



**PLEASE NOTE TO ALL RETURNING MISSIONERS:**

Please read through all documents carefully. The Mission Office has initiated new requirements and guidelines, including fingerprinting, background clearance and safe environment training. The application form and volunteer participation form have also changed. Please use **ONLY** these current forms.

Dear Friend:

Thank you for your interest in administering and sharing your knowledge for growth of the education project for our little ones in the Dominican Republic. Currently, we have five schools, four elementary schools (Pre-School – 4<sup>th</sup> Grade) in La Cucarita, Los Guayuyos, El Montazo and Los Fríos. We also have a middle school in Los Fríos (5<sup>th</sup> – 8<sup>th</sup> Grade). In 2008 all our schools were recognized and given official codes by the Dominican Government Secretariat Education Department.

Before you start your application process, it is important to remember that a valid and current passport is required for all missionaries. You can find information about applying and renewing passports at your local post office or online at [http://travel.state.gov/passport/passport\\_1738.html](http://travel.state.gov/passport/passport_1738.html).

**Guidelines/Procedures/Costs:**

- *The estimated cost for 2010 missions is \$900.00; each application needs to be turned in a minimum of **60 days** prior to the mission departure date, please include the **application, volunteer participation agreement notarized, a visible and legible copy of your passport, along with your non-refundable \$350.00 deposit**. This amount will be deducted from the total payment. Due to rising costs of fuel, transportation and accommodations the price of the trip may vary.*
- **The Diocese of Orlando is requiring, ALL persons participating on a mission to our sister diocese be fingerprinted, background cleared and completed the “Online Safe Environment Training”**. The fee is \$50.00 and is the responsibility of the participant/missioner.
  - **To begin the process for fingerprinting:**
    1. Please go to [www.orlandodiocese.org](http://www.orlandodiocese.org)
    2. Scroll down to employment and click on fingerprinting
    3. For location click on Missions, for applicant type click on volunteer
    4. You will make the appointment on line
  - **For the Safe Environment training:**
    1. Go to [www.orlandodiocese.org](http://www.orlandodiocese.org)
    2. Scroll to employment click on Safe Environment Training
- Note: All returning Missioners must completely fill out a new application packet.

For some of our Mission trips to our Sister Diocese, we may stay in the homes of our Dominican sisters and brothers; there you will receive unusual warmth and hospitality. The lodgings are, of course, extremely simple, but I assure you they are adequate and your meals will be prepared with special care. Some Missions may require staying in a bunk house, camping in tents or staying in a hotel.

I hope you will be able to join us. If you have any questions, please don't hesitate to contact the office. Thanks in advance for your consideration. I look forward to sharing this journey with you. May the peace of Christ be with each of you.

Peace,  
*Sr. Bernadette Mackay, O.S.U.*  
Sr. Bernadette Mackay, O.S.U.  
Director, Mission Office

## Guidelines for Short Term Missioners

Guiding Principles (adapted from basic principles and beliefs of *Friends Across Borders*):

1. This mission trip is not the beginning of your journey. Something in your life path drew you to say “Yes” to this mission work. We all want to celebrate and honor it.
2. On this mission trip we go to visit sacred ground and a graced people. You will experience poverty and situations, unlike you have experienced before. But life is a mystery and God is very much present in the situations and people we will encounter.
3. While on mission a primary commitment is to open our hearts, listen and to be compassionate. Allow yourself to deeply “feel with” and to “see” as the people you work with see.
4. While on mission the people and situations we will encounter are human, imperfect and limited, just like our own culture is.
5. We make our mission trip/journey as a community. We have personal experiences but they are not “individual” experiences, they will be collective.
6. The mission trip will impact each of us differently. We are different and on different journeys. We will respect everyone’s experience.
7. Believe that God will accompany us on our journey so we can be confident and we can celebrate.

**The Mission Office encourages all missioners to embrace the experience as fully as possible. Cooperation in following the guidelines below will help ensure a rich, safe, and transformative experience for everyone.**

- In preparation for mission I will at my own expense complete the required Diocesan background check and Safe Environment Training, 60 days before the departure date for the Mission I am applying.
- Submit a completed application form, volunteer participation agreement that **MUST** be notarized, a legible copy of your passport along with your non-refundable \$350 deposit 60 days prior to departure.
- To conduct myself at all times in a professional, courteous and compassionate manner.
- To understand that flexibility, being collaborative and a team player is expected at all times.
- To seek to know the truth of situations, rather than relying on prejudices, assumptions and incomplete information.
- To strive to align my thoughts, language and actions so my work fully supports the work of the Mission Office and the work of the particular mission.
- To not use offensive language or sexual innuendos in English or Spanish.
- I will be open and honest with the Mission Office Staff and with my fellow missioners willing to share my joys and struggles and listen with care to the experiences they share.
- Realizing the importance of the daily gathering for Reflections I will participate respectfully, openly and lovingly.
- I will seek simplicity in the use of my time and energy and practice presence to my fellow missioners and to those with whom I live and work.
- I will socialize and recreate in ways that enhance my relationships with people and avoid the use of cell phones, DVD players, computers etc.
- I will consider the toll alcohol takes on people, realizing that it may be a problem for my fellow missioners and the people I am serving and abstain from alcohol from the time I leave the USA until I return to the USA.
- Aware of the personal, social and economic costs of illegal drug use I will not possess or use illegal drugs.
- My attire during the mission trip will be appropriate and modest.
- After the Mission Trip, I will share with the Mission Office the photo’s I have taken. (On a CD if at all possible)
- Following the Mission Trip I will discern and prayerfully consider responding affirmatively to the Mission Office request to speak in a parish for the Annual Mission Office Collection.
- With gratitude to God for the Mission experience I will also express my thanks and gratitude to all who have made it possible.
- As my journey with God deepens, as God’s disciple. I will continue to have an open heart and generous spirit, listen and respond to God’s call to holiness.

**For Office Use Only:**  
 Date Received: \_\_\_\_\_  
 Notes: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**MISSIONER CHECKLIST**

- COMPLETION AND CLEARANCE OF FINGERPRINTING & SAFE ENVIRONMENT TRAINING
- APPLICATION IS COMPLETELY FILLED OUT
- VOLUNTEER PARTICIPATION AGREEMENT IS NOTARIZED
- A CLEAR COPY OF YOUR PASSPORT & MEDICAL LICENSE IS ATTACHED WITH APPLICATION
- DEPOSIT – CHECKS ARE MADE OUT TO THE “MISSION OFFICE”  
 (MEDICAL \$350.00) (SURGICAL \$450.00)
- EMAIL ADDRESS (WE MAINLY COMMUNICATE VIA EMAIL, MAKE SURE YOUR ADDRESS IS CORRECT. IF YOU DO NOT HAVE EMAIL PLEASE INDICATE SO.)

**MISSION OFFICE - DIOCESE OF ORLANDO - EDUCATION MISSION TRIP TO SISTER DIOCESE-SAN JUAN DE LA MAGUANA, DOMINICAN REPUBLIC**

Name \_\_\_\_\_ / \_\_\_\_\_ M \_\_\_\_\_ F \_\_\_\_\_  
 (As shown on your passport) Name you wish to be called (nickname) Gender

Home Address: \_\_\_\_\_ / \_\_\_\_\_  
 (Street Address) (Apt. #, Room, etc.)

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home phone: ( ) \_\_\_\_\_ Work Phone: ( ) \_\_\_\_\_

Cell phone: ( ) \_\_\_\_\_ Fax Number: ( ) \_\_\_\_\_

E- Mail Address: \_\_\_\_\_

Religious Affiliation: \_\_\_\_\_ Parish \_\_\_\_\_

My T-Shirt size is:  Small  Med  Large  X-large  XX large

Do you speak Spanish?  None  Beginner  Conversational  Fluent

I would like to participate in an Education Mission (Please note date): \_\_\_\_\_

**Special Skills:** Do you speak another language?  Yes  No // If yes, which one(s)? \_\_\_\_\_

Are you certified/have taught Religious Edu?  Yes  No // If yes, how many yrs & what grade? \_\_\_\_\_

Do you sing in Spanish?  Yes  No // Do you read music?  Yes  No // Do you play an instrument?  Yes  No \_\_\_\_\_

Are you able to teach Math in Spanish?  Yes  No // Are you able to teach Science in Spanish?  Yes  No

Can you sew?  Yes  No Do you draw?  Yes  No Do you know how to cook?  Yes  No

What is your profession/major (specific title)? \_\_\_\_\_

Are there any other subjects/talents you are knowledgeable in that you would like to share/teach: \_\_\_\_\_

**(YOU MUST HAVE A PASSPORT TO TRAVEL TO THE DOMINICAN REPUBLIC)**

Passport Number \_\_\_\_\_ Birthplace (City & State) \_\_\_\_\_

Date of Birth \_\_\_\_\_ Driver's License Number \_\_\_\_\_

Emergency Contact: Name \_\_\_\_\_ Relationship: \_\_\_\_\_

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

Home No. ( ) \_\_\_\_\_ Work ( ) \_\_\_\_\_ Cell ( ) \_\_\_\_\_

Email \_\_\_\_\_

**VOLUNTEER PARTICIPATION AGREEMENT**  
**(Needs to be NOTARIZED)**

Date of Mission Trip: \_\_\_\_\_

Description and Destination: \_\_\_\_\_

Name of Participant: \_\_\_\_\_

**A BRIEF HISTORY ABOUT THESE MISSION TRIPS**

For several years, the Catholic Diocese of Orlando has had a Sister Diocese relationship with the Catholic Diocese of San Juan de la Maguana, which is located within the Dominican Republic. This relationship provides a wonderful opportunity for volunteers such as you to assist poor people in the Dominican Republic of all races and religions. Literally thousands of people in the Dominican Republic have already received much-needed services, thanks to the generosity of volunteer participants just like you. Volunteer participants and staff members of the Catholic Diocese of Orlando have spent countless hours serving on a Mission Steering Committee for the purpose of planning this mission trip.

**WHAT TO EXPECT FROM THIS MISSION TRIP**

Hundreds of volunteers have participated in many prior mission trips and the vast majority of them have reported that their participation was a wonderful life-enriching experience. Generally speaking, each participant decided to participate in the mission trip for his or her own very personal reasons, and we expect that too is the case with you. Nevertheless, some common traits that participants share are a desire to serve and care for those in need and a desire to enrich their personal and spiritual life. The people that we will serve live in very austere circumstances, and thus you too will experience these very austere circumstances. The Dominican Republic is a Third World country, and thus you will be entering a world very different from the world you enjoy here in the United States. As is typical with Third World countries, the Dominican Republic is a very poor country with limited access to sanitary conditions (including water/sewer facilities and food processing capabilities), limited resources to eradicate infectious diseases, and even more limited medical/hospital facilities and access to healthcare providers. These are just some of the reasons why this mission trip is so important to the people you will be serving.

You should become familiar with safeguards you can take to prevent yourself from becoming sick during the mission trip. You should consult with your family physician regarding your own unique medical condition(s) and what preventive measures you should take. The US Centers for Disease Control has an excellent website which addresses these issues and how you can remain healthy. This website can be found at: [www.cdc.gov](http://www.cdc.gov). If there are any particular medical conditions or concerns that you or your physician feel need to be brought to the attention of the Director on this mission trip, it is your responsibility to do so. If you have allergies, please notify the Director, but it will be your responsibility to bring any necessary medications and take any necessary precautions to prevent an allergic reaction. It may not be possible to provide special meals, special sleeping accommodations, or identify food ingredients. Likewise, if you require medications to maintain your health, please notify the Director, but it will be your responsibility to bring any and all needed medications, properly store such medications, properly administer such medications, and clear the transportation and possession of such medications with customs.

## **WHAT THE MISSION TEAM WILL EXPECT FROM YOU**

You will be expected to conduct yourself, at all times, in a professional, courteous, and compassionate manner. These attributes have been the key to the success of this and past missions, together with a willingness to be flexible and to be a team player. As with any trip to a foreign country, you should always conduct yourself as a representative of the Catholic Church, bearing in mind that many of the personal liberties and rights that we enjoy at home are not available in foreign countries such as the Dominican Republic.

As a missionary on a mission trip of the Diocese of Orlando, your behavior will create an impression to others about the Catholic Church. Consequently, it is important for you to behave at all times as a minister of the Church. This includes behavior at social gatherings where alcoholic beverages may be provided or are for sale. The Mission Team will expect that you refrain from consumption of alcoholic beverages.

The attire of a missionary is also an important consideration. Casual attire is appropriate. Please avoid offensive or revealing clothes. Closed toed shoes are advised and athletic foot wear or work or hiking boots are probably the most comfortable and durable.

Each missionary will be expected to be fingerprinted and pass the safe environment test prior to be accepted on a mission trip.

Violation of drug laws is the most common cause for arrest while traveling. The Dominican Republic has very strict laws against the use, possession, or sale of illegal drugs. If at home you would not drive a vehicle because you do not have a license, then you would likewise not drive a vehicle in the Dominican Republic. Finally, you will be expected to notify the Mission Office immediately if there is a change in your designated emergency contact person's information.

Failure to follow these best practices will result in removal from Mission Office ministry.

## **EXPRESS ASSUMPTION OF RISK AND RELEASE**

I have read and understand this Volunteer Participation Agreement in its entirety and agree to abide by the terms set forth herein. In consideration of being permitted to participate in the above referenced mission trip, I do, for myself, my heirs, legal representatives, and assigns hereby expressly release, waive, and discharge each of the participants in this mission trip, the steering committee members that helped organize this mission trip, and the Catholic Diocese of Orlando, its agents and employees (collectively, "Released Parties") from any and all actions, causes of action, suits and/or demands or claims whatsoever, in law or equity, which I ever had, now have, shall or may have in the future against these Released Parties. I covenant and agree that I, my heirs, legal representatives, and assigns will never institute, prosecute, or in any way aid in the institution of prosecution of, any demand, claim, or suit against these Released Parties for any destruction, loss, damage, or injury (including death) to my person or property, my family, heirs, or assigns which may occur as a result of my participation in this mission trip, however caused, including but not limited to, the negligence of the Released Parties, whether passive or active. I further agree to indemnify and hold each of the Released Parties harmless against all such liabilities, claims, actions, damages, costs or expenses, including, but not limited to, attorney's fees and disbursements. I assume full responsibility for the risk of bodily injury, death, or property/financial damages that may occur while participating in this mission trip. Being fully aware of the inherent risks and hazards, I am voluntarily participating in the above referenced mission trip. I agree that the laws of the state of Florida shall govern this agreement, and that any action arising from the subject matter of this agreement shall take place in Orange County, Florida.

Finally, I agree that I have carefully read this paragraph and fully understand that this is a waiver and release of liability.

\_\_\_\_\_  
Participant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Participant Name (Print)

Notary Public: State of: \_\_\_\_\_, County of: \_\_\_\_\_

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_,

by \_\_\_\_\_, who is personally known to me or who has

produced \_\_\_\_\_ as identification.

My Commission Expires: \_\_\_\_\_

Notary Public Commission Number: \_\_\_\_\_

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

\_\_\_\_\_  
Typed, Printed or Stamped Name of Notary Above

\*\*\* Some immunizations may need to be administered 30 days or more prior to trip departure

To: All Missions Participants

From: Sister Bernadette Mackay, OSU

### Pre-trip Immunizations

Currently the Dominican Republic does not require any immunization to enter the country. A doctor from a previous Medical Mission Trip has advised us to recommend the following immunizations as precautionary for the Medical Mission participants:

- 1) **Tetanus/diphtheria vaccine – is recommended with booster every 10 years**
- 2) **Typhoid vaccine – is recommended for travelers who may eat/drink away from the usual tourist destinations. It can be given as a single dose injectable vaccine (Typhim Vi: Aventis Pasteur Inc.) or in an oral form (Vivotif Berna) consisting of four capsules taken on alternate days until completed.**
- 3) **Hepatitis A vaccine is recommended. It should be given at least two weeks (preferably four weeks or more) before departure. A booster should be given 6-12 months later to confer long-term immunity.**
- 4) **Hepatitis B vaccine series is recommended for all health care workers and anyone who may come into contact with needles/blood/biological waste.**
- 5) **Single dose of injectable polio booster vaccine is recommended for any adult who received the recommended childhood immunizations but never had a booster. Adults who are unvaccinated or incompletely vaccinated should be fully immunized.**
  - a. **Travelers' diarrhea is the most common travel-related ailment. The cornerstone of prevention is food and water precautions: Never drink/brush teeth, wash mouth with the water from faucets or sources other than: water from special water filters provided by the family or bottled water. Wipe plates/glasses and utensils completely dry before using them. Do not eat fruits or vegetables unless they have been peeled or cooked. Avoid cooked foods that are no longer piping hot and haven't been left at room temperature for longer period of time. Avoid un-pasteurized milk, such as ice cream. Avoid food and beverages obtained from street vendors. There is no need to antibiotic prophylaxis – we will provide effective antibiotics in case the diarrhea occurs. Please, report any unusual symptoms/medical problems to a physician/nurse in charge.**
- 6) **Insect protection measures (insect repellent, long sleeves/pants, mosquito nets at night) are recommended both during daytime and evening/night.**
- 7) **Please inform the physician/nurse in charge if you have medical condition that could make you more susceptible to infections or that require special precautions.**

An additional source of information is the Center for Disease Control website: [www.CDC.org](http://www.CDC.org). There is no need for alarm. We just want to take a few extra precautions to prevent illness. We encourage you to discuss with your physician any questions or concerns you might have.

Immunizations can be scheduled at the following location:  
Immunization Clinic  
77 West Underwood Drive  
Suite 4B  
Orlando, FL 32806  
407-649-6821

## RECOMMENDED PACKING LIST – EDUCATION

- Valid Passport
- Hat (for sun protection)
- Sun screen
- Personal clothing - light-weight, casual clothes are most practical. Light long sleeve shirts for evening.
- Long trousers**
- Spanish/English Dictionary**
- Light jacket or sweat shirt
- 2 pairs Sneakers**/walking shoes. (Roads are rough and dusty)
- Outfit for Church. (No coat/tie)
- 2 Towels and wash clothes (Light weight)
- Body soap, Baby wipes (antiseptic)
- Toiletries (toothpaste, toothbrush, two rolls of toilet paper, deodorant, sanitary supplies, etc.)
- Bug repellent - Cutter's stick is least messy.**
- Hand Sanitizer
- Extra pair of eyeglasses and/or contacts
- Fanny pack (to carry Wet-Ones, sun screen, tissues, personal items)
- Flip-flops for showering
- Strong Flashlight and extra batteries
- Canteen or bottles for water/cup with lid
- Snacks for each day.
- Brown bag lunch (no snacks are served on the plane)
- Poncho/raincoat
- Personal medications
- Imodium/Pepto Bismol
- Earplugs

For your own comfort and convenience it is suggested that you bring a backpack and carry the following with you at all times: raincoat with a hood, canteen, flashlight, insect repellent, sunscreen and a snack. A broad rimmed hat is also good to decrease sun exposure.

Do not wear military appearing camouflage type garments as it is illegal to do so in the Dominican Republic. Do bring a light jacket or sweatshirt as it can become cool in the evening. Dress as if you expect to get dirty.