



Volunteer Paperwork/Milestones:
Deadlines and Checklist

Please submit the following items to PHFM or your team leader by the appropriate date.

Paperwork/Milestones	Due Date	Submitted
1. Application 2. Personal Reference Form 3. Parental Consent Form (if applicable) 4. Liability Release Form(s) 5. Emergency Contact Form 6. Photography Release Form 7. CORI Form (for some churches) 8. Passport application completed (if necessary)	<i>April 15, 2017</i>	
1. Support letters sent out 2. Immunization appointments scheduled 3. Volunteer manual has been read in its entirety	<i>May 1, 2017</i>	
1. First "batch" of support funds to team leader.	<i>May 15, 2017</i>	
1. Funds for airfare in the amount of \$ 1 100.00 2. 2 Copies of Passport	<i>May 25, 2017</i>	
1. Second "batch" of support funds	<i>May 25, 2017</i>	
1. Third "batch of support funds and remaining balance of trip funds in the amount of \$ 1,475.00 2. Immunization Checklist/Verification 3. Copy of Traveler's Insurance Policy	<i>June 1, 2017</i>	

EMAIL all items to: peterc@peaceandhope.org & rogerd@peaceandhope.org