



HOPE FOR THE NATIONS THAILAND

Volunteer Step by Step To Do List PRINT THIS FORM

*Tick off items as you complete them and bring with you to Thailand
Documents must be sent in English*

- Read all menu items on volunteer page www.hftnthailand.com/volunteering
- Complete Application, obtain your 2 reference letters, take digital photo
Now Email the following to mail@hftnthailand.com

Application

**Two Reference Letters (Professionals you have known minimum 2 years)
Head and shoulders photo of yourself**

NOTE: Professionals include (Employer present or previous, Teachers, Pastors, Organizational Team Leaders, Doctors, Lawyers, Nurses, Police, Firemen, Notaries, Company Executives, Business Owners) ... *may not be immediate family or friends.*
Approval process will not begin until the above is received at our office.

- Approval Email Received from HFTN Thailand with requested dates available.
- Make all your travel arrangements including accommodation and purchase Emergency Travel Medical Insurance (Strongly recommended) with your travel agent. Some Hotel options at: www.hftnthailand.com/

NOTE: If your travel dates conflict with dates approved by HFTN Thailand, contact us immediately to make sure those dates are available. It is advised not to pay for your airline ticket until any changes in dates are confirmed by HFTN Thailand.

- Email your accommodation details for our records to mail@hftnthailand.com
- Fill out Volunteer Contract, sign, and email contract to mail@hftnthailand.com
(Must bring original to Thailand)
- Send a copy of your Passport. Scan and email to mail@hftnthailand.com

Fill out online Waiver Form, sign, and email form to mail@hftnthailand.com
(Must bring original to Thailand)

Obtain Police Record Search, scan and email to mail@hftnthailand.com
(Note: Your police record search must be current. Also, different countries have different waiting times for this search. Start this immediately.)
(Must bring original to Thailand)

Make sure your shots are up to date. This is mandatory.

- Measles
- Rubella
- Hepatitis A and B
- Tetanus
- Letter from doctor stating that you are in good general health and that you do not carry any infectious or contagious diseases.

Write down the address and phone number of the hotel or place you are staying. Carry this with you in your carry on in case your bags are delayed by the airlines.

Note: Any medication you need should be in your carry on luggage.

Bring Registration Fee of 1000 Baht which is approximately \$30.00 USD once you've exchanged your money in Thailand.

Once all your boxes are checked off, you're good to go! We will be responding to all your emails above to verify that your information has been received!

It is important that you complete these steps expeditiously.

SEE NEXT PAGE FOR IMPORTANT INFORMATION

IMPORTANT: If ALL documents are not submitted 10days before your arrival, you will NOT be permitted to volunteer with us.

Thank you and we look forward to having you with us here in Thailand!
If you have any questions during the process, just email us at mail@hftnthailand.com

NOTE: HFTN Thailand is not responsible for any medical costs you may incur in while in Thailand. Again, it is strongly recommended that you purchase Emergency Travel Medical Insurance.

FOR YOUR ARRIVAL

You will meet with Evie Payne or an HFTN Thailand representative at our office in Chiang Mai at “116 Moo 3, San Sai Noi, San Sai” to discuss your shifts, to go over your original documents, pay your registration fee of 1000 Baht, and pick up and pay for your phone if you have chosen this option.

Please pre arrange these arrival details with Evie Payne directly via email at: evie@hftnthailand.com

Depending on your arrival time it is possible that a member of our staff would be available to pick you up at Chiang Mai International Airport.

LOCAL CONTACT NUMBERS:

Nitaya Jayeu, Executive Assistant	084.485.1691
Evie Payne, Director	084.803.4580
Robert Payne, President	081.179.5755