

# Hogar de Amor y Protección al Niño

Apdo 114, Colima, Col.  
Mexico 28000

## Volunteer Application Form

Name \_\_\_\_\_ Phone ( ) \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

E-mail address \_\_\_\_\_ Birthdate \_\_\_\_\_

Age \_\_\_\_\_ Knowledge of Spanish \_\_\_\_\_

Home Church \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Pastor's Name \_\_\_\_\_ Phone ( ) \_\_\_\_\_

Emergency contact \_\_\_\_\_

Relationship to applicant \_\_\_\_\_

Phone number ( ) \_\_\_\_\_ email address \_\_\_\_\_

Blood type \_\_\_\_\_

Proposed arrival and departure dates \_\_\_\_\_

Arriving by: plane \_\_\_\_\_, bus \_\_\_\_\_, or automobile \_\_\_\_\_.

Note: Most major airlines do not fly directly to Colima but there is reliable bus transportation from the major centers of Guadalajara and Manzanillo.

**Note:** Along with your completed application form we also require (1.) a letter of reference from your pastor. (2.) A written testimony of your personal relationship with God as well as reasons why you would like to come and help here at the orphanage.

**Your signature below states your agreement to the following statements:**

- 1.) I have read the enclosed list of guidelines that accompany this application, feel that they are reasonable, and am willing to adhere to them.
- 2.) I will ensure that I have an extended medical policy in place to fully cover any medical expenses I might incur while in Mexico.
- 3.) I have never been convicted of, nor do I have a history of, any type of child abuse.

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Signature

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Date

# Hogar de Amor y Protección al Niño

## Guidelines for Volunteer Workers

1. Hogar de Amor Y Protección al Niño is a ministry founded on Christian principles and because the actions, attitudes, and lifestyle of all the people working with the children are a great determining factor on whether we enforce or hinder this influence in the children's lives, we require that all workers have had a born again experience and are living faithfully for our Lord Jesus Christ.
2. Some of the areas in which we would appreciate your help are the following: help get the kids up and ready for school in the morning; help with the breakfast clean-up or general building clean-up; help with lunch service and clean-up; assistance with homework; supervision during afternoon yard clean-up and shower time; supper clean-up; and tucking the kids in at bedtime. We all work together at these things, so please don't be overwhelmed thinking that you would be on your own. Another area in which we need help is extra "eyes" and "ears", in order to prevent accidents and potential problems.
3. Clothing. Shorts and T-shirts are fine for working around the orphanage, but we do try to look a little neater when we go out or go to church. Modesty is an important word here, particularly if you happen to be doing ministry in the church. Usually ladies wear dresses, skirts, or dress pants to church, with modest tops (short sleeves are preferable to tank tops, although a modest sleeveless top is okay). Men don't go out very much in shorts or muscle shirts, and are very rarely seen without a shirt, even when working.
4. Body piercing, other than for earrings on women, is not accepted here, and we would ask that any other rings, studs, etc. that you may have, not be worn during your stay here.
5. Curfew. When staying at the orphanage, 11:00 p.m. is curfew time.
6. Full room and board is provided free at the orphanage for full time volunteers, based on a four and a half day work week. Some volunteers have found it helpful to stay in a Mexican home on their days off, for the cultural experience of living with a family, as well as a break from the routine (and noise!) of the orphanage. There are families from the church, who are willing to provide room and board for a nominal fee.
7. Volunteers are expected to attend the church activities, the Sunday service, and if possible, one of the weekly home groups. As well, there is a youth service Saturday nights. We cannot promise time off to attend all these services, but workers are encouraged to attend with the children when working, and we make an effort to co-ordinate afternoons off with a mid-week service to allow you to attend.
8. All volunteers **must** have extended medical coverage while in Mexico to cover any medical expenses that could be incurred while traveling to and from or while helping at the orphanage.
9. As the focus of the work here is the children, dating relationships are not encouraged within the first six months. If a volunteer should decide to stay beyond six months and develop a dating relationship with someone here, the couple is encouraged to counsel with the orphanage leadership or the pastor as to cultural differences in dating relationships as well as possible influence on the children in the home.

## **REGULATIONS FOR STAFF AND VOLUNTEERS IN THE ORPHANAGE**

1. All workers must be at the orphanage by 11:00 p.m.
2. Lights out at 11:00 p.m.
3. Personal phone calls can be made with a LADAFON phone card.
4. Use only the area designated for personal food items in the refrigerator. It is preferred that these items are kept in plastic bags.
5. Please give advance notice if you will be sleeping away from the orphanage on days off.
6. For use of the staff washing machine, there is a monthly fee of \$30.00 pesos. Hand washing may be done at no cost at the scrub boards located outside the girls' dorm.
7. The designated afternoon off is from 5:00 p.m. till 10:00 p.m.
8. Free time is to be spent at the orphanage unless permission is given to leave.
9. Because of limited space in the dining room, only designated supervisors remain there during meal times.
10. All staff and volunteers must be present to eat within a few minutes after the bell is rung.
11. Staff must eat breakfast before 10:00 a.m., and supper before 10:00 p.m. All dishes and utensils used must be washed and put away.
12. Only authorized persons are allowed to physically discipline the children.
13. No swearing or rude language.
14. No alcohol, tobacco, or illegal drugs allowed
15. If there are any questions regarding discipline, they are to be discussed first with the adults, not the children.
16. When it is your turn to work please be ready before the activity begins.