

MEDICAL INFORMATION

Responsibility for the medical welfare of your volunteers lies with the group leaders. Only in an extreme emergency will a staff person take responsibility for signing a volunteer into an emergency room. Members of the group might take a First-aid course before the trip. (Lots of groups bring their “own” nurse.) Staff will provide information regarding medical facilities accessible to your work site or to the center.

Volunteer Statement and Registration Form. By signing, participating volunteers release ASP of any and all liability due to accidents and mishaps. **NO PERSON WILL BE ALLOWED TO GO TO ANY WORKSITE OR PARTICIPATE IN ANY ASP ACTIVITY WITHOUT HAVING ONE OF THESE FORMS COMPLETED. THIS FORM MUST BE NOTARIZED.** Duplicate this form: one set of copies for the center staff on arrival day and one complete set of copies for each of your vehicles. **NO VOLUNTEER WILL BE ALLOWED TO PARTICIPATE IN ANY ASP ACTIVITY WITHOUT A SIGNED Volunteer Statement and Registration form. NO EXCEPTIONS!** If a volunteer arrives at the center without a signed form, Center staff will have blank forms you may sign.

Every volunteer should be adequately covered by both accident and medical **INSURANCE**. Many times a short-term medical/accident insurance policy can be taken out by the church on the whole group for the trip. The Conference Council on Ministries or your church’s judicatory body may be able to tell you about the insurance coverage available to your group.

The United Methodist General Board of Global Ministries has an insurance provider of short-term insurance for individuals without coverage –applicable only during the time of their service project at a cost of \$.80 per day with a deductible of \$250. This is only for projects that are under the aegis of the GBGM. **Applications must be received (via mail) by GBGM at least 3 days before your trip date. You will need to go to the following website to find the application documents:**
<http://secure.gbgm-umc.org/MissionVolunteer/register.cfm>

If group insurance is not available or economically feasible, then the participants will have to be covered by their individual or family insurance. **THE APPALACHIA SERVICE PROJECT DOES NOT COVER ACCIDENT OR MEDICAL EMERGENCY EXPENSES THAT MAY RESULT FROM AN OCCURRENCE ON AN ASP TRIP.** The contact person or a group leader should make a list of the policy numbers and insurance carriers of each individual or the group as a whole. This could be carried with the group to the center. Hospitals and doctors usually expect to have these at the time their services are rendered.

We recommend that tetanus vaccinations be up to date. Each volunteer should consult his or her doctor/health center on this point.

If anyone in your group has any special health problems or conditions, make sure all leaders know. Inform the ASP staff of these conditions upon arrival and list them on the **Volunteer Statement and Registration Form.**