**Application Forms**

1. One set of Application Forms consists of:

* ***Service Trip Application Form***,
* ***Medical Release Form***,
* ***Emergency Contact Information Form***, and
* ***Liability Waiver & Parental Release Form***.

1. In addition to the Application Forms, one ***Letter of Recommendation*** is required for each applicant.

**Eligibility Requirements for Applicant**

1. Applicants should be team players and hold a principle which calls for decency, mutual respect, and integrity.
2. Applicants must be willing to submit to leaders appointed by Glory Foundation (GF).
3. Applicants are aspiring global citizens and have a heart for people.
4. After the applicant has been admitted, he/she is required to attend GF’s pre-trip training, post-trip debriefing, and other team meetings.
5. The **HKU Service Learning Group** has a separate budget from the rest of the Service Team and it consists of 2 major components where one is for the individual expenses (e.g. meal, lodging, transportation) and the other one is for the overall trip expenses (e.g. materials, activity expenses for local attendants). Each Serving Learning Group Member is encouraged to participate in fundraising to cover the second budget component while all individual fundraisers will team up and raise money together into the same pool. Any shortfall not accomplished by fund raising will be covered by the Service Learning Group members. (Please refer to GF’s Service Trip Financial Policy for details)

**Age Requirements**

1. The age of the applicant as of the service trip departure date will be used for the requirements below.
2. Applicants 21 years old or above are considered as adult applicants.
3. Applicants 18-21 years old need to submit a set of Application Forms together with parental signature on the Liability Waiver & Parental Release Form.
4. Minimum age requirement is 18, applicants younger than 18 years old will be considered in consultation with HKU on a case by case basis.

**Application Process**

1. Applicant to submit the completed set of Application Forms together with a Letter of Recommendation by the specified due date (**Feb. 18, 2017 – 6 pm HK time**).

2. Applicant to go through an interview process with GF designated personnel.

3. GF to go through an internal evaluation process.

4. GF will inform the applicants the results within one month from application due date.

5. GF takes an approach of rolling enrollment and may evaluate applicants on a first-come-first-serve basis. Those who are interested are advised to submit application forms ***as early as possible***.

6. During the process, applicant is invited to engage earnestly with GF for making a firm commitment

**Key Consideration Factors**

1. Does the applicant meet the eligibility of team members (please refer above)?

2. How will the applicant benefit from the preparation process and service trip?

3. The applicant’s objectives and motivation for joining the trip.

4. What personal and team contributions can the applicant offer during the service trip?

5. Are there any medical/health concerns or issues?

6. Overall team composition and mix of gifts of the specific service team.

7. Review against specific requirements set for the service trip being applied for.

**Please do not publicize information on the specific locality of service as we endorse a deliberate restraint or modesty so as not to attract attention or publicity but to avoid any unintended dignity harms.**

**Service Trip Application Form**

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**Trip applied for: Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Travel Document: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Expiration Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Legal Name: English: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Chinese : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name you prefer to be called: \_\_\_\_\_\_\_\_ Gender: \_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ABOUT YOU**

|  |  |
| --- | --- |
| 1. Education beyond high school (school, degree, major) |  |
| 1. Job history (job titles, dates) |  |
| 1. What are your hobbies and/or skills? 2. What are your talents and how do you currently use them? 3. What do you believe are your personal strengths? | (List everything you can think of) |
| 1. Putonghua (Mandarin) proficiency – high, mid, low |  |
| 1. Previous cross-cultural experience (in your home country or a foreign country) |  |
| 1. Health needs and dietary requirements |  |
| 1. Personal health assessment |  |
| 1. Imagine you are introducing yourself to a complete stranger. In 5 sentences, give them a personal bio of yourself. |  |

**ABOUT YOU and PEOPLE …**

|  |  |
| --- | --- |
| 1. How would you describe your current relationship with family and friends? |  |
| 1. How do you pursue relational growth? |  |
| 1. In what areas (emotional or relational weakness) do you struggle the most? How do you address those areas? |  |
| 1. How are you currently serving in your local school or community? |  |
| 1. Have you had any other service learning involvement/experience outside your school? |  |
| 1. What experiences have you had working in a team? |  |
| 1. What did you appreciate about working closely with others? What did you find difficult? |  |
| 1. Give an example of conflict you have experienced and how you dealt with it. |  |
| 1. What type of leader do you best respond to? Find difficult to follow? |  |
| 1. What type of team activities do you enjoy and feel comfortable doing? Don’t feel comfortable doing? |  |

**ABOUT YOU and SERVE CHINA**

|  |  |
| --- | --- |
| 1. What do you believe is the purpose/goal of “Service Leaning”? |  |
| 1. What do you want to see/gain/learn/etc. as a result of your time in China? List your growth goals: |  |
| 1. What contribution do you think you would make to this service trip?   To the long-term service in China? |  |

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_**