



2900 Pershing Drive, Suite D ♦ El Paso, TX 79903 ♦ OFFICE 915.562.7004 ♦ FAX 915.566.8120
www.chiamissions.org

Dear CHIA participant:

Thank you for your personal interest in world missions! We are confident that in touching the world your life will receive the greatest blessing. It is our desire to facilitate a great adventure and that begins here with the paper trail.

You will make a strategic impact for the cause of Touching the World and Changing the Hearts. Try not to let anything rob you of your joy. You will soon be in a different world offering the basics of life to very needy people. This will place you among an elite few who give selflessly of their time to help others in need.

During the campaign, you will team up with people from all over and come together for a common goal. Each day will be planned but often the plan is determined by the need. Flexibility is the key to missions. The mission field is not predictable. You will see beautiful country, meet special people, and make new friends. Life will offer a different perspective. You will be changed the most.

After the campaign, CHIA works hard to keep you in contact with those whom you have helped. It is our hope that you will take ownership in the lives of those you have just ministered to and continue the cycle of support that enables CHIA to accomplish its mission.

You will be a key part of this exciting and most rewarding ministry. It may be one of the greatest spiritual experiences of your life.

It's hard to describe "now" how you will feel "then." So, just take our word...It's going to be great. We are so excited about your coming along with us and discovering for yourself what we already know - it is a great joy to help others.

Please take a few moments right now to review this material, and then promptly **complete the information forms and return them today.**

*NOTE: Your campaign fee covers lodging, meals, ground transportation, literature, insurance and evangelical materials used during the campaign.

PASSPORT & BIRTH CERTIFICATE PROCEDURE

You can pick up your Passport Application at a local post office. It can take 6-8 weeks to get your passport back, so it is **vital** that you begin working on your passport as soon as possible.

The applicant must appear before a local, designated passport acceptor (usually postmaster or clerk of court) for the signing and witnessing of the application. The applicant must submit the following:

- 2 passport pictures (2" x 2")
- \$65.00 (U.S. Government fee to be collected by local post office)
-To purchase a passport which is valid for 10 years
- State birth certificate
-Must be a State certificate with a raised, embossed seal. A copy or hospital record of birth WILL NOT BE ACCEPTED BY THE PASSPORT DEPARTMENT.
- Photo identification is required (example, driver's license)

Photos, \$65 fee, State birth certificate, and your complete application, will be collected by your local passport acceptor and placed in a sealed envelope, which they will forward to your nearest official passport office. You should receive your passport within a maximum of 6-8 weeks from the date that you take it to your local passport acceptor.

If you run out of time:

- (1) Call a local private passport expediting service company (you can find them in the Yellow Pages); **OR**
- (2) The Washington Passport Service Company at 1-800-272-7776.

For several additional fees ranging from \$40 to \$65, these companies will walk-through your passport and get it back to you in 3 to 5 days. Call them for exact details and procedures.

RAISING SUPPORT - A BLESSING!

Many people already have been blessed with the resources needed for a campaign. Although this is not something to be taken lightly, you can have a lot of fun mixed in with all the hard work.

The CHIA “411” Campaign Guide has many helpful suggestions about how to raise funds for a campaign. You will receive a copy when you send in your Application and Deposit. Here are some suggestions to help you get started.

- STEP 1 PRAY. Express your total dependence on our Lord.

- STEP 2 BEGIN WITH YOUR HOME CHURCH. Talk to your pastor or missions committee about how your church can help.

- STEP 3 MAKE A LIST OF PARTNERS. Pray for ideas and list everyone who comes to mind. Include church friends, relatives, neighbors, school mates, club and civic contacts, Christmas card list. How about your doctor, lawyer, dentist?

- STEP 4 RECORD AND PRIORITIZE YOUR PARTNERS.

- STEP 5 MAIL LETTER. See sample on following page.

- STEP 6 MAKE FOLLOW-UP CONTACTS. In person is best, by phone is next best.

- STEP 7 KEEP TRACK. As you receive gifts, have a simple way to keep track.

- STEP 8 SEND FUNDING TO CHIA DALLAS.

- STEP 9 SAY THANK YOU.

- STEP 10 SERVE FAITHFULLY ON THE CAMPAIGN.

- STEP 11 SAY THANK YOU AGAIN AS YOU REPORT THE RESULTS.

SAMPLE LETTER

Dear _____,

I hope this letter finds you well and in good spirits. As you may know, I have been involved with "CHIA" (Christian Hands in Action) for some time now. CHIA is a non-denominational missionary ministry that has been providing medical, dental, optometric and spiritual healing to the people of Mexico since 1979. Our Lord has continued to bless CHIA and he has provided us with a special opportunity that I want to share with you. Through much prayer, I have decided to serve on another short term mission team to Mexico.

When:

Where:

Cost: \$600 per team member. This covers airfare, food, and ground transportation

Objective: The team's primary focus will be to visit villages throughout the Chihuahua region of Mexico and locate new mission sites for CHIA. This will be accomplished through establishing relationships with current CHIA contacts, local pastors and/or missionaries currently working and living in this region of Mexico. These trips are required to see where the Lord would have CHIA serve in the future. Logistics can then be worked out and future mission teams scheduled to bring CHIA to these new areas.

Prayer needs: 1. Unity of our team 2. Help me be open to how God wants to use me 3. Help the team and CHIA see where God would lead us and where the next CHIA mission sites should be planted

Here is how you can help: You can support our ministry either through your prayers or your gifts. Please pray specifically for the team so see where the Lord would have CHIA serve. The financial support I raise is essential in aiding CHIA to provide the resources required for our trip.

If you would like to be financially involved, please make checks payable to Christian Hands in Action, and indicate in the memo section CHIA trip – John Doe team, and mail them in the provided envelope to:

Christian Hands in Action (Dallas Office)
18352 Dallas Parkway #136-408
Dallas, TX 75287

I will be informed of your donation, not the amount. No donation is too small and any amount is greatly appreciated. Our support for the team is required by *DATE*..

In his service,

John Doe

STEP-BY-STEP CHECKLIST

- Obtain a **Certified Copy of Your Birth Certificate or Passport**. The Hospital copy you received at birth with footprints and happy thoughts is not sufficient.
****Note:** This is all you will need and this is the minimum that CHIA requires to make it across the border.
- Please read *Raising Support - A Blessing!* (Page 5) and begin raising the necessary funds for the campaign.

Complete and Return the Following:

- **Initial Deposit Coupon** page 5 (cut it off below) along with **\$100 non-refundable deposit**.
- **Application for Direct Missions** pages 6 and 7.
- **Signed Campaign Release** page 8.
- **Signed Campaign Contract** page 9. Note the financial deadlines! Keep a copy for your records.
- **Signed Campaign Policy** page 10. Keep a copy for your records.

Please complete the coupon below, the Application, and the additional forms enclosed using your full legal name as it appears on your passport. Then return all of these along with your deposit of \$100 to:

Christian Hands in Action
18352 Dallas Parkway #136-408
Dallas, Texas 75287

TEL: 915-562-7004 FAX: 915-566-8120

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Christian Hands in Action, Inc
Initial Deposit Coupon

Full Legal Name (as on Passport):

Address:

Campaign Country:

City, State, Zip:

Campaign City:

Day Phone:

Campaign Date:

Evening Phone:

Campaign Leader (s):

** Note: Campaign Information (Country, City, Date, and Leader(s)) may be found on our website, www.chiamissions.org, or you may call the El Paso office for the correct information on your trip.

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**CHRISTIAN HANDS IN ACTION, INC.
APPLICATION FOR DIRECT MISSIONS**

Campaign Country: _____ **City:** _____ **Dates:** _____

I. General Information

Name (as it appears on your passport!):

Last: _____ First: _____ Middle: _____

Mailing Address: _____

City/State/Zip: _____

	at HOME	at WORK
Telephone		
E-mail		
Fax		
Pager		
Mobile phone		

II. Personal Information

Gender (M/F): ___ Occupation: _____

Marital Status: Single ___ Married ___ Spouse's Name: _____

T-Shirt Size (Circle Size): M L XL XXL XXXL

III. Travel Information

Preferred airport for domestic departure: _____

Remember: send us 2 photocopies of your passport picture page once you have a passport.

***If you are in the process of obtaining your passport, please leave the next 3 lines blank. ***

Passport Number: _____ Citizenship: _____

Date of Issuance: _____ Date of Expiration: _____

Date of Birth: _____ Place of Birth: _____

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IV. Field Ministry

Previous CHIA campaign country/year: _____ / _____ CHIA Leader: _____

Are you an ordained pastor or a lay preacher? YES NO

Would you be willing and able to give a devotional or speak at an outreach meeting? YES NO

Foreign language(s) I speak: _____ Proficiency: Good Fair "Cloudy"

Do you sing? YES NO Would you do special music on the campaign? YES NO

Please share any special skills or abilities you would like to use during the campaign:
(e.g., Puppets, Drama, Guitar, etc.) _____

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V. Medical and Emergency Information (***REQUIRED...please be complete!***)

Do you have any particular health problems? YES NO

Describe: _____

Are you now taking, or will you be taking, any medication(s)? YES NO

List Medications: _____

List any chronic diseases or allergies you have: _____

List any sleeping conditions you have (snoring, insomnia, etc.): _____

Emergency Contact #1 (***Do not use people who will be traveling with you to the field.***)

Name: _____ Relationship to you: _____

Address: _____

City/State/Zip: _____

Telephone: HOME () _____ WORK () _____

Emergency Contact #2

Name: _____ Relationship to you: _____

Address: _____

City/State/Zip: _____

Telephone: HOME () _____ WORK () _____

VI. Ministry Information

Home Church: _____

Pastor: _____ Telephone: () _____

Address: _____

City/State/Zip: _____

How did you find out about CHIA? Friend My Church CHIA Web Site

CAMPAIGN RELEASE

I, the undersigned, desire to travel to one or more foreign countries in cooperation with Christian Hands In Action, Inc., for the purpose of participating in one or more campaigns organized by Christian Hands In Action Inc., or otherwise. On behalf of myself, my heirs, representatives and assigns, I hereby release and forever discharge Christian Hands In Action, Inc., my church and their respective members, employees, officers, directors and representatives from and against any and all claims for any and all injuries (including death), losses or damages I might have or sustain on or in any way relating to any such campaign, any travel to, in and from any foreign countries or any stay in foreign countries, whether before, during or after a campaign or otherwise.

I understand that travel, particularly for mission purposes, may involve significant risks and that travel to some areas of the world involves greater health and safety risks than foreign travel in general. I understand that it is my sole responsibility to gather whatever information I need in order to assess the risk involved in any travel, stay or other activity contemplated by this RELEASE. My signature on this RELEASE, and my participation in any such activity means that I have to my full satisfaction obtained all information necessary for me to assess the risk and to participate willingly.

I am eighteen (18) years of age or older, and this RELEASE is binding on me and my executor, administrators, heirs and assigns.

I give Christian Hands In Action, Inc., and its representative(s) authority to request and authorize medical and/or hospital treatment for my benefit in the event of any injury or sickness sustained by me while on any such travel, stay or other activity, including, without limitation, while traveling to and from any foreign country. I agree to pay for all such treatment and to reimburse Christian Hands In Action, Inc., for all costs and expenses incurred by it with respect to such treatment.

I agree with Christian Hands In Action, Inc., that any claim or dispute covered by, arising from or related to this RELEASE will be settled by biblically based mediation and, if necessary, legally binding arbitration in accordance with the *Rules of Procedure for Christian Conciliation* of the Institute for Christian Conciliation. All such mediation and arbitration shall take place in Dallas, Texas. Judgment upon an arbitration award may be entered in any court otherwise having jurisdiction. I agree with Christian Hands In Action, Inc., that such mediation and arbitration will be the sole means available to us for resolving any controversy or claim covered by, arising from or related to this RELEASE and that we expressly waive our rights to file a lawsuit in any civil court against one another for such disputes, except to enforce an arbitration decision. Nothing in this paragraph shall prevent Christian Hands In Action, Inc., from asserting or pleading this RELEASE as a defense in any action or proceeding brought against Christian Hands In Action, Inc.

I have fully read the above and understand it.

Signature: _____

Printed Name: _____

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CAMPAIGN CONTRACT

By signing this contract, I am indicating that I would like to participate in a Christian Hands In Action, Inc. ("CHIA") Campaign, and I plan to obtain the funds necessary to do so. I realize that all checks should be made payable to Christian Hands In Action, and sent to 18352 Dallas Parkway #136-408, Dallas, TX 75287, and that all moneys will be administered as a personal "support account" set up in my name on the books of CHIA. I understand that this account will be established with the submission of my initial \$100 non-refundable deposit. CHIA may increase costs upon notice to participants.

If I am able to participate in the campaign, the campaign cost established by CHIA and the amount of any expenses incurred by CHIA to assist me in obtaining financial support for this campaign will be deducted from my account. I will submit:

- 50% of remaining campaign costs (after \$100 deposit) at least 60 days prior to the departure date; and
- All remaining campaign costs at least 30 days prior to the campaign departure date.

In the event that campaign funds raised exceed campaign costs by \$200 or more, I understand that I may request such funds be applied as a non-refundable deposit toward a future CHIA campaign during the next twelve months. No interest will accrue for funds left in the account. At the end of one year, any remaining amount in my account will become the property of CHIA, and all records of my account may be discarded. In the event that campaign funds raised exceed campaign costs by less than \$200, such excess funds may be used to cover other campaign costs.

In the event that I do not participate in the campaign, any charges incurred for me or on my behalf (cancellation fees, deposits, etc) will be deducted from my account, and I will be responsible for any deficit. I will pay any deficit within fifteen (15) days following notice to me of the amount of such deficit. Gifts to CHIA become the sole property of CHIA. A gift to CHIA is a charitable contribution for federal income tax purposes to the extent permitted by law. Tax deductible gifts cannot be refunded. In the event I do not participate in the campaign, gifts to CHIA will go to support other campaign costs.

I agree that any claim or dispute arising from or related to this Contract or any campaign in which I participate shall be settled by biblically based mediation and, if necessary, legally binding arbitration in accordance with the *Rules of Procedure for Christian Conciliation of the Institute for Christian Conciliation*. All such mediation and arbitration shall take place in Dallas, Texas. Judgment upon an arbitration award may be in any court otherwise having jurisdiction. I understand that these methods shall be the sole remedy for any controversy or claim arising out of this Contract or any such campaign and I expressly waive any rights I have to file a lawsuit in any civil court for such disputes, except to enforce an arbitration decision.

Printed Name

Signature

Date Signed

Campaign

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CAMPAIGN POLICY

I realize that the following elements are crucial to the effectiveness, quality, and safety of our campaign together. As a member of the campaign team, I agree to:

1. Remember that I am a guest working at the invitation of the local government.
2. 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 resist the temptation to inform our hosts about “how I do things.” I will be open to learning other people’s methods and ideas.
3. Respect the host’s view of Christianity. I recognize that Christianity has many faces throughout the world, and that the purpose of this trip is to witness and experience faith lived out in a new setting.
4. Develop and maintain a servant’s attitude toward all nationals and my teammates.
5. Respect my team leader(s) and his or her decisions.
6. Refrain from gossip. I may be surprised at how each person will blossom when freed from the concern that others may be passing judgment.
7. Refrain from complaining. I know that travel can present numerous unexpected and undesired circumstances, but the rewards of conquering such circumstances are innumerable. I will try to be creative and supportive.
8. Respect the work that is going on in the country with the particular church(es) or person(s) with whom we are working. I realize that our team is here for just a short while, but that the local church is here for the long term. I will respect their knowledge, insights, and instructions.
9. Refrain from negative political comments or hostile discussions concerning our host country’s politics.
10. Remember not to be exclusive in my relationships. If my sweetheart or spouse is on the team, we will make every effort to interact with all members of the team, not just one another.
11. Refrain from any activity that could be construed as a romantic interest toward a national. I realize certain activities that seem innocent in my own culture may seem inappropriate in others.
12. Abstain from the consumption of alcoholic beverages, the use of tobacco, or any unChrist-like behavior while on the trip.

Signature: _____ Date: _____

Printed Name: _____

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