



Short-Term Mission Team

Team Member Application Pack
(under 18yrs only)

Cambodia December 2018

As many previous team members can testify, going on a short-term mission is a life-changing experience, so we are very excited that you have applied to become a mission team member.

In this pack you will find all the forms required to complete the application process. These should be completed, **including your parent/guardian's signature where required**, and returned to the address below as soon as possible.

Please action all parts of this checklist - including a copy of your passport photo page - as soon as possible as we can not process your application until we have received all parts, including your completed reference.

Checklist

Please return to the address below:

Completed Application Form (pages 2-4)
Emergency Contact Information (page 5)
Acknowledgement & Indemnity (pages 6-7)

Policy Commitment (page 8)

Child Protection Declaration (page 9)

also

Copy of Passport photo page

Please keep:

Child Protection Policy (pages 10-11)
Fund Raising Ideas (page 12)

What Happens Next

Your application will be prayerfully considered by KingsWay School and Asian Outreach New Zealand staff as soon as possible, along with all others received for the team, and we will let you know if your application has been successful.

Once you have been accepted as a team member, we will put you in contact with your Team Leader(s), who will inform you of training and other requirements for the team.

If you are unsure about anything, or just have questions about the application process, then please don't hesitate to get in touch with us.

Yours in missions,

Glenn Carter

Executive Officer,
Asian Outreach New Zealand

T 09 972 9067

E admin@asianoutreach.org.nz

Now, please save and email the completed form & passport image to:

missions@kingsway.school.nz

Short-Term Mission Trip

Volunteer Member Application

Please complete this application LEGIBLY.
Either a) type the text directly into the document then save/send
or b) print the document and complete in handwriting.
You are advised to save or print a backup copy for your records.

Country applying for

Team Number

Passport name (Last)

(First)

(Middle)

Street Address

Suburb

City

Postcode

Country (if not NZ)

Phone (Home)

(Office/Other)

(Mobile)

Email (Main)

Email (Alt)

Are you a New Zealand Citizen?

YES

NO

If NO, go to next line. If YES, skip the next line.

Do you have a return visa for NZ?

YES

NO

Where is your Citizenship?

Do you have a current passport?

YES

NO

Expiry Date

Marital Status

Date of Birth

Next of Kin (full name)

Relationship to you

MEDICAL BACKGROUND

Do you have any medical issues or allergies we should know about?

YES

NO If YES, list below

Are you taking any medications?

YES

NO If YES, list below

What current vaccinations do you have? (Visit your GP or travel clinic for advice several weeks before leaving)

TRIP INFORMATION

Have you been on a missions trip before? YES NO

If YES, what countries?

What organisation did you go with?

Other:

What languages do you speak?

Write 250 - 300 words explaining why you would like to be selected for this trip

Are you a Christian? YES NO For how long?

Describe your personal faith journey and your relationship with Jesus Christ

What are your strengths/weaknesses and how do you see them as a help or hindrance on the mission field?

Are you comfortable sharing your faith with others? YES NO *Please explain:*

What ministry activities do you wish to participate in? *Check all that apply*

Testimony	Evangelism	Teaching	Drama
Children/Youth	Worship/Music	Medical/Health	Light Construction
Other:			

TRAINING AND EXPERIENCE

What specialised training/experience have you had that may be of value on the mission field?

YOUR CHURCH

What church do you attend?

Pastor's Name

Tel

DECLARATION *(check all boxes)*

We (named below) hereby certify that this application is true to the best of our knowledge, and enclose/attach:

Copy of passport photo page

Child Protection Declaration

Acknowledgment and Indemnity

Policy Commitment

Emergency Contact Information

Print Name
(Applicant)

Date

Print Name
(Parent/Guardian)

Date

Short-Term Mission Team

Emergency Contact

Team Member Name **Passport No**

Street Address

Suburb **City**

Postcode **Country (if not NZ)**

Phone (Home) **(Office/Other)** **(Mobile)**

Email (Main) **Email (Alt)**

Medical conditions

List medications

Relationship to you

List allergies

PRIMARY CONTACT - IN CASE OF EMERGENCY

Full Name **Relationship**

Address

City/Postcode **Country (if not NZ)**

Phone (Home) **(Office/Other)** **(Mobile)**

SECONDARY CONTACT - IN CASE OF EMERGENCY

Full Name **Relationship**

Address

City/Postcode **Country (if not NZ)**

Phone (Home) **(Office/Other)** **(Mobile)**

Acknowledgement and Indemnity

TO ASIAN OUTREACH NEW ZEALAND TRUST & KINGSWAY SCHOOL

Full Name "TRAVELLER"
Street Address
Passport No
Passport No **Nationality**
Suburb **City**
Postcode **Country (if not NZ)**
Phone (Home) **(Office/Other)** **(Mobile)**

Details of allergies/medical condition:

Full Name "GUARDIAN"
Street Address
Suburb **City**
Postcode **Country (if not NZ)**
Phone (Home) **(Office/Other)** **(Mobile)**

The purpose of this Acknowledgement and Indemnity is to clarify the role and responsibilities of ASIAN OUTREACH NEW ZEALAND CHARITABLE TRUST (also known as 'Asian Outreach New Zealand, AONZ') and KINGSWAY SCHOOL (KWS) of the first part and the GUARDIAN of the TRAVELLER of the second part.

1. PROGRAMME: The TRAVELLER will be travelling to _____, leaving on the day of _____ 20____, as a member of a Mission Expedition ("the Programme").

2. RESPONSIBILITIES: ASIAN OUTREACH NEW ZEALAND CHARITABLE TRUST and KINGSWAY SCHOOL, its Board, Agents, servants and employees, hereinafter referred to as "AONZ & KWS", acts only as an agent for the GUARDIAN and the TRAVELLER in connection with all aspects of the Programme; and it is understood and agreed that AONZ & KWS assumes no liability for injury, damage, loss, accident, medical expenses, delay or irregularity which may be occasioned for any reason whatsoever, whether due to its own acts or omissions or through the acts or omissions of any company or person engaged by AONZ or KWS for the purpose of transporting or housing the TRAVELLER, or in carrying out the arrangements of the Programme.

Furthermore AONZ & KWS accepts no liability or responsibility for losses or additional expenses due to delay or changes in air or other services, sickness, weather, strikes, war, quarantine, or other causes. The right is reserved to AONZ & KWS to substitute living accommodations of similar quality, as available to those specified in the itinerary, and to cancel any Programme prior to departure; in the latter case a full refund less any applicable cancellation charge will constitute full settlement to the GUARDIAN and the TRAVELLER. No refund will be made for any unused portion of the Programme, unless arrangements are made prior to departure from New Zealand.

3. NO DRUGS: The TRAVELLER acknowledges that he/she will not carry, or use, any illegal drugs, alcohol or tobacco products.

4. AGE: The GUARDIAN acknowledges that as the person responsible for the day-to-day care, welfare and development of the TRAVELLER he/she authorizes and permits the TRAVELLER to take part in the Program.

5. FURTHER ACKNOWLEDGEMENTS:

The GUARDIAN and the TRAVELLER jointly and severally acknowledge:

- That overseas travel has risks including accident, illness, injury and hostage taking. The GUARDIAN and the TRAVELLER will not hold AONZ or KWS responsible for any such risks howsoever and wheresoever arising.
- That AONZ & KWS will make no concessions to terrorists and will not negotiate for the payment of ransom for the release of hostages or prisoners. AONZ & KWS will co-operate with the appropriate Governmental Agencies to ensure that all perpetrators of violent acts against people associated with AONZ & KWS will be brought to justice.
- That the GUARDIAN is responsible for the TRAVELLERS own travel insurance, including insurance for injury, medical and hospital expenses that the GUARDIAN may deem to be needed beyond that which is covered in the travel insurance policy AONZ & KWS maintains for team members.
- That the GUARDIAN and the TRAVELLER will not hold AONZ or KWS responsible for any of the costs or expenses of travel related to the Program.

6. INDEMNITY: The GUARDIAN hereby indemnifies and will keep indemnified AONZ & KWS and its employees and agents from and against all actions, suits, claims, demands, expenses and liability whatsoever in respect of the participation of the TRAVELLER in the program or in respect of any treatment given to the TRAVELLER.

7. AUTHORISATION: In the event of any accident, illness or injury sustained, suffered or otherwise affecting the TRAVELLER, AONZ & KWS its employees and agents are authorized to obtain any necessary medical assistance or treatment, to carry out any first aid which they in their absolute discretion consider necessary, and to engage any medical practitioner, ambulance officer, or nursing assistant to administer blood transfusions or anaesthetic, or first aid treatment or hospital accommodation; and in this event the GUARDIAN agrees to pay on demand all fees and expenses thereby incurred and to indemnify AONZ & KWS in respect of such fees and expenses.

8. OTHER: if any provision of this Acknowledgement and Indemnity is held to be invalid, unenforceable or illegal for any reason, this Acknowledgement and Indemnity shall remain otherwise in full force apart from such provision or part of provision which shall be deemed deleted.

9. PRIVACY PROVISIONS: Personal Information and Medical Information on the TRAVELLER can be shared with the relevant partner agency for this trip in this case being Asian Outreach New Zealand (AONZ)
- Photos and Videos of the team members on this trip can be shared on a "closed" social media page.
- Photos and Videos of the team members may be used by Asian Outreach New Zealand (AONZ) for marketing and information publications.

This Acknowledgement and Indemnity shall be governed by and construed according to the law of the New Zealand, AONZ & KWS and the GUARDIAN and the TRAVELLER irrevocably and unconditionally submit to the exclusive jurisdiction of New Zealand.

WE HAVE READ THE FOREGOING and understand and agree to the same.

DATED this day of 20

SIGNED, SEALED & DELIVERED by the
GUARDIAN in the presence of:

Signature of GUARDIAN

Signature of witness (Must an adult and not the other guardian)

Name & address of witness

SIGNED, SEALED & DELIVERED by the
TRAVELLER in the presence of:

Signature of TRAVELLER

Signature of witness (Must be an Adult and not a guardian)

Short-Term Mission Team

Policy Commitment

Team Member Behaviour and Expectations

I acknowledge that I am going as a representative of Jesus Christ, Asian Outreach New Zealand (AONZ) and KingsWay School (KWS) and that I have read and adhere to the Statement of Faith and vision of Asian Outreach New Zealand (AONZ) and KingsWay School (KWS). (See 'About Us' on our websites)

I agree to submit to both my Team Leader and to the Field Coordinator/Associate and promise to abide by his/her decisions as they concern this mission trip to the point of return in New Zealand.

I agree to follow up on requirements for passports, visas, financial obligations, vaccinations etc.

I will attend all team meetings to the best of my ability as set by the KingsWay (KWS) and Asian Outreach New Zealand (AONZ) Team Leaders and realise that if I fail to attend meetings without the prior approval of a Team Leader, I could be removed from the team.

I understand that our team's work is but a tiny speck of a bigger picture that GOD is accomplishing and promise not to be overly demanding, to do my best not to offend or cause embarrassment to our host and to help them obtain their long term goals.

I agree to adopt an attitude of submission as a servant to Christ and others. I am not going to try and convince others of my personal viewpoint or style. I go knowing there are many different ways to accomplish the same objectives and know that my way is not necessarily the best for the team or situation.

I agree to adhere to the standards and guidelines as set out in the Child Protection Policy. (See Application Form)

I will abstain from making derogatory comments or engaging in arguments regarding people, politics, sport, religion, race or traditions.

I agree to refrain from the use of any profane or coarse language at all times throughout the trip.

I agree to refrain from smoking at all times throughout the trip.

I agree to refrain from purchasing or consuming alcohol at all times throughout the trip.

I agree to refrain from the use of non medicinal (or illegal, illicit) drugs at all times throughout the trip.

I agree to refrain from public or personal display of affection with my girlfriend/boyfriend during this trip (from departure to return in New Zealand).

I agree not to pursue any new personal romantic relationship with a team member or any local indigenous person during this trip.

I will refrain from meddling, complaining and obscene or insensitive humour. I realise that others on my team, during the journey, and while onsite will look at me as an example of how a Christian should act and I will not treat this responsibility lightly.

I will adopt an attitude of flexibility because I understand that travel, especially to remote locations, can be difficult and that plans may need to be changed without my knowing the reasons behind the changes.

I realise that there may be people on my team who come from different denominations than mine, that we may differ theologically and that I may attend a church denomination on the field that is different from mine. I will regard the differences with respect including in the area of people's different worship styles.

I agree not to attempt to leave the Mission site, accommodation, work site or tourist sites without the approval of both my Team Leader and the Field Coordinator/Associate.

I agree to refrain from giving gifts, such as money, clothes, jewellery, etc without the prior approval of the Team Leader and Field Coordinator/Associate. I also agree to refrain from making personal commitments to supply any need (items, money, support etc) to any local indigenous person without prior approval of the Team Leader and the Field Coordinator/Associate.

I agree to practice modesty during this entire trip. Includes no walking to/from showers in a bath towel; no bikinis/halter tops to be worn at all; modest and appropriate clothing such as long skirts (women) and long pants (men). (See 'what to bring' list)

I agree to fulfil my responsibilities to the team in sharing in the work of the project, (e.g. ministry; taking on a task; lessons; praying for people; music; construction; working at a site).

I agree to participate in team prayer and devotions both prior to and during the entire team trip.

(check box)

I have read and fully understand the behaviours and expectations as outlined above, and realise that my failure to abide by these expectations may result in my removal from the team (possibly prior to or during the team trip) and my early return to New Zealand at my own expense.

Print Name
(Applicant)

Date

Print Name
(Parent/Guardian)

Date

Short-Term Mission Team

Child Protection Declaration

Dear Parent or Guardian: *This Declaration, and the Child Protection Policy referred to, are intended to be read with the young person in whose name this application is being made. You are responsible for determining the appropriateness of the content, taking into account your child's age. We appreciate that this is a sensitive matter and thank you for your understanding.*

All staff or short-term mission team members working under the banner of Asian Outreach New Zealand (AONZ) & KingsWay School (KWS) must ensure and agree that:

- The welfare of the child is paramount
- All children, whatever their age, culture, disability, gender, language, racial origin, religious beliefs and/or sexual identity have the right to protection from abuse
- All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately
- All team members have a responsibility to report concerns to the team leader or field coordinator

Policy Statement

Asian Outreach New Zealand (AONZ) & KingsWay School (KWS) have a duty of care to safeguard from harm all children involved in any of its events and activities. All children have a right to protection, and the needs of disabled children and others who may be particularly vulnerable must be taken into account.

Asian Outreach New Zealand (AONZ) & KingsWay School (KWS) will ensure the safety and protection of all children involved in our activities and events adherence to these Child Protection guidelines.

A child is defined as a person under the age of 18.

Policy Aims

The aim of this Child Protection Policy is to promote good practice:

- Providing children and young people with appropriate safety and protection.
- Allowing all staff /team members to make informed decisions and give confident responses to specific child protection issues.

(check box)

I confirm that I have read and agree with the AONZ & KWS Child Protection Policy with my parent/guardian and will abide by its guidelines.

(check box)

I confirm that I have never been accused or convicted of any offences involving children or young people.

Print Name

(Applicant)

Date

Print Name

(Parent/Guardian)

Date

Short-Term Mission Team

Child Protection Policy

Child abuse, particularly sexual abuse, can result in strong emotions in those facing such a situation. It is important to understand these feelings and not allow them to interfere with your judgement about the appropriate action to take. Abuse can occur within many situations including the home, school and the sporting environment. Some individuals will actively seek employment or voluntary work with young people in order to harm them. All suspicious cases of poor practice should be reported following the guidelines in this document. Outdoor activities and sports can play a crucial role in improving a child's self-esteem. The work of Asian Outreach brings us in contact with many different children from around the world and in all instances we must work to ensure the child receives the most appropriate care.

GOOD PRACTICE GUIDELINES

All team members should be encouraged to demonstrate exemplary behaviour in order to protect themselves from false allegations. The following are common sense examples of how to create a positive culture and climate.

Good Practice Means

- Never being alone with a child
- Always working in an open environment (e.g. avoiding private or unobserved situations and encouraging open communication with no secrets)
- Treating all young people with respect and dignity
- Building relationships based on mutual trust, which empowers children to share in the decision-making process
- Making activities fun, enjoyable and promoting fair play, without prejudice
- Ensuring that if any form of manual/physical support is required, it should be provided openly and appropriately, with care taken to position hands appropriately in certain circumstances
- Ensuring that where possible, a male and female team member should always accompany mixed groups. However, remember that same-gender abuse can also occur
- Being an excellent role model – this includes not smoking, drinking alcohol or using inappropriate language in the company of young people
- Giving enthusiastic and constructive feedback rather than negative criticism
- Recognising the developmental needs and capacity of young people with and without disabilities – avoiding excessive physical activity or competition and not pushing them against their will
- Keeping a written record of any incident or accident that occurs, along with the details of any treatment given

Practices To Be Avoided

The following practices are to be **avoided**. If cases arise where any of these situations are unavoidable it should be with the full knowledge and consent of the Field Coordinator or Team leader.

- Engaging in rough, physical or sexually provocative games, including horseplay
- Allowing, or engaging in, any form of inappropriate touching
- Allowing children to use inappropriate language unchallenged
- Making sexually suggestive comments to a child, even in fun
- Reducing a child to tears as a form of control
- Allowing allegations made by a child to go unchallenged, unrecorded or not acted upon
- Doing things of a personal nature for children or disabled adults, which they can do for themselves

Incidents That Must Be Recorded Or Reported

If any of the following occur you should report the incident immediately to the Field Coordinator or Team leader, and record the incident. It may also be appropriate or necessary to ensure the parents of the child are informed:

- If you accidentally hurt a child
- If he/she seems distressed in any manner
- If a child appears to be sexually aroused by your actions
- If a child misunderstands or misinterprets something you have done

AONZ & KWS recognise that anyone may have the potential to abuse children in some way and that reasonable steps should be taken to ensure unsuitable people are prevented from working with children.

Where team members may be required to work unsupervised and in a nature that leaves opportunity for abuse, AONZ & KWS will obtain the team member's prior permission to request a Police Check prior to the trip taking place.

Responding To Allegations Or Suspicions

It is not the responsibility of anyone working within Asian Outreach New Zealand (AONZ) or KingsWay School (KWS) or our Field Offices, whether in a paid or unpaid capacity, to decide whether or not child abuse has taken place. However there is a responsibility to act on any concerns initially through liaison with the Field Coordinator, Team leader and then through contact with the appropriate authorities.

Confidentiality

Every effort should be made to ensure that confidentiality is maintained for all concerned. Information should be handled and disseminated on a need to know basis only.

Recorded information will be stored in a secure place with limited access to designated people, in line with data protection laws (e.g. that information is accurate, regularly updated, relevant and secure).

ASIAN OUTREACH NEW ZEALAND (Asian Outreach New Zealand Trust) & KINGSWAY SCHOOL Requires That:

All team members read the advisory information herein outlining good practice and informing them about what to do if they have concerns about the behaviour of an adult towards a young person or one young person to another.

As part of the application process to join a mission team, all team members will complete and sign a Child Protection Declaration form (see page 9 of this application pack).

Short-Term Mission Team

Fund-Raising Ideas

Your Team leader will talk to you about the budget for the trip and any fund raising ventures due to be carried out. You will find below some ideas for raising funds in your own church, groups or work areas. Whatever you do remember to pray, start early, get lots of people involved and never give up!

EVENTS

- Hold an auction night – auction things that people donate or services
- Have a theme night based on the mission trip – African night etc. have typical food, entertainment, decorations etc. Charge for tickets
- Talent show or a night with music and food – get people to donate food, and find musicians to play for free
- Cake sale – everyone brings a cake, buys a cake
- Bring and buy sale – same principle
- Praise & Worship evening with collection
- Barn Dance or other theme – Disco, 70's, 80's etc
- Car Boot Sale
- Table Top sale
- Quiz Evening
- Fashion Show
- BBQ
- Themed (African) Dinner – with volunteers to wait on
- Jumble sale
- Design & Make – then sell – cards, bookmarks, recipe books, journals, t-shirts etc
- 5-a side football match
- Fancy Dress party
- Ask church congregation to donate \$1 per person per week to mission

SPONSORED EVENTS

- Run/Walk
- Cycle ride
- Climbing/Swimming
- Silence!
- Anything that people are prepared to do – from a sponsored bible read, to a bungee jump, diet to a parachute jump!

OTHER ORGANISATIONS

- Get other organisations on board:
- Church – groups within the church, ladies, youth, men, children etc.
- Local schools – non uniform days, silly clothes days, bring a pound day
- Local work places – your own work place – colleges etc
- Local newspapers/radio stations – get publicity
- Charities may want to help
- Local shops can help to publicise/collect money

PEOPLE

- Family
- Friends (church; school; Uni; work; sports; Facebook)
- Get people involved/onboard/enthusiastic