



## Trip Application

### About Me

Full Name (as appears on passport): \_\_\_\_\_

Name you go by: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address, City, State, Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Passport Number: \_\_\_\_\_

Emergency Contact Information:

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

### About This Mission Trip

If you are traveling with a particular group, please give the name of the group:

\_\_\_\_\_

Please provide the leader of your group and their email and/or cell phone number:

\_\_\_\_\_

Have you ever been out of the country? Where? Briefly describe the trip's purpose:

\_\_\_\_\_

\_\_\_\_\_

### Medical Information

Known allergies: \_\_\_\_\_

List any concerns about travel that your physician has advised you of? \_\_\_\_\_

\_\_\_\_\_

\*\*\*Along with completing this form traveler must submit the following\*\*\*

- A color copy of your passport
- A signed copy of our release form

## Personal Covenant & Liability Release Form

*The guidelines listed below are for those participating in this volunteer journey to Cambodia.*

*Each person goes not as a tourist, but as a guest of another country.*

**OCCASIONALLY A COUNTRY DOES NOT HAVE THE SAME CONVENIENCES YOU ARE USED TO AT HOME. IT IS VERY IMPORTANT TO BE FLEXIBLE AND WILLING TO ADJUST TO THE EXPECTATIONS OF YOUR HOST.**

**I, \_\_\_\_\_, RECOGNIZE AND ACCEPT THE FOLLOWING CONDITIONS WHICH WILL FURTHER THE EFFECTIVENESS, USEFULNESS, AND SAFETY OF OUR SHORT-TERM VOLUNTEER PROJECT. I AGREE TO:**

1. Release and discharge the organizations and individuals which helped make these arrangements, including the International PCL Foundation, or any other sponsoring agencies, their agents, employees, officers, and volunteers, from all claims, demands, actions, judgments, or executions that I have ever had, or now have, or may have, or which my heirs, executors, administrators, or assigns may have or claim to have, against these organizations, their agents, for all personal injuries, known or unknown, and injuries to property, real or personal, caused by, or arising out of this journey. I intend to be legally bound by this statement.
2. Give People for Care and Learning and its representative(s) authority to request and authorize medical and/or hospital treatment for my benefit in the event of any injury or sickness sustained by me while on such trip, including, without limitation, while traveling to and from any foreign country. I agree to pay for all such treatment and to reimburse People for Care and Learning for all costs and expenses incurred by it with respect to such treatment.
3. Adopt an attitude that I am on this team to try to understand the host culture, not to convince them of my own viewpoint or style.
4. Abstain from making derogatory comments or arguments regarding people, politics, sports, religion, race, or traditions.
5. Accept and submit to the authority of the team leader and promise to abide by his or her decisions on this humanitarian trip.
6. Acknowledge that by engaging in this journey, I am subjecting myself to certain risks voluntarily, including and in addition to those risks that I normally face in my personal and business life, including but not limited to such things as health hazards due to poor food and water, diseases, pests, and poor sanitation; potential danger from lack of control over local population; potential injury while working; and inadequate medical facilities.
7. Meet the financial obligation as requested on dates.
8. If a loved one or dear friend is traveling with me, we agree to interact with all members on the team, not just one another. I promise not to initiate or seek new romantic relationships with team members or indigenous people during this trip.
9. Refrain from using tobacco or alcoholic beverages while in the host country. Abstain from any illegal drugs or prohibited activity while on this trip.
10. Refrain from giving gifts, such as money, clothes, jewelry, tape players, etc. If I feel compelled to give a gift to someone I have met, I will consult first with the team leader before I promise or give the gift, and I agree to let him or her make the final decision on this matter.
11. I agree that in the event my conduct is considered so unsatisfactory that it jeopardizes the success of the trip, and that mediation during the trip has failed to correct my behavior, that my services in connection with this mission shall end and I shall return home immediately at my own expense.

Participant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

If participant is less than 21 years of age, parent or legal guardian's signature:



## TOUR PAYMENT INFORMATION

Your place on the team is not secured until you send in an application as well as a \$300.00 non-refundable deposit. This deposit counts toward the overall cost of your trip. Upon submitting your deposit, a personal support account will be set up in your name on the books of PCL. You can call us anytime to get an update on your account balance.

Typically half of the trip cost is due 2 months prior to departure in order to purchase airline tickets at the best available prices. The remaining balance is due 30 days prior to departure. In many cases, money must also be sent to the field in advance to secure in-country transportation and lodging; therefore, it is imperative that you send in your funds as soon as possible. Please contact our office for a trip payment schedule for your specific trip.

All checks should be made payable to People for Care and Learning. If you choose to make trip payments via our website or by using a credit card, a 3% fee will apply.

Supporters may mail donations for you directly to the PCL office. Please ask supporters to include a note along with their check designating the Trip Country along with your name. **All donations made to PCL are tax deductible and contribution reports will be sent out at the end of the year unless otherwise requested.**

Included in the overall cost of your trip is your airfare, all lodging, group meals and scheduled tours.

PCL may increase costs upon notice to participants.

In the event that you decide not to participate on the trip, any charges already incurred on your behalf (i.e. airline cancellation fees when applicable) will still be your responsibility to pay. You are personally responsible for any deficit in your account.

In the event that funds raised exceed trip cost by \$200 or more, you may request such funds to be applied as a non-refundable deposit towards a future PCL trip for you or someone else. No interest will accrue for funds left in your account. At the end of one year, any remaining balance in my account will become the property of PCL, and all records of your account may be discarded.

By signing this form, I am indicating that I have read these guidelines in full and agree with the terms of this contract as outlined above. I would like to participate in a Insight and Awareness tour with People for Care and Learning and I plan to obtain the funds necessary to do so. I agree to pay all costs in a timely fashion.

Traveler's Printed Name: \_\_\_\_\_

Traveler's Signature: \_\_\_\_\_ Date Signed: \_\_\_\_\_

**INSTRUCTIONS:**

- PRINT OUT AND FILL IN
- RETURN PAGES 1,2,3 TO PCL
- YOU CAN SCAN THEM AND EMAIL TO INFO@PCL.IS
- OR MAIL TO PCL
- ATTN: Sandi Todd
- 7200 Moffett Road
- Mobile, Alabama 36618 USA

# Packing List

## Must Haves

Valid passport – also make two color copies of the first page with photo and give one to the trip leader and keep one in a separate place from your passport. (for use if your passport is lost)

Flight Itinerary - Trip Itinerary

Spending money – New/clean/no rips or tears, no coins Lots of \$1 (U.S. currency)

Medication – Pack all prescription medicine in your carry-on-bag (Meds for upset stomach/diarrhea)

Also pack one set of clothing in your carry-on in case your luggage is delayed

Small backpack/ shoulder bag/ cross body purse

## Toiletries

Along with all regular toiletries you might need:

Wet wipes/anti-bacterial gel

Sunscreen/bug repellent

Small pack of Kleenex (for places without toilet paper etc)

If you bring flat iron/curling iron, you may need a converter

Hairdryers are provided at the hotels

## Dress

\*\*Pack lightly, dress for comfort and not style

- Pack for hot tropical climate, but dress modest
- Shoulders covered, knee length pants/skirts
- Cotton breaths best rather than polyester etc.
- Closed-toe shoes for some areas, sandals for others
- Laundry and Dry-cleaning Service is available at hotels for small fee
- We DO NOT recommend taking or wearing valuable/non-replaceable jewelry or clothes/purses
- Do not wear any military-type clothing including camouflage
- Hat, Sunglasses, small compact umbrella (for hot sun)

## Other

Camera

Flashlight

Travel alarm

Snacks

Laptops/ipads/Cell phones can be used in wifi areas for free to call/text/skype/facetime/email home

\* All hotels have wifi and this will be your no cost way to skype/facetime/text home

## **Most importantly**

**DO NOT PACK ANYTHING VALUABLE IN YOUR CHECKED LUGGAGE**

**PUT ALL VALUABLES (LAPTOPS, IPADS, CELL PHONE, CAMERA, MONEY, MEDICINE, PASSPORT, ETC) IN YOUR CARRY-ON along with one set of clothing in case your luggage is delayed.**

# pcl. FAQ's

## What do I do with my passport?

- Your passport should be with you or locked in a safe at times, along with any other documents given to you while entering the country. Make sure to bring two passport photos with you for your Cambodian Visa.

## How do I get a visa?

- Visas are acquired upon arrival at the airport. They cost \$30 (cash). You will also need two dollars for a Visa photo.

## Do I need any shots or vaccinations?

- While there are no shots required, several are recommended. The travelers health site (<http://www.cdc.gov/travel/seasia.htm#vaccines>) lists all recommended shots and any travel advisories. Contact your family physician to get vaccinations.

## How much spending money do I need?

- The amount of spending money you need depends on your spending habits. All scheduled tours, group meals, and lodging are included in the price of your trip. However, because drinks (water, coffee, coke, etc.) are often more expensive than the meals, we will only pay for the first drink. All additional beverages will be your personal responsibility. Cambodia does not refill drinks for free as done in America. Any additional meals outside of the group will also be at your own expense. Plan to buy some souvenirs as well. You will not need to exchange money; everyone takes American dollars. (\$300 is a good estimate)

## What clothing should I bring?

- Southeast Asia is hot and humid. Cambodia and Thailand experience monsoon season from June to October. Bring clothing that is lightweight and dries quickly. Dress modestly. Men and women should cover their shoulders and knees. When in doubt, don't wear it.

## How many pieces of luggage can I take? (Checking in)

- You may take two 50 lb. suitcases (1 checked bag is recommended) to check and one carry-on bag for the airplane. However, don't take more luggage than you can carry yourself. Please do not expect others to help with your luggage as they will have their own to keep up with. Label every piece of luggage with your name and address. Also make sure you check your bag all the way through to your final destination. (Usually Phnom Penh, Cambodia)

## Do I need a converter?

- If your appliances (hair dryers, electric razors, etc.) are not convertible from 110 to 220 currents, you **will** need a convertor. Even though Cambodia uses North American sockets, the sockets are not required to be polarized. Since devices such as laptops have a polarized plug with one prong wider than the other, you will still need an adapter to use your plug in Cambodia.

## Can I bring snacks?

- You may want to consider taking a few snacks with you, such as pre-packaged peanut butter and crackers or other light snacks. These snacks may come in handy as you travel from one location to another.

What do I need to know about getting through customs?

- It is important for you to be aware of this before you leave. When entering back into the States, you will normally be allowed to bring back \$400 of merchandise without having to pay duty. But do remember to put all articles you have brought on your trip and the sales slips in one suitcase, if possible. You will be asked to declare the items purchased, along with their value. Your team leader will have knowledge of what to do, but remember that all fruits and vegetables, plants, flowers, seeds, meat, etc. cannot enter the country.

How can I ensure my safety? (Stay with group and team leader)

- The best thing you can do is follow your leader, and stay with your group. Do not take it upon yourself to leave the group at any point of the trip. If you do need to leave the group for any reason, make sure your team leader is aware of where you are going, who you are going with, and when you will be back.

Can I give money to the locals?

- Most travelers are inspired to give money or gifts to the local pastors or orphans. This is a natural reaction to the poverty you will see. However, it is very important to ask one of your leaders before giving any money or gifts as they may have more information of which you are not aware.

Can I drink the water?

- Always follow the counsel of your leaders. Only drink bottled water or sodas. Stay away from uncooked fruits and vegetables, and any street side vendors with food.

Are extra hotel charges included in our trip fee?

- Your travel package includes hotel costs. Any other charges made to your room personally before checkout time (laundry, soda, phone calls, internet use etc.) are your responsibility and must be paid before checkout time.

What do I need to protect my skin?

- In addition to using sunscreen, bring a carry size insect repellent and a hat or compact umbrella, along with tissue or hand sanitizer or wipes. You never know when you will need these.

Always:

- Be flexible
- Be respectful
- Be open-minded
- Forget your own personal agenda
- Remember to have a servant attitude
- Cooperate and follow the leader
- Remember that you are not there to show others a more perfect way (the American way). We are there to enjoy and learn about their culture and be a blessing to them. You will be surprised at how much you learn!

**BLESSED ARE THE FLEXIBLE FOR THEY SHALL NOT GET BENT OUT OF SHAPE!**



## Sample Sponsor Letter

Dear Potential Sponsor,

The door has opened for me to participate in a mission trip to work with People for Care and Learning in Cambodia. I will leave on (date) and return on (date).

The reason I feel so strongly about participating in this ministry venture is the outstanding track record of PCL. It would take several pages to tell you all they do to minister to the poor in Southeast Asia, one of the neediest places in the world, but a quicker way for you to check on their outstanding ministry is to visit their website, [www.pcl.is](http://www.pcl.is). You will be impressed, as I am, by their broad reach.

First and most importantly, I would like to ask you to cover my team in prayer. Pray that the Lord would provide protection over us and that He would fill us with His power as we travel through Cambodia. I will also need prayers that my financial needs are met. The total cost of this trip is \$x,xxx. Whether you feel led to contribute financially, through prayer, or both, all of your support is greatly appreciated. Any amount is a huge blessing.

To receive a tax-deductible receipt, you may make your check to People for Care and Learning, write on the memo line the words, "Mission Trip" and my name, and send it in the enclosed envelope. All support must be in by (date).

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Donor Name: \_\_\_\_\_ Donor Email: \_\_\_\_\_ Donation is on behalf of: \_\_\_\_\_

Donor Address: \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Amount Enclosed:

\_\_\_\_\_ \$50.00

\_\_\_\_\_ \$75.00

\_\_\_\_\_ \$100.00

\_\_\_\_\_ \$150.00

\_\_\_\_\_ Other

Please make checks payable to:

People for Care and Learning

7200 Moffett Road

Mobile, Alabama 36618 USA



## Cross Cultural Notes

**This is one of the most important sections of information.**

**Pay close attention to the following:**

1. As North Americans we are often very outgoing, having a natural curiosity and freedom which is not always understood by those in the country and of the culture we are visiting. Be aware of this.
2. Try to understand that those at the mission location are working under different conditions than you are used to. They have adapted their lives to the customs of the country or culture to help. Avoid the temptation to question their way of life and interactions with the local people.
3. You will encounter many situations to which you are not accustomed. Always think of the people to whom you are visiting. Don't complain about conditions, food, travel, and so on. Always smile, be cheerful and show love.
4. Try to learn a phrase or two of greetings in the language of the local people.
5. Do not give the impression to the nationals that you are there simply to "help these poor people out." Rather, show them that you are there to be a servant.
6. Don't be too quick to judge a culture for what you feel is improper conduct.
8. Avoid references to military (Never wear Army fatigues - it could put you in great personal danger) and political issues, or to other religious groups.
9. Some words and colloquialisms are distasteful or very confusing to people of other cultures. Check with your host before you put your foot in your mouth.
10. For every team that goes on a mission and/or humanitarian trip, there will be a cross-cultural experience waiting. Cross-cultural simply means that we leave the things that are familiar to us (music, language, customs, clothing, etc.), and go into a culture that is unfamiliar.
11. Whenever you travel into another culture, we must seek to learn about and respect other people and their way of doing things. Here are some additional important items to remember:
  - When we go to another culture, we are the strange ones. We are the ones with the unusual perspectives, the funny accents, and the weird clothing. It is important to remember that *we are the guests in another person's world*. We must respect these other people by not criticizing or laughing at them.
  - Watch your language. First, don't use phrases like "the wrong side of the road" or "they dress silly." When we say these things, we put our own cultural value judgments on someone else. People in British countries do not drive on the "wrong" side of the road - We do! It may be opposite to what we are used to, but there is nothing wrong about it. Second, remember, when you are in a foreign, non-English speaking country, that people around you understand much of what you are saying. Therefore, when you lean over to a friend and say, "Oh my gosh, this tastes horrible, or "she looks horrible" etc, in English, and you think that she doesn't understand you, you may be wrong—he or she probably did understand you. Remember—English is quickly becoming an international language.



- Watch your facial expressions. Non-verbal communication says a great deal. We communicate a lot through our faces - disapproval, judgment and pleasure. Remember to communicate the right things at the right time. If someone says, "Do you like the food?" and your facial expression looks like you just swallowed a tarantula, nothing you say will come through. Your facial expression will speak for you. We'll do everything I can to keep you from eating big spider, although there are some offered at the road-side markets! ha, ha.
- Be careful with foreign language expressions and with English slang. Sometimes we think we know more Spanish or French than we really do, and we can embarrass ourselves by using wrong vocabulary words or by mispronouncing words. You should try your foreign languages; just don't get too confident.
- Avoid being alone with, talking at length with, or reaching out to touch someone of the opposite gender, both with the locals and also with another person on your team that you are not related to. Dress modestly, whatever that means locally. Again, don't be afraid to ask.
- Time schedules in most parts of the world are much slower paced than North America. Schedules in many SE Asian locations are not followed as closely as in the west. Be patient and flexible. Go with the flow of the culture and ministry in which you are involved.
- Be sure you don't offend people by taking photos of what they consider their private space or of what they consider to be a negative aspect of their country. Rule of thumb: Ask before you click. Get permission before taking someone's photo; sticking a camera in a person's face is rude. Learn to ask, "May I take your picture?"
- Don't be stingy. Be realistic about prices and treat bargaining like a game rather than a test of wills. Tip whenever you can, and don't let hustlers and touts make you suspicious of everyone.
- Respect the local culture. Dress modestly, watch where you step, and smile. Treat religious centers, no matter how modest, like delicate treasures.
- In SE Asia, the feet are the cesspool of the body and the head is the temple. Consider the rules of proper foot etiquette to be like an exotic dance without a partner. Feet for the most part should stay on the ground, not on chairs or tables. Showing someone the bottom of your foot expresses the same insult as showing someone your middle finger. Remove your shoes when entering a private home. Don't point your feet towards sacred images or people and follow the locals' lead in sitting in a temple or mosque.
- Also, please note that women are not allowed to come into contact with monks; this means a woman can't sit or stand next to them on the bus, pass anything directly to them or touch their belongings.