

## HOW TO APPLY

You can either:

- Download the application forms\* from our website: [www.smileinternational.org](http://www.smileinternational.org)
- Email us at: [mintrips@smileinternational.org](mailto:mintrips@smileinternational.org)
- Telephone the office on: 01689 870932
- Write to us at: Smile International, PO Box 3, Orpington, Kent, BR5 1WZ

\* available as PDF (Adobe Reader - free from [www.adobe.com](http://www.adobe.com)) for manual completion or as XLS (Microsoft Excel) for completion on screen. The Excel version of your application may be emailed to us.

## STEP 1 - APPLICATION PROCESS

You will need to complete an application form and give the reference forms to your referees.

- **RETURN YOUR APPLICATION** form to us along with your non-refundable non-transferable deposit of £50 and one passport size photograph. You may pay by cheque, credit or debit card. Please make cheques payable to "Smile International". (Please add 2% when paying by credit card.)
- **CONTACT YOUR REFEREES** It is your responsibility to distribute the reference forms and ensure that the referees return them to us in good time. You will need to ask your pastor or church leader to complete one of the reference forms. A work supervisor, tutor, or someone who has known you for at least two years needs to complete the other reference form. Please note references must not be from members of your immediate or distant family. Reference forms must be returned to us before we can offer you a place. References are not required if you have been on a Smile trip in the preceding 18 months prior to the departure date of your current trip.
- **CONFIRMATION OF PLACE** We will contact you to say whether you have been offered a place and you will then be required to send a further payment to cover your air fare, which is non-refundable. The remaining balance must be received at the office with any cheque cleared no later than 60 days before your departure date. Acceptance for all trips is subject to satisfactory references, personal details and medical information and, where applicable, obtaining an acceptable criminal record disclosure at enhanced level (CRB). You will receive a trip information pack outlining all you need to know.

To ensure you do not miss out on a place, you need to send in your application form as soon as possible. This is particularly important as 60 days before departure we generally have to release any unused airline seats we are holding. If you apply after the above deadline, please contact us as we may be able to secure seats on an individual basis. If a seat is unavailable or there is a supplement to pay we will contact you to discuss this.

Please note that in some countries the trip may prove difficult because of long flights, disruptive time-zone changes, poor conditions and extreme weather. Also there may be some lengthy walking, rides on bumpy roads and long days. It is your responsibility to ensure that you are physically fit enough to cope with Smile International trips.

## STEP 2 - BRIEFING

You are required to attend a trip briefing meeting and you are given a selection of dates to choose from. The briefing will prepare you for your trip and topics covered include:

- Cultural awareness
- Information about where you will be going
- Information about what you will be doing
- Health, safety and security
- Cross-cultural evangelism
- Your support whilst overseas

## STEP 3 - SERVING

It is now your opportunity to do the very best you can to serve the people God has called you to. When you arrive at your destination, you will be given a full orientation by our team leaders. We believe that the more of your own abilities and effort you put into ministering to those in need, the greater benefit you will derive from the trip, both during your time in the country and afterwards at home.

## STEP 4 - DEBRIEF/REUNIONS

You will be given an evaluation form in your trip information pack, which we ask you to complete and return after the trip. The responses enable us to assess the success and effectiveness of each trip, and make alterations and improvements where appropriate. Annual reunions are held where you can meet with your fellow team members, as well as others who have been on previous Smile trips. This is a wonderful opportunity to share fun, food and fellowship together, as well as review what you have experienced.

# General Information (continued)

## DEPOSIT

A non-refundable non-transferable deposit of £50 is required with all trip applications.

## COST PER PERSON

The cost includes outward and return flights, airport taxes, airport transfers, travel throughout, insurance (if under 75 years of age), accommodation, food (drinks not included) and administration. The cost does not cover travel between your home and the UK airport, visas, vaccinations, or any day-trips, excursions, souvenirs or gifts bought whilst in the country(s). Any balance due must be paid 60 days before departure. Unpaid places are automatically cancelled at this point and released to those on the waiting list.

## PROJECT DONATION – GIFT AID

Whilst there is a practical cost to each trip which we endeavour to keep as low as possible, we encourage applicants coming on a Smile trip to make a donation, over and above the cost of the trip. This is put towards Smile projects. If you are a UK tax payer, Smile is able to claim Gift Aid on your donation. Please complete the Gift Aid Declaration on the Trip Remittance Form.

## EARLY BIRD DISCOUNT

In order to qualify for the Early Bird Discount you need to have received written acceptance of your place from Smile International and full payment cleared 6 calendar months before the departure date. Only one discount per person per trip is permitted.

Discounts are offered entirely at the discretion of the Directors of Smile International. Should the Directors decide to withdraw this offer in the future, no correspondence will be entered into regarding perceived entitlement to such a discount.

## CAREER BREAKS AND LONGER TERM OPPORTUNITIES

There are various opportunities for people to stay longer in any of the countries where Smile trips take place. Please call the office to discuss your requirements.

## PASSPORTS AND VISAS

For all our trips, British citizens will need a full 10-year passport (allow at least 2 months to obtain if you do not already have a passport). Holders of non-British passports will need to contact the consulates of the countries being visited to check what the current visa and entry requirements are. The cost of visas is not included in the trip price.

## VACCINATIONS

You are advised to contact your local doctor's surgery for information regarding vaccinations necessary for the country to be visited. Please plan well ahead as some vaccinations need to begin several months before travel.

## ACCOMMODATION AND FOOD

Your accommodation and food will mostly depend on the country to be visited and will vary from team to team. It is most likely you will be required to share a room with other team members, or you may be sleeping in a church, school, church members' homes, a guest house, hotel or a Smile Centre. We cannot guarantee that married couples will be able to share a room, but we do ensure that sharing only takes place with members of your own sex. Food will be according to the typical diet of the country so you need to be adaptable and able to cope with changes and with other cultures. Please be aware that in some cultures refusal of food is deemed to be impolite or even offensive. We cannot guarantee that the food offered will suit those with special dietary needs, and if you feel this may cause difficulties, please do not hesitate to discuss this with us.

## INSURANCE

Our insurance is with MasterPolicy. Full copies of insurance details are available on request. No additional liability is accepted by Smile International other than that provided through MasterPolicy. There will be an additional surcharge for applicants aged between 70 and 75 years. Applicants over 75 years are not covered by our policy and should therefore obtain their own travel insurance for the period of the trip.

## KOSOVA SPONSORED WALK/CYCLE CHALLENGE

In order to obtain a free trip to Kosova you must either walk 20 miles in 2 to 3 days, or cycle 50 miles in 2 days, and raise a minimum of £1,500 in sponsorship. Smile International will refund the price of your trip if the following conditions have been met:

1. Full payment for the trip has been received at the Smile office, prior to the challenge
2. You successfully complete either the Walk challenge or the Cycle challenge
3. You raise a minimum of £1,500 in sponsorship
4. The sponsorship money has been received at the Smile office no later than 60 days after the trip departure date

## OVERSEAS TRIPS

All overseas trips are at the discretion of the Directors of Smile International who reserve the right to alter or cancel trip details, including flight days and times, as deemed necessary.

**NB** By applying for a trip, you acknowledge that Smile International is a charity helping to relieve suffering and poverty through the distribution of humanitarian aid and long-term development projects and has a reputation that is critical to its work. Accordingly you agree that during your trip you will not do anything that might damage the reputation of Smile International. You should apply only if you are a person who is flexible, supportive of others, able to cope with changes, and sensitive when operating in other cultures and religions.