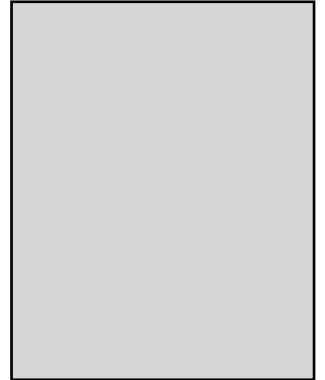


PLEASE READ THESE NOTES BEFORE COMPLETING THE APPLICATION:

1. You must be between the ages 16-75 to apply for a place on a SoapBox project. You need to send a £50.00 deposit with your application before we can begin to process it. If accepted this deposit is non-refundable and will be applied to your account.
2. Please nominate two Referees (if you belong to a church, not your Church Leader) and two Personal Supporters (Page 5). We will send the referees each a Reference Form. The information on this form is confidential and will be returned directly to SoapBox.
3. Please read the Frequently Asked Questions, Next Step and Conditions of Entry on the last three pages of the form.
4. Please return the completed form with your deposit to:



**SoapBox Short-Term Projects, P.O. Box 169, Cranleigh, Surrey, GU6 7WX.
(Cheques made payable to SoapBox)**

Your Name:	<input type="text"/>	Today's Date	<input type="text"/>
Which Project are You Applying For?			
1st Choice	<input type="text"/>	2nd Choice	<input type="text"/>

How Did You Hear About SoapBox?

Have you been on a SoapBox Project before? Yes No

If so, which project and when?

Previous Project 1:	<input type="text"/>	Project Year 1:	<input type="text"/>
Previous Project 2:	<input type="text"/>	Project Year 2:	<input type="text"/>
Previous Project 3:	<input type="text"/>	Project Year 3:	<input type="text"/>

SoapBox Communications Trust
P.O. Box 169, Cranleigh, Surrey, GU6 7WX.
Tel: +44 (0)1483 268467 Email: admin@soapboxtrust.com



www.soapboxtrust.com



SoapBox is a member of the UK Evangelical Alliance and Global Connections.
 SoapBox is recognised by Global Connections as operating under the Code of Best Practice in Short-Term Mission 2007, 2008, 2009 and 2010.

Soapbox Communications Trust (A Charity) is registered in England as a company limited by guarantee. Registered number 4233277.
 Registered Office: Horsley, 109, Reculver Road, Herne Bay, Kent, CT6 6PB. Registered Charity No: 1088937.

PERSONAL QUESTIONS

Title: First Name: Last Name:

Address 1
Address 2
Town/City
County
PostCode
Country
Email Address

Home Tel No. Work Tel No. Mobile

Date of Birth Age at Time of Project Occupation

Full Name as it Appears on Your Passport

Marital Status Passport No.

Do You Hold a Full UK Passport? Yes No If Not, What Nationality is Your Passport?

For Family Groups that wish to apply: What is the full name and age of any dependants that will be accompanying you? Minimum age is 8 at the time the project commences. See FAQ.

What Size Polo Shirt Will You Require? S M L XL

Name and Address of your Next of Kin

Name
Address 1
Address 2
Town/City
County
PostCode
Country
Email Address

QUESTIONS FOR STUDENTS

If you are a student, what are you studying?

Term Tel. No.

What is your Term Time Address?
Address 2
Town/City
County
PostCode
Country
Email Address

GENERAL QUESTIONS

1. Do you belong to a Church? If 'No' then go to question 4. Yes No

2. If 'Yes' Please give the name address of your Church leader.

Name	
Address 1	
Address 2	
Town/City	
County	
PostCode	
Country	
Email Address	

3. Do you have the support of your Church leadership? Yes No

4. If you are not a Christian, are you sympathetic with our aims as stated in our brochures? Yes No

5. Do you have any other religious views or are part of any other faith group? If yes, please tell us about your beliefs. Yes No

6. During the project, are you willing to attend all of our group meetings even though they will contain explicitly Christian content? Yes No

7. If you are a Christian, tell us about your decision to follow Christ.

8. Briefly explain why you would like to go on the project.

9. What do your next of kin feel about you joining the project?

10. Do you speak another language? Yes No

Language:

11. Do you have any first aid or life saving training? If 'Yes' please give details. Yes No

12. Would you be willing to be First Aider? SoapBox can arrange first aid training for willing applicants.

Yes No

13. Do you play a musical instrument? If 'Yes' please give details. Yes No

14. Do you have any special skills which you feel could be of benefit to this project?

15. What are your leisure interests?

16. Are you a vegetarian? Yes No

(Please bear in mind that because of the nature of our projects it is sometimes difficult to meet dietary preferences)

MEDICAL QUESTIONS

It is very important that you inform us of any prolonged illness or injury that occurs AFTER you have been accepted on a project. THIS IS FOR INSURANCE PURPOSES and for your well-being whilst overseas.

1. Are you physically fit? Yes No 2. Do you have any physical disabilities? Yes No

If you have any physical disabilities, please give details:

3. Do you suffer from epilepsy, diabetes, asthma, back problems or other chronic illness? Yes No

If 'Yes', please give details:

4. Do you have any serious heart, lung, kidney or liver problems? Yes No

If 'Yes', please give details:

5. Have you had any serious illness in the last three years? Yes No

If 'Yes', please give details:

6. Have you had any emotional/anxiety or depression problems that required treatment or had any psychiatric help? Yes No

If 'Yes', please give details:

7. Are you allergic to any drugs/food etc? Yes No

If 'Yes', please give details:

If 'Yes', do you carry an EpiPen? Yes No

8. Please list any medications you take regularly.

9. Ladies, is there any chance you could be pregnant? Yes No

10. Are you willing to take the necessary immunisations and on certain projects, take the appropriate malaria tablets? Yes No

11. What is your blood group?

12. Name, address and Tel. No. of your GP.
- | | |
|-------------|----------------------|
| GP Name | <input type="text"/> |
| GP Address | <input type="text"/> |
| GP Tel. No. | <input type="text"/> |

REFERENCES

Please nominate two people who will give you a reference. Your referees should be people who know you well enough to comment on your character but not someone from your immediate family..

Referee 1

Name	<input type="text"/>
Address 1	<input type="text"/>
Address 2	<input type="text"/>
Town/City	<input type="text"/>
County	<input type="text"/>
PostCode	<input type="text"/>
Country	<input type="text"/>

Email Address	<input type="text"/>
Tel. No.	<input type="text"/>

Referee 2

Name	<input type="text"/>
Address 1	<input type="text"/>
Address 2	<input type="text"/>
Town/City	<input type="text"/>
County	<input type="text"/>
PostCode	<input type="text"/>
Country	<input type="text"/>

Email Address	<input type="text"/>
Tel. No.	<input type="text"/>

PERSONAL SUPPORTERS

Please nominate two people who will act as personal supporters. Not immediate family. Personal supporters are simply people who will get alongside you and encourage you. They will want to know how you are and how it's going as you get closer to the time your project goes. When you return, they will want to hear all about it and make sure you have an opportunity to talk through the things you've experienced.

Personal Supporter 1

Name	<input type="text"/>
Address 1	<input type="text"/>
Address 2	<input type="text"/>
Town/City	<input type="text"/>
County	<input type="text"/>
PostCode	<input type="text"/>
Country	<input type="text"/>

Email Address	<input type="text"/>
Tel. No.	<input type="text"/>

Personal Supporter 2

Name	<input type="text"/>
Address 1	<input type="text"/>
Address 2	<input type="text"/>
Town/City	<input type="text"/>
County	<input type="text"/>
PostCode	<input type="text"/>
Country	<input type="text"/>

Email Address	<input type="text"/>
Tel. No.	<input type="text"/>

YOUR COMMITMENT

1. Will you read and study the necessary materials? Yes No
2. Will you give priority to attending an ORIENTATION EVENT?
We will advise you as to which one of the following orientation days you should attend. 4 June, 25 June, 2 July or 24 Sept 2011. Yes No
3. Will you give priority to attending a DEBRIEFING EVENT after the project has returned at a venue and time to be advised? Yes No
4. Will you accept the Project Leader's authority and Project regulations if you are accepted for this Project? Yes No
5. If it is necessary for you to attend an interview, are you happy to do this? Yes No
6. SoapBox does not have any surplus money to finance the projects. Are you confident that you can raise the necessary funds? Yes No

If I am accepted to be part of this Short-Term Project, I undertake not to be involved in any way with drug abuse and to refrain from alcoholic drink, smoking and unacceptable sexual behaviour and will dress appropriately with regard for local customs and Christian standards. I will avoid the use of bad language and will place myself under the authority of the Leaders. I have read and agree to comply with the Conditions of Entry as stated within this application process. In addition I agree that any photographs and/or video footage taken of me may be used by SoapBox for promotional purposes and that my assent to this is in order to comply with the requirements of the UK Data Protection Act.

Before signing this form, please ensure you are totally happy about complying with these conditions as the nature of our Projects demand that we take these things seriously.

SIGNED: **DATE:**

GIFT AID DECLARATION

SoapBox can reclaim the tax paid on any amount given to us by a UK taxpayer. If you are a UK taxpayer we would be really grateful if you would sign this Gift Aid Declaration. Thank you.

I want SoapBox to reclaim tax on all my donation, including the one enclosed until further notice.

SIGNED: **DATE:**

Please note, you must be a UK taxpayer and pay tax equal to or greater than the tax deducted from the donation. You may cancel this agreement at any time by writing to us. Further copies of the SoapBox Gift Aid Declaration are available in the InfoZone section at www.soapboxtrust.com

Frequently Asked Questions

How long has SoapBox been involved in Short Term Projects?

SoapBox began working on Short Term Projects in 1993. We are members of the UK Evangelical Alliance and Global Connections. SoapBox has been recognised by Global Connections as operating under the Code of Best Practice in Short-Term Mission since 2007 to 2010 and now 2011, 2012. We have a reliable and successful track record.

Isn't this kind of thing a bit risky?

It can be. But most things in life worth discovering involve a risk element! If you DON'T want your faith stretched, your lifestyles challenged, your eyes opened and your heart touched - you had better stay at home! Having said that, we are very careful in our planning to make sure that we have carried out a 'risk assessment' for each location and we heed the advice of the Foreign Office in London who advise on travel and security. Our Team Leaders are well briefed on Health and Safety issues and we have a clearly defined Child Protection Policy PDF, available online, here: http://www.soapboxtrust.com/Soapbox_Trust_2010/InfoZone_files/Child%20Protection%20Policy.pdf - we also conduct a de-briefing on return to the UK and have an 'Aftercare' help line for people should they require it.

Do I have to be a Christian to come on a Project?

No you don't. But you do have to be sympathetic to our aims as set out in our publicity, and be prepared to attend our Small Groups and Main Team Meetings.

My son/daughter/someone I know could do with doing a project like this to help them 'sort their lives out'. Is going on a SoapBox Project going to help them do this?

A SoapBox Short Term project, whilst being life changing for many, is not the kind of environment in which those with issues that might benefit from counselling or have behavioural problems will flourish. Some of the sights they will see in cases of extreme poverty can be disturbing. In addition, the dynamic of a SoapBox team relies on team co-operation and a willingness to submit to the team leaders in matters of behaviour and authority. Any adverse behaviour can be severely destructive to the team dynamic. Also, our relationships with our project partners have been built up over many years and for them to witness inappropriate behaviour within a SoapBox team could be detrimental to our ongoing relationship with them.

Finally, SoapBox reserves the right to repatriate offending team members and in both this and the case of inappropriate behaviour being discovered prior to the departure of a team, any funding raised towards the project target cost or building costs may be forfeited. Please see the terms and conditions. Speak to Kathy and Shaun if you need further clarification. projects@soapboxtrust.com 01483 268467.

I've only just heard of SoapBox how well established are you?

We want the money we raise to go to our Projects so we purposefully do not spend a lot of money on advertising or promotion. We also can't see the point of duplicating what other people are doing, so we concentrate on supporting existing organisations with our expertise, resources and workforce. Although SoapBox as a name is not that well known, we are in fact one of the biggest and longest serving Short Term Service agencies of our kind in Europe. We have been sending people on short term projects since 1993.

Why does it cost so much to go on a Project?

If you think it's expensive, you should try comparing prices with a Travel Agency! Our costs are kept to a minimum because we are a non-profit making organisation. While many other organisations are taking large percentages for administration, we keep our costs low and our budgets tight and use only a small part to help us with administration costs.

What about insurance?

Every participant on a SoapBox project is covered by appropriate travel insurance. This is not simply of the 'holiday' variety but in addition to the usual health cover, it also covers each person for the kinds of activity that the team will undertake. **In addition and this is really important, SoapBox carries full third party liability cover. We do not try to reduce our responsibility to applicants by asking them to sign a waiver.**

Tell me about the Target Costs.

Target costs are what we estimate what the project should cost to run. It includes the air fares, local travel, food and accommodation. We ask that the cost of any building materials needed to meet the project brief are fundraised for separately. See the project FaxFile.

Unfortunately, we live in times when the rising cost of oil is forcing up travel costs across the board. Add to this the worldwide increases in the cost of food and volatile exchange rates and it's easy to see how the target cost might need to be adjusted as the project departure date draws near. SoapBox strives to get these target costs as right as we can, as early as we can. Sometimes, if the

cost of running the project unavoidably increases, we ask participants to help by contributing to the increased cost. There have also been occasions when we have over-estimated the initial target cost and have reduced it when it became clear that costs were going to be less than we anticipated. In these circumstances we have offered to refund any difference.

The cost of airfares has become increasingly volatile in recent years. SoapBox makes a best 'guesstimate' at what we think the airfares are going to be when we budget the projects. Current methodology by the airlines seems to be to increase the cost of flights as the date of departure draws near making the estimating of air fares a moving target. In the event that the airfare cost increases beyond the budgeted estimated figure, we ask participants to help by absorbing the increased cost. SoapBox has no surplus funding to pay for these potential increases and so have to ask participants to be understanding in this regard.

What is the money used for?

The money raised by our Participants is used for International Travel; Internal Travel; Basic food and accommodation; Medical Kit and equipment; Children's Club resources; fully comprehensive insurance; Orientation and debrief events; polo shirts; sightseeing and contingencies. Separate funding is raised by participants for the project building or materials costs. Any money left over from our Projects at the end of the year is used to help us develop our support base for our Project Partners world-wide.

More on the Project Building and Materials Costs.

We would encourage team members to raise a £100 towards building costs if you can raise more that would be great as the more the teams raise the more work we can achieve. Together we can make a difference. Please drop a note to Shaun and Kathy on projects@soapboxtrust.com if you would like a fundraisers ideas booklet.

What is the role of a Personal Supporter?

You can't do short-term mission on your own. You will need the support of others around you. Personal Supporters are simply people who will get alongside you and encourage you. They will want to know how you are and how it's going as you get closer to the time your project goes. When you return, they will want to hear all about it and make sure you have an opportunity to talk through the things you've experienced.

Information for families wishing to apply.

We are delighted to be able to offer several projects that are specifically designed for the whole family in Romania and Kosova. Look for 'Family Project' next to the dates within the FaxFiles.

SoapBox is happy to take families on our projects. We are striving to make our projects as 'family friendly' as possible and want to include children in as many of the teams as we can. Min. age is 8. If a child has their own passport, we will need the number.

There are, however, some activities that might be inappropriate for children to participate in. For example any work on a building site or visiting certain slums. Parents/Guardians will need to exercise discretion when choosing a project for which to apply. Our project officers, Kathy and Shaun can advise.

We would ask that children participate fully in any visits to orphanages etc that are a part of the project. a big part of these teams are to be an encouragement to the local people and our project partners and those we visit will love to see the children.

For every child that is present on a team, we need to have one 'loco parentis' adult for them in order to comply with good practice and our child protection policy. Available online, here: [Child Protection Policy.pdf](#)

Any further questions you may have about travelling with your family, please contact Kathy and Shaun. projects@soapboxtrust.com.

What kind of people go on Projects?

All kinds of people from many different backgrounds and skills aged 8-75. Some think they are unskilled, but they soon discover latent abilities! People like you and me!

So.. What are you waiting for...

THE NEXT STEP

1. You must be between the ages 16-75 to participate in a SoapBox Short Term Project. Children from age 8 can be added to the application. Send in the Print & Post page with a registration fee of £50.00, which you may opt to pay online or send a cheque. In either case we do need you to sign the form and return it to the address that is indicated at the top the page irrespective of how you choose to pay your deposit before we can start to process your application. (PLEASE READ THE CONDITIONS OF ENTRY INFORMATION BELOW CAREFULLY). You will have also nominated two referees (not your church leader) as part of this application. We will contact them separately. If you are accepted onto a Project or SoapBox African Quest your registration fee will be applied towards your target total. If for some reason you are not accepted it will be returned to you. Please note that if you decide not to take up a place when offered, or you withdraw for some reason, this registration fee is non-refundable.

2. *As soon as we receive your application and your two referees have returned your references, a decision will be made about your suitability to join the team you have chosen. Please make sure that your referees know you have nominated them and respond quickly, otherwise your application might be unnecessarily delayed. We can normally let you know within two weeks once all the information has been received. Additionally, we require all participants to submit to a CRB (Criminal Records Bureau) disclosure. We will contact you regarding this procedure. It is important that you are aware of SoapBox's Ex-Offender Policy with regard to CRB disclosures. You can download a copy of the policy document from the InfoZone section of our website*
http://www.soapboxtrust.com/Soapbox_Trust_2010/InfoZone_files/EX-offenders%20Policy.PDF

3. Once accepted you will receive a Participant's Information Pack containing all the information you need about your Project. If you need to fundraise, which can be as much of a challenge as the Project itself! Don't be put off by the numbers! The Target Costs are achievable and we will give you as much help and advice as we can through our comprehensive Fund Raising Ideas Pack, which you can download from the Infozone section of our website: http://www.soapboxtrust.com/Soapbox_Trust_2010/InfoZone_files/Fundraising%20Ideas_web.pdf Alternatively we can send you a copy.

4. *Please note that it is essential for you to attend an orientation event. Except for SoapBox African Quest applicants, short term teams must attend an orientation day at a time to be arranged. We will advise when your team is attending. You will meet the rest of your team and your team leaders. You will also spend time learning about the culture in which you will be living/serving, specific details of the Project, medical and security matters and all kinds of important information - plus you'll have a great time! If your selected short term project departs earlier than the above orientation days, we will be arranging a separate, one day event to cover what you need to know. We will keep you informed regarding date and venue. SoapBox African Quest applicants have their own orientation event arranged separately.*

5. In the event of a team member persistently refusing to abide by the project rules as laid down in the project Participant Information Pack, SoapBox reserves the right to withdraw them from the project at any stage or repatriate them in the event that the problem arises "in the field". SoapBox is allocating and spending funds on air fares, accommodation, building materials and other items all the time and so therefore any funding raised by the withdrawn participant towards the target cost of the project that has already been administered will not be refunded.

CONDITIONS OF ENTRY

We are required by law to comply with the Civil Aviation Authority (Air Travel Organiser's Licensing) Regulations 1995 concerning air travel arrangements and we have adopted these operational procedures for your own protection.

1. We require a minimum registration fee of £50.00 with your Application as stated above. Pay online or send a cheque with application (cheques made payable to SoapBox).
2. Upon acceptance we require the airfare element of your project cost. This enables us to purchase your flight tickets at the cheapest possible rate. We will issue an ATOL receipt for this payment. If you cancel after the air flight element of your project has been paid SoapBox cannot guarantee a refund. The balance of the minimum target cost of your project must be paid 6-weeks prior to departure. By this time SoapBox will have paid for the Project to proceed. If all balances have not been received by this time you may forfeit your place on the project. The cost of your project does not include any funds towards building materials or crafts. We would ask that you do your best to raise as much as you can towards this. The more money raised the more work we can undertake.
3. You must undertake to raise for SoapBox a minimum of your Project Target Cost as stated for each individual project online and in our printed FaxFile. This includes the estimated air flight costs as stated separately for each project and is included in the FaxFiles. The cost of airfares has become increasingly volatile in recent years. SoapBox makes a best 'guestimate' at what we think the airfares are going to be when we budget the projects. Current methodology by the airlines seems to be to increase the cost of flights as the date of departure draws near making the estimating of air fares a moving target. In the event that the airfare cost increases beyond the budgeted estimated figure, we ask participants to help by absorbing the increased cost. SoapBox has no surplus funding to pay for these potential increases and so have to ask participants to be understanding in this regard.

Any money that you raise over and above the target cost will go towards the building costs and materials. Once those costs are covered any further funds will go into a central project fund which is used to help any project partner that might require extra financial assistance across all our projects. We need to deal with money in this way as SoapBox has a legal duty as a charity to account for all monies raised in its name.

4. If you are a taxpayer we would be grateful if you would consider paying the balance of the target figure and any other funds using Gift Aid. Specific advice is given about this in the Participants Information Pack which you will receive on acceptance. PLEASE NOTE: We are not able to apply the recovered tax amount to your personal account with us as this is against the law. Any reclaimed tax must be applied to the funds of the named Charity.



**For more information:
Email Kathy and Shaun Murphy:
projects@soapboxtrust.com or give
them a call on 01483 268467**