

Application Guidelines



1. Go to www.methodisthabitat.org/plan-your-trip and submit a request for preferred week of service.
2. Once mutually beneficial dates are found, pay your \$500 non-refundable registration fee ASAP via our website, Check, or Wire Transfer. Most volunteer groups schedule 6 mos. to 1.5 years in advance.
3. Complete the Application Form found both online and in this packet. Email your completed application to volunteerBMH@gmail.com Your Registration Fee and Completed Application both must be received in order to guarantee your week. No applications will be accepted via fax or phone call.
4. Receive Confirmation from BMH. Keep a copy of everything for your files and to assist in future planning!

First come, first re-served as our dates are not confirmed until a letter is received.



Submit Online

- Go to our website www.methodisthabitat.org
- Visit the BMH "Plan Your Trip" page on our website at Step 2
- Use 'Pay Fee' Button at Step 2 to pay your \$500 registration fee online. Please list team leader, group or church name & dates w/payment
- Email us your payment Confirmation receipt

Submit via the Mail

Mail Registration Fee Check & Application to:

Bahamas Methodist Habitat -#30102
c/o Agape Flights
100 Airport Ave.
Venice, FL 34285

(Please email us the same day you mail your check and use a tracking service if possible.)

ESTIMATING GROUP SIZE: We all want as many people as possible to be able to have the opportunity to serve. If you are estimating your reservation, please give the most accurate number you can rather than overestimate by a large amount. It is easier for us to add numbers to a smaller reservation than it is for us to replace a whole group we have turned away because we expected your group to be larger. Please help us help the most people!

CANCELLATION POLICY: If cancellation is necessary, email MethoditHabitat@gmail.com **ASAP**. Registration fee is non-refundable and separate from service week costs. (See "Payment Information" chart on the Application Form). A deposit **may** only be transferred to a newly-scheduled date within 12 months of payment. Cancellation for the team or lowering your total volunteer number must be completed 3 months prior to your week of service.

ABACO REQUIREMENTS - Until June 2020 youth teams will not be able to serve on Abaco. Special training, such as UMCOR's Early Response Team (ERT) Training or an equivalent will be required thru June 2020 on Abaco sites.

BMH Volunteer Application Form

Mail to: Bahamas Methodist Habitat – GHB-30102 c/o Agape Flights 100 Airport Ave, Venice Fl 34285
Or Email volunteerBMH@gmail.com

Group Name: _____

Address: _____

(Street or P.O. Box)

(Suite #)

(Settlement / City)

(Island / State)

(Zip)

Phone: (____) _____ **Fax:** (____) _____

Contact Name: _____ **Email:** _____

Home Phone: (____) _____ **Cell:** (____) _____

**All correspondence will be sent to the church/group address in the attention of the contact person unless indicated otherwise.*

Preferred Location: Eleuthera - Camp Symonette South Eleuthera Abaco Freeport, Grand Bahama

Preferred Weeks: 1) _____ 2) _____ 3) _____

(Sunday Afternoon to Saturday)

GROUP SIZE: (Give total numbers in each category) **Youth:** _____ **Young Adults:** _____ **Adults:** _____ **Total:** _____
Ages: 14-18 Ages: 19-24 25+ years All ages

1. A typical “Work Crew” is 6 to 10 people. Youth Teams: 6 youths + 2 adults = 1 work crew.
2. Each work crew must have at least 2 adults. (We ask that at least one adult has some construction experience!)
4. Adult to Youth ratio is 1:5. Attention to gender ration should be considered when recruiting chaperones.

Payment Information

Registration Fee* (one per team)	4 Months Out 1 st Payment (per person)	Upon Arrival 2nd Payment (per person)	Total (per person)
\$500*	\$400*	\$400	\$800

Your fees cover building materials, housing, meals, **on-island** transportation, site leaders and a BMH t-shirt.

**Non-refundable.* A deposit may be transferred only to a substitute participant or week for the same year.

Application Checklist:

- Completed **Application** (this sheet)
- Included or submitted online **\$500 Per Team Registration Fee** (non-refundable)
- I have read and agree to the terms outlined in the **Covenant Sheet**
- I have read and agree to the **Cancellation Policy** (listed above on the Application Guidelines)
- I have downloaded the appropriate **Group Leader Packet** from the website to help me prepare for the trip
- I understand that it is required to obtain international medical evacuation /UMVIM Sports insurance for my group

Signature of Group Advisor / Senior Pastor: _____ **Date:** _____

Signature of Contact Person: _____ **Date:** _____

Additional information and planning guides can be found in the Volunteer tab of our website. Be sure to download the **Group Leader Packet, Volunteer Information Form, FAQs, Travel tips, Packing Guides, BMH Needs List** and more.

Bahamas Methodist Habitat Covenant Sheet

A covenant is a promise between two parties. Because communal living and cooperative working require agreements in behavior and expectations, BMH offers to enter into this Covenant with you, our volunteers.

BMH promises to:

- Facilitate a unique service opportunity for your group.
- Provide a facility, staff, and all the details that go into making your service experience a success.
- House and feed volunteers during their stay with us.
- Do our best to help ensure safe working and living conditions.
- Work with volunteers in making this mission a valid and meaningful part of their faith and life journey.

Volunteers promise to:

- Come to BMH with a willingness to serve and be open to a flexible schedule that will allow for incidents out of BMH’s control.
- Read, understand, respect, and abide by the stated ***Expectations, Rules and Regulations of BMH*** found in this packet. (Be sure that each of your volunteers read and sign this covenant sheet.)

For BMH Mission Service of:

<i>Group Name</i>	<i>City</i>	<i>State</i>	<i>Week of Service</i>
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Group Leader: I covenant with my Bahamas Methodist Habitat volunteers and with the BMH staff to responsibly prepare my team for the BMH service experience. I have read BMH’s ***Expectations, Rules and Regulations*** and agree to abide by them during our BMH mission trip.

Please have your group sign their names and date their signature in the space provided below. (This needs to be turned in upon your arrival in the Bahamas.)

By signing your name, you are making an official covenant with your group and with Bahamas Methodist Habitat. Thank you! (Use additional sheets if needed)

Signature	Date	Signature	Date
1.		13.	
2.		14.	
3.		15.	
4.		16.	
5.		17.	
6.		18.	
7.		19.	
8.		20.	
9.		21.	
10.		22.	
11.		23.	
12.		24.	

Expectations, Rules and Regulations for Volunteers

Bahamas Methodist Habitat is a disaster management and home repair mission and all activities and energies should be focused to this end. You have made a commitment to BMH, and on the basis of that commitment we have committed to the housing needs in the Bahamas. We expect all volunteers to participate fully in each aspect of the BMH experience for your safety and our common purpose.

These Expectations, Rules and Regulations apply to all BMH volunteers.

BMH staff has overall responsibility for all activities. Directions given by the staff are to be strictly observed.

Adult leaders are responsible for the safety, compliance, and conduct of their youth volunteers at all times (at camp, worksite and in the community) while your group participates with BMH.

The summer youth program is designed for senior high youth (ages 13 and older AND having completed the 8th grade). Youth younger than 13 must be accompanied by a parents or a designated guardian.

Everyone is expected to act responsibly the entire time they are in the BMH community. Since you will all be coming from outside the region, you will be an obvious presence in affiliation with BMH. There might be times when you need to modify your lifestyle or habits so as not to be offensive to the community as well as being a good representative of BMH. Take your cues from the staff.

Please use tools, supplies, materials and other resources responsibly and for their intended home repair purposes. Always keep the safety of others a priority, as well as being sensitive to the family you are serving. If a family requests that you stop an activity, please respect their wishes. Don't place items behind another person.

Water Safety - Jumping from rocks, cliffs, docks, or other platforms is dangerous in unfamiliar water. We observe a NO JUMPING policy except for certain locations (often visited on excursion day.) If BMH staff say it is ok to jump at a particular location, always jump FEET FIRST and do not jump until the person/s before you is clear. BMH is not responsible for injuries that are a result of reckless or risky behavior by volunteers.

Possession or use of illegal drugs or alcohol is strictly forbidden! Violators will be asked to return to their home immediately at their group's expense.

The staff will inform you of any specific facility or community guidelines prior to or upon your arrival, especially for Hurricane Dorian sites in Grand Bahama or Abaco.

Smoking or use of tobacco products is restricted to specific areas at the BMH facility and work sites. Underage youth are not permitted to smoke anywhere!

Fire arms, air rifles, BB guns, any kind of weaponry (or replicas) or fireworks are not permitted.

No animals permitted to be brought back to a BMH housing facility.

Females are not permitted at any time in the males' sleeping area. Males are not permitted in the females' sleeping area, at any time.

A strict 10:00p.m. quiet time and 10:30p.m. "lights-out" rule applies to all volunteers. Possible exception will be Friday night, when lights out can be extended to 12:00a.m. if agreed upon by staff and adult crew leaders.

Casual attire- Discretion in clothing must be used at the housing facility and in the community. Shirts must be worn at all times. Modest shorts and T-shirts are acceptable attire at housing. Halter/cut off shirts, spaghetti strap, sheer and/or strapless tops, sports bras worn as an outer garment are not appropriate. Leggings/spandex clothing must be worn with long top with short sleeves but are not safe for work sites. Clothing/hats expressing alcohol/beer slogans and obscenities are not acceptable. Sturdy hiking sandals with ankle straps are highly recommended for casual time and for excursion day.

Work attire: T-Shirts, long pants (light cotton or nylon, scrubs, jeans) and sturdy shoes (work boots are preferred) must be worn at all times at the work site. Sweat pants, shorts, ripped pants, half shirts, sleeveless shirts, leggings, sports bras, tank-tops and halter tops are not acceptable.

Beach Attire: Swimsuits should be modest. Girls need to have a **full coverage** one-piece or tankini. Guys should have loose trunks. If you have a two-piece or cut-out one piece, please bring a tee shirt to wear over it.

Church Attire: Most weeks we are able to join with a local congregation for worship or Bible study one evening. Appropriate church attire is business casual i.e. collared shirt/polo and long pants for males and long skirts (knee length or longer) and covered shoulders/modest neckline for females.

Because you are visiting an unfamiliar community, please always go from place to place in a group of three or more people. Never travel alone. Make sure your Team Leader is always aware of your location.

All volunteers (youth and adult) are expected to participate fully in the programs of BMH, including meals, chores, meetings, evening gatherings and special events. To keep the housing facility functioning smoothly, volunteers will be asked to assist in chores such as camp clean up, tool and supply organization, after meal clean up, loading/unloading of building materials.

To ensure sensitivity to the families and communities we serve, taking pictures of or recording people without permission is strictly prohibited and video equipment on work sites should be discussed with staff.

Take time to fully experience the Bahamas. Limit the use of cell phone and other electronic equipment. Internet availability will be limited to Group Leaders and should only be used for necessary updates. No youth should expect to have Internet access on a regular basis.

A work crew is 6-10 people. Groups with 11 participants must be divided into two work crews (6 & 5). This number limitation ensures sensitivity to the family as well as maximum efficiency at the work site. However, the eleventh person may be a helper to the staff at the center or if highly skilled, could function as a floater/advisor! Please check with the staff before your trip as to how many sites//projects your team will be assigned.

Working hours are from 8:00am - 4:00pm Monday - Thursday. We will attempt to have time at a beach each day to cool off and relax after working. There will be more site seeing and recreational activities on Friday, or your last full day on the island. This is to ensure the best possible experience for you, the staff and the families we serve.

We expect lunch to be eaten at the worksite. You may bring extra sandwiches to share with family members. (Some individuals will go out of their way to make you feel appreciated - even overextending themselves). If a family member insists on showing their appreciation by preparing lunch, accept their offer. If you have any questions or concerns, please check with the staff.

BMH does not condone or tolerate harassment or abuse of any kind and will take measures to reconcile the situation. This includes but is not limited to intentional insensitivity or hostility towards others of sexual, gender-based, or racial, ethnic nature. Incidents deemed unintentional will be handled as a 'teaching' moment' and an opportunity to clarify or set appropriate boundaries.