



voluntary missions
FOUNDATION

MIVO TEAM MEMBER CHECKLIST

This checklist is for each team member's personal use. Payments are to be mailed to MIVO FOUNDATION at 1441 South Duke Street, York, PA, 17403 or can be made via PayPal. Copies of the required documents are to be mailed to same address or sent as attachments / scanned to info@mivofoundation.org.

REFUND POLICY *Individuals who cancel trip plans for personal reasons after airline tickets are purchased, will be subject to refund of donation minus the airline ticket and insurance fee plus a \$100.00 for administration fees.*

COMPLETED	REQUIREMENT	DETAILS
<input type="checkbox"/>	Current Passport (with minimum 2 blank pages)	Copy of passport picture page to be sent with registration
<input type="checkbox"/>	Volunteer Registration Form *Use full name as on passport on Registration	*Must complete and send to MIVO in order to hold slot for specific date.
<input type="checkbox"/>	Copy of signed Release of Liability, Assumption of Risks, and Indemnity Agreement	Available online. Send with registration/ team paperwork.
<input type="checkbox"/>	\$200.00 payment – Initial fee due as soon as you are ready to commit to a specific trip date. Send with Registration Form	Reserves spot on team for particular date – make out to “MIVO Foundation.” Place full name on memo line of check or note trip date on Paypal
<input type="checkbox"/>	\$550.00 payment within 90 days of departure date.	Very important as this \$750.00 sum goes to purchase airline tickets 3 months prior to trip
<input type="checkbox"/>	\$750 payment 8 weeks prior to departure.	Notify MIVO treasurer if alternate payment arrangements needed. lawrence.smyser@gmail.com
<input type="checkbox"/>	Immunizations and personal education completed re: travel recommendations to Haiti	Within 4 weeks of travel. To be discussed in team conference call. See CDC website for travel info. (link: goo.gl/oh6yF9)
<input type="checkbox"/>	Obtain anti-malarial prescription and take as directed	Specific medication as recommended per CDC or your PCP.
<input type="checkbox"/>	Review team member manual and attend pre-trip meeting/ conf. call (to include cultural education)	Dates to be share via email. Routinely within 4-6 weeks of departure
	Recommendation:	
<input type="checkbox"/>	Pre-travel exam by PCP as needed to ensure safe travel.	If pre-existing medical conditions present such as diabetes or asthma.