

## Team Application (Profile) Instructions

Before you start the application process, have the following information available:

- **Passport Information** (*Note: Even if you don't have your passport yet, fill out your application and you can enter the passport information later.*)
- **Emergency Contact Information**
- **Personal Health Information/Prescriptions**
- **Sponsored Child Name(s) and ID Number (if applicable)**

*Note: While you are filling out the Team Application you can **Save** what you have completed and **Logout**. To resume filling out your Team Application or to make a correction, use the link shown below to re-enter.*

Follow these instructions to fill out the application:

### 1. Go to the following link:

<https://fh.managedmissions.com/MissionApplication/Start/9556>

### 2. On the first webpage, before you can start (or resume) your mission trip Team Member Application, there are three Sign-In options.

If you filled out an application last year on Managed Missions, click on **I know my ManagedMissions login**, then enter your email address and password you used last year. Click **Log In**.

If you don't remember your Managed Missions login information from last year, click on **I don't know my ManagedMissions login**, then enter your email address to request a new password. Click **Send Email**.

If you have NOT filled out an application on Managed Missions before, click on **I don't have a ManagedMissions login**, then enter your email address to request a password. Click **Send Email**.

*Note: Even if you have an existing Food for the Hungry (fh.org) account, it does not apply to your Managed Missions account.*

### 3. After you are logged in:

**Page 1:** Select one of the following:

If you filled out an application last year on Managed Missions, click on **Your Name**.

If have NOT filled out an application on Managed Missions before, click on **New Person**.

**Page 2:** Fill out Personal Information.

*Note: If you filled out an application last year on Managed Missions, your Team Application information from last year will be filled in.*

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Review and correct information.

Select: **Go Back, Save** or **Next**

**Page 3:** Fill out or correct your Passport, Emergency Contact, Health Concerns, and Sponsored Child Information.

Select: **Go Back, Save** or **Next**

**Page 4:** Verify the trip you are applying for by selecting: **Go Back** or **Next**. ***NOTE: Both teams are considered as one team under Managed Missions.***

**Page 5:** This page contains sections covering Agreements, Statements and Disclosures (See list below).

***NOTE: After EACH section below you MUST select your agreement (YES) in the "Please Select" box.***

**Personal Medical Information**

**Statement of Vision, Mission and Faith**

**Traveler's Agreement (See NOTE below)**

**Disclosure of Risk**

**Sexual Exploitation and Abuse and Child Abuse Protection Policy ("Protection Policy").**

***NOTE on Travelers Agreement:*** *The following statements are part of the Traveler's Agreement. When you agree to the items in the Traveler's Agreement you are agreeing to ALL the items. If you have an issue with any of the items listed below, please talk to me. It is my expectation that you will have the discipline and integrity to keep those agreements throughout our entire trip.*

- I will complete the pre-field and post-field training material before and after my team experience.
- I will strive to have a servant's attitude at all times and will avoid complaining during my trip.
- I will obey the leadership on my team.
- **I will not use bad language, alcohol, drugs or tobacco products during the trip.**
- I will follow all safety precautions during the trip.
- I will remember that I have come to learn, not to teach. I may run across procedures that I feel are inefficient or attitudes that I find closed-minded. I will be open to learning other people's methods and ideas.
- I will be considerate of my relationship with fellow team members, Food for the Hungry staff and community members. I will remember not to be exclusive in my relationships and will strive to interact with all in a way that honors Christ and is an example of biblical community to others.
- I realize that our team is in-country for just a short while, but that Food for the Hungry will maintain work in the community. I will respect the knowledge, insights and instructions of those our team will be working with.
- I understand that the goal of my trip is to share God's heart for the poor with others when I return.

After filling out the 5<sup>th</sup> and final page, select: **Go Back, Save** or **Submit Application**, then **Logout**.