continue in full force and effect.
6. I enter into this agreement freely and voluntarily in consideration of the permission to participate in the activities described herein and of the benefits associated with such activities. I understand that this agreement is contractual and binding upon me.
7. I have read this document and understood and agreed to all of its contents before signing it.

For up-to-date information about travel outside the U.S.A., please visit [www.travel.state.gov](http://www.travel.state.gov) or call 888.407.4747

<hr/> <hr/>	<hr/> <hr/> <hr/>
Signature	Date
<hr/> <hr/>	<hr/> <hr/> <hr/>
Parent or guardian signature	Date
<hr/> <hr/> <hr/>	
Print parent or guardian name	
<hr/> <hr/> <hr/>	
City and state where signed	



## MEDICAL RELEASE FORM

### Adults (Age 18 and up)

In the event of illness, injury or emergency, I, \_\_\_\_\_, give  
*(Your printed name)*  
my permission for Casas por Cristo or my group leader to make a decision regarding treatment, to hospitalize, and/or to order injection, anesthesia or surgery for myself.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
*(Your signature)*

### Minors (Age 0-17)

I, \_\_\_\_\_, hereby authorize the participation of my  
*(Parent or legal guardian printed name)*  
child, \_\_\_\_\_, in all official activities during the mission trip  
*(Child's printed name)*  
scheduled for \_\_\_\_\_. In the event of illness, injury or emergency, I give  
*(Date of trip)*  
permission for the group leader, \_\_\_\_\_, or for Casas por Cristo  
*(Printed name of team leader)*  
to make a decision regarding treatment, to hospitalize, and/or to order injection, anesthesia or surgery for my child.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
*(Parent or legal guardian signature)*

### Medical Information (Everyone)

Special medication, medical disorders and instruction/dosages: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Allergies: \_\_\_\_\_

Date of last tetanus shot: \_\_\_\_\_

Family Physician or Medical Group: \_\_\_\_\_

Insurance Company and Policy Number: \_\_\_\_\_

- o Please attach a copy of your insurance card.

Insurance Company Phone Number: \_\_\_\_\_

Phone numbers where spouse or relative can be reached during trip:

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Day: \_\_\_\_\_ Evening: \_\_\_\_\_

This form is to be kept by your team leader during the trip in case of an emergency.

August 2017

Dear Ministry Volunteer,

We require all volunteers who will be actively involved with children to go through volunteer screening. This takes place annually. We will again be using the service of Protect My Ministry out of Tampa, FL. The fee for this screening is covered through St. John's. The purpose of this screening is to take appropriate measures to assure the safety of all our children.

The areas the screening checks are:

- Criminal History
- Social Security Number Verification
- Registered Sex Offenders
- Driving/Motor Vehicle History (drivers must be 21 years of age or older and complete a Volunteer Driver Information Form to drive for ministry activities)

St. John's values your time and involvement assisting with ministry. We have been advised that a hard copy is necessary to have signed written approval on file, so we will be requiring applicants to complete a hard copy and submit it to the school office. This document is attached, as well as available on Renweb, and may be downloaded and printed at home. Volunteers who do not have access to Renweb may stop by the school office for a blank form. Please understand the turnaround could take up to 10 days from the time we receive your completed hard copy form. We suggest you submit immediately even if you don't know when you will be volunteering this year. Approvals are valid August 1, 2017-July 31, 2018.

When reading this document, there is terminology that may sound confusing. We are using a "Disclosure and Authorization – Background Authorization" form that is standard. Our legal advice has assured us that this basic form is the necessary standard form we need to be using. **PLEASE UNDERSTAND** although some terminology references employment or credit, we are using this for the purpose of screening volunteers at St. John's. Rest assured **WE ARE NOT CHECKING YOUR CREDIT.**

The hard copy you submit will be treated confidentially. Only a very small number of staff who are directly involved with the screening process will be privy to the submitted hard copy and this information. Please note, once processed the document will be placed in a secure location.

We know this is a delicate matter and one that requires the sharing of delicate information. Please know that we will be discreet and that the measures taken for screening volunteers is for the safety of the children involved with the ministries of St. John's Lutheran Church and School.

If you have any questions, please contact Sue Vogt in the business office.

Thank you, and blessings to you as you serve the Lord here at St. John's.

Mr. Randy Einem  
Executive Director of Ministry

Attachments: PMM Volunteer Screening Authorization Form.pdf



## DISCLOSURE and AUTHORIZATION – BACKGROUND INVESTIGATION

In connection with my application for employment or to serve as a volunteer with **St. John's Lutheran Church and Schools** ("Client"), I understand that a "consumer report" and/or "investigative consumer report", as defined by the Fair Credit Reporting Act, will be requested by Client for employment or volunteer purposes, whichever is applicable, from Protect My Ministry, Inc., ("Protect My Ministry"), a consumer reporting agency as defined by the Fair Credit Reporting Act. These reports may include information as to my character, general reputation, personal characteristics or mode of living, whichever are applicable. They may involve interviews with sources such as my neighbors, friends or associates. The report may also contain information about me relating to my criminal history, , driving and/or motor vehicle records, social security number verification, verification of education or employment history, or other background checks. Such reports may be obtained at any time after receipt of this Disclosure and Authorization and if I am hired or serve as a volunteer, whichever is applicable, throughout the course of my employment or volunteer service, as permitted by law and unless revoked by me in writing. I understand that I have the right, upon written request made within a reasonable amount time after the receipt of this notice, to request disclosure of the nature and scope of any investigative consumer report to Protect My Ministry, Inc., 14499 N. Dale Mabry Hwy., Suite 201 South, Tampa, FL 33618 or 1-800-319-5581. For information about Protect My Ministry's privacy practices, see [www.protectmyministry.com](http://www.protectmyministry.com).

### **Acknowledgement and Authorization**

By signing below, I voluntarily and knowingly authorize Client or its authorized agents to obtain or prepare consumer reports or investigative consumer reports about me. I acknowledge receipt of a copy of *A Summary of Your Rights under the Fair Credit Reporting Act* and certify that I have read this Disclosure and Authorization as well as the summary explaining my rights under the Fair Credit Reporting Act

#### **Residents of Minnesota and Oklahoma only:**

Under state law you have a right to receive a copy of your consumer report, free of charge, if one is required by Client. By checking the below box, a copy will be provided to you at the address you provide on this Disclosure and Authorization.

- I wish to receive a copy of any consumer report on me that is requested.

#### **Residents of New York only:**

Under state law you have the right to inspect and receive a copy of any investigative consumer report requested by Client by contacting Protect My Ministry directly. You also acknowledge receipt of a copy of Article 23-A of the New York Correction Law by checking the below box.

- I acknowledge receipt of a copy of Article 23-A of the New York Correction Law.

#### **Residents of Washington State only:**

Under state law you have a right to request a copy of the Washington Fair Credit Reporting Act's disclosure to consumers (RCW 19.182.070) and a copy of your report by contacting Protect My Ministry directly.

**Residents of California and Maine only:**

By signing below, you acknowledge receipt of *NOTICE REGARDING BACKGROUND INVESTIGATION PURSUANT TO CALIFORNIA LAW*. Under state law you have a right to receive a copy of your investigative consumer report and/or consumer credit report, free of charge, if one is requested by Client. By checking the box below a copy of your report will be provided to you at the address you provide on this Disclosure and Authorization.

I wish to receive a copy of any report on me that is requested.

\_\_\_\_\_  
Signature

TODAY'S DATE \_\_\_\_\_

LAST NAME \_\_\_\_\_ FIRST NAME \_\_\_\_\_ MIDDLE NAME/INITIAL \_\_\_\_\_

HOME ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ COUNTY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

\_\_\_\_\_  
SSN

\_\_\_\_\_  
D/L or STATE ID

\_\_\_\_\_  
STATE ISSUED

\_\_\_\_\_  
EMAIL ADDRESS

For identification purposes only, please provide FULL DOB: \_\_\_\_\_

Please List Other Names Used \_\_\_\_\_

Protect My Ministry, Inc.  
14499 Dale Mabry Hwy, Ste 201 South  
Tampa, FL 33618  
Phone: 800-319-5581 Fax: 800-319-5582  
[www.protectmyministry.com](http://www.protectmyministry.com)

## NOTICE REGARDING BACKGROUND INVESTIGATION PURSUANT TO CALIFORNIA LAW

St. John's Lutheran Church and Schools (the "Company") intends to obtain information about you for "employment purposes" from an investigative consumer reporting agency. Thus, you can expect to be the subject of "investigative consumer reports" and "consumer reports" obtained for "employment purposes." Such reports may include information about your character, general reputation, personal characteristics and mode of living. With respect to any investigative consumer report from an investigative consumer reporting agency ("ICRA"), the Company may investigate the information contained in your application and other background information about you, including but not limited to obtaining a criminal record report, verifying references, work history, your social security number, your educational achievements, licensure, and certifications, your driving record, and other information about you, and interviewing people who are knowledgeable about you. The results of this report may be used as a factor in making decisions for "employment purposes." The source of any investigative consumer report (as that term is defined under California law) will be Protect My Ministry, Inc., 14499 N. Dale Mabry Hwy., Suite 201 South, Tampa, FL 33618 or 1-800-319-5581 [www.protectmyministry.com](http://www.protectmyministry.com).

The Company agrees to provide you with a copy of an investigative consumer report when required to do so under California law. Under California Civil Code section 1786.22, you are entitled to find out from an ICRA what is in the ICRA's file on you with proper identification, as follows: (1) In person, by visual inspection of your file during normal business hours and on reasonable notice. You also may request a copy of the information in person. The ICRA may not charge you more than the actual copying costs for providing you with a copy of your file; (2) A summary of all information contained in the ICRA's file on you that is required to be provided by the California Civil Code will be provided to you via telephone, if you have made a written request, with proper identification, for telephone disclosure, and the toll charge, if any, for the telephone call is prepaid by or charged directly to you; (3) By requesting a copy be sent to a specified addressee by certified mail. ICRA's complying with requests for certified mailings shall not be liable for disclosures to third parties caused by mishandling of mail after such mailings leave the ICRA's.

"Proper Identification" includes documents such as a valid driver's license, social security account number, military identification card, and credit cards. Only if you cannot identify yourself with such information may the ICRA require additional information concerning your employment and personal or family history in order to verify your identity.

The ICRA will provide trained personnel to explain any information furnished to you and will provide a written explanation of any coded information contained in files maintained on you. This written explanation will be provided whenever a file is provided to you for visual inspection.

You may be accompanied by one other person of your choosing, who must furnish reasonable identification. An ICRA may require you to furnish a written statement granting permission to the ICRA to discuss your file in such person's presence.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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## Volunteer Driver Information Form

(Volunteer drivers must be at least 21 years of age and approved through Protect My Ministry)

Driver's Name: \_\_\_\_\_

Driver's Address: \_\_\_\_\_

Driver's Cell Phone: \_\_\_\_\_ Driver's E-Mail: \_\_\_\_\_

Vehicle #1 Year: \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_ License Plate: \_\_\_\_\_

Number of seat belts available in vehicle 1, not including driver: \_\_\_\_\_

Vehicle #2 Year: \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_ License Plate: \_\_\_\_\_

Number of seat belts available in vehicle 2, not including driver: \_\_\_\_\_

Vehicle #3 Year: \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_ License Plate: \_\_\_\_\_

Number of seat belts available in vehicle 3, not including driver: \_\_\_\_\_

To use my personal vehicle for a St. John's Church and School sponsored function, I agree to and acknowledge the following:

- I have successfully completed the Protect My Ministry background screening process.
- I must show proof of a current United States Driver's License, which will be photocopied.
- I must show proof of current vehicle and medical liability insurance of minimum \$100,000 per person / \$300,000 per occurrence, and \$50,000 property damage.
- I will provide a copy of my current insurance declaration page (proof of insurance cards are not accepted).
- Driver's insurance will provide the primary coverage for any resulting bodily injury or property damage.
- St. John's Lutheran Church and School does not cover and is not responsible for comprehensive and/or collision coverage to your vehicle, personal property or other property damage.
- **IMPORTANT:** A seat belt is required and must be used for each passenger.

\_\_\_\_\_  
Volunteer Driver Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Staff Signature

\_\_\_\_\_  
Date

8/14/17

## Annual Volunteer Driver Application/Renewal Procedures

The following steps outline the requirements for volunteering to drive for St. John's Lutheran Church and School. Please follow each step carefully. You must be 21 years of age or older in order to drive. Approval covers the timeframe from August 1<sup>st</sup> through July 31<sup>st</sup> of each calendar year. ANNUAL RENEWAL IS REQUIRED.

\_\_\_\_\_ Complete the annual Volunteer Screening Application Form (available in the church/school office, or on Renweb for school families) which authorizes your Protect My Ministry background screening process. The purpose of this process is to assure the safety of everyone of all ages, and checks the following:

- Criminal history (a felony causes immediate exclusion)
- Driving/motor vehicle history (exclusions include: a DUI that is still on record, or 3 DMV points in 1 year, 5 DMV points in 3 years)
- Social Security number verification
- Registered sex offenders

\_\_\_\_\_ Gather the following documents, which will be photocopied:

- Current valid driver's license, issued in the United States
- Current insurance declaration page (proof of insurance cards not accepted)  
**IMPORTANT:** Insurance must show proof of current vehicle and medical liability insurance of minimum \$100,000 per person / \$300,000 per occurrence, and \$50,000 property damage

\_\_\_\_\_ Complete the "Volunteer Driver Information Form" on the other side of this document.

\_\_\_\_\_ Present signed Volunteer Driver Information Form with required proofs to St. John's staff member.

- Please allow a minimum of 10 business days for completion and approval from time of submission.

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### For Office Use Only

ALL applications NOT cleared require phone call communication ONLY. Call made by: \_\_\_\_\_ Date: \_\_\_\_\_

Staff verification of the following:

\_\_\_\_\_ Copy of Driver's License Received (staff initial)

\_\_\_\_\_ Copy of Insurance Declaration Page (staff initial)

\_\_\_\_\_ This completed document with signature, including photocopies referenced above, has been submitted to Human Resources for processing and retention.