**Blue Mountain Project**

**Service Learning Program Application & Guidelines**

**Introduction**

Thank you for your interest in volunteering with the Blue Mountain Project! The Service

Learning Program is a short-term volunteer program that provides opportunities for visitors to learn about Jamaica while contributing to its sustainable development.

**Application Procedure**

* Applicants must be at least 18 years old, unless accompanied by an adult. For every four minor applicants under age 15-18, there must be one accompanying adult. For every minor applicant under age 15, there must be one accompanying adult.
* Completed applications along with a $50 nonrefundable application fee are required to begin the application process. The application may be sent by post (Blue Mountain Project, 920 Adams Street, Hammond, WI 54015 USA) or email (ed@bluemountainproject.org).
* The application fee must be sent by post to: Blue Mountain Project, 920 Adams Street, Hammond, WI 54015 USA. Program fees may also be submitted using a credit or debit card on-line via Network for Good at <https://www.networkforgood.org/donation/ExpressDonation.aspx?ORGID2=20-1410413>. If you opt to pay on-line you will have to pay the online submission fees as required by Network for Good.
* If your application is accepted, the application fee will be applied towards your total program fee balance. If your application is not accepted, the fee will not be refunded.
* Applications and application fees will be held for six months. If a SLP trip is not taken by that time, the application will be rejected and the fee will not be refunded.
* To ensure that all fees are properly applied please note the name of the volunteer, the invoice number, and the name of the volunteer group (if applicable) on all checks and on-line payments.
* Along with your application, you are required to write a personal statement between 300 and 500 words describing why you would like to participate in the Service Learning Program, what skills and interests you can offer the program and how you will benefit.
* On the application, please provide the names and most current email addresses for three non-familial references. Make sure the persons chosen as your references are available to complete a reference form via email in a timely manner or your application process will be delayed.
* Please indicate three prospective arrival and departure dates on the application.
* All applications must be submitted at least 60 days prior to your earliest proposed arrival date.
* All arrivals and departures must be on a Saturday or Sunday, between the hours of 9:00 am and 5:00 pm. Under extenuating circumstance only, groups or individuals may request transportation on another day, however it cannot be guaranteed.
* Any arrival or departure on a day other than Saturday or Sunday will incur a $100 service fee. If you choose to arrive or depart on any day other than Saturday or Sunday, and do not wish to pay the $100 fee, you are responsible for arranging your own transportation to Hagley Gap, St Thomas.
* You will be charged a $25 late fee if BMP does not receive your application and $50 application fee at least 45 days before your intended arrival date. Applications received less than 30 days before your intended arrival date will not be accepted.
* Your application will not be processed until the signed application form, $50 application fee, personal statement and two reference forms are received.

**Program Fees**

* Your program fees are due 30 days prior to your arrival. Final payments received after this deadline will be subject to a $25 late fee.
* Checks or money orders are accepted by mail at BMP 920 Adams Street, Hammond WI 54015 USA. Program fees may also be submitted using a credit or debit card on-line via Network for Good at <https://www.networkforgood.org/donation/ExpressDonation.aspx?ORGID2=20-1410413>. If you opt to pay on line you will have to pay the online submission fees as required by Network for Good.
* On all checks or on-line payments please note which Service Learning Project volunteer or volunteer group to whom the amount should be applied.
* Final payments must be received 15 days prior to your arrival or your participation in the program will be cancelled and we will NOT be waiting for you at the airport.
* Below is the program fee schedule as of January 1, 2012:

 $89 per night

 10% discount for groups of 8 or more

 Discounts are available for those staying longer than 13 nights

* Program fees cover housing, three meals per day, transportation to and from the Kingston airport, Learning Opportunities and Eco-tours.
* Program fees DO NOT cover airfare, travel insurance, medical insurance, or medical expenses; these expenses are the responsibility of the applicant.
* A $30 discount is also offered for each piece of luggage filled with donations for BMP (up to 2 pieces per person). A wish list for donations is available at [www.bluemountainproject.org](http://www.bluemountainproject.org). This donation is also applicable if you bring donations from other sources. Please contact our Executive Director at ed@bluemountainproject.org if you are able to carry donations that we may have stockpiled. No other discounts are offered at this time.
* Any late fees incurred during the application process are not deductible from your total program fees.
* Bounced checks will incur a $25 fee for processing and handling. This fee is not deductible from your total program fees.
* Blue Mountain Project is a 501(c)(3) nonprofit organization. All fees paid to Blue Mountain Project and other related expenses, including airfare, may be tax deductible. Please retain all of your receipts to be submitted to your income tax preparer for deductions.

**Cancellation Policies**

* If an applicant cancels more than 15 days prior to arrival, Blue Mountain Project will refund all program fees except for the $50 application fee.

* If cancellation occurs less than 15 days prior to arrival, BMP will only refund 50% of the program fees, not including the $50 application fee.
* In the event of international conflict, BMP will abide by U.S. State Department Travel Warnings when deciding whether or not to cancel the program. All program fees will be refunded if your program is cancelled prior to your arrival due to international conflict, civil unrest or any other conditions in Jamaica that make it unsafe for travel, including natural disasters.
* Refunds will not be made should the volunteer choose to leave early for any reason.
* Refunds will not be made should a program disruption occur while the volunteers are in-country, such as a natural disaster or civil unrest or other *force majeure*.
* Blue Mountain Project reserves the right to dismiss anyone who does not abide by Blue Mountain Project policies as defined in the Service Learning Program Handbook, volunteer agreement, and liability waiver. These polices must be read and agreed to by signature by the Service Learning Volunteer. In such an event, no program fees will be refunded to the participant. In these cases, airfare from Jamaica is the responsibility of the participant.

I have carefully read the Application Guidelines described above. I agree with the stated terms and conditions and understand that if I fail to comply, I will not be accepted into the Service Learning Program.

Signature of Applicant Date

**Blue Mountain Project**

**Service Learning Program Application**

**Please Print:**

First Name Last Name

Permanent Address City State Zip

Phone number Permanent e-mail address

      /      /      Sex: [ ]  Male [ ]  Female

Date of Birth

Educational Background Major / Areas of Study / Years completed/ Other training

Occupation / Employer

How did you hear about us?

How many days would you like to volunteer for the Blue Mountain Project?

Are you volunteering as a member of a group? Yes [ ]  No [ ]

If yes, please provide the name of the group:

In which areas are you interested in volunteering? Check all that apply.

[ ]  Health Care [ ]  Education [ ]  Construction/Beautification [ ]  Economic Development

[ ]  Water [ ]  General/Administrative

What travel dates are you considering? Please provide 3 options:

1.        2.        3.

*Please provide the name and email address of 3 professional and/or personal references (do not list relatives)*

Reference 1 Relationship Email Phone Number

Reference 1 Relationship Email Phone Number

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Please list all physical limitations, disabilities, medical, psychological, emotional, or any other conditions which may require additional accommodations while working abroad with the

Blue Mountain Project (or indicate none).

Emergency Contact:       Relationship:

Phone Numbers:

Primary Care Physician:

Phone Numbers:

Medical Insurance:

Phone Numbers:

***Read and sign***

By signing this form, I attest that the information I provided is true and accurate to the best of my knowledge.

Participant Signature Date

I give the Blue Mountain Project permission to use my name and/or photo to promote the organization. I understand that I will not be compensated for such use.

Name of my local Newspaper Website

Participant Signature Date

***For applicants under 18 only***

I, (parent/guardian), give permission for my son/daughter to participate in the Blue Mountain Project Service Learning Program. I fully understand the risks involved and entrust

       (accompanying adult) to take responsibility for him/her while in the program.

Parent/Guardian Signature Date

**Blue Mountain Project**

**Service Learning Program Personal Statement**

Please write a personal statement describing why you would like to participate in the Service

Learning Program, what special skills and experience you can offer the program as they relate to projects of health, education, administration, and/or construction, and how you will benefit from the program. Please include any relevant volunteer and/or work experience.

Statements must be between 300 and 500 words.