

Mountain Medical Team Member Checklist

- Step 1:** Read the Team Member Handbook and Volunteer Agreement found [here](#).
- Step 2:** Sign the Volunteer Agreement Signature Page found [here](#). You will need to have this signed form saved to the computer, phone or tablet that you will be using to complete Step 5.
- Step 3:** Take a picture of the photo page of your passport and save it to the device you will be using to register in Step 5. If you are a medical volunteer, you will also need to save a copy of your medical license to your device.
- Step 4:** Decide if you will be fundraising for your personal \$2250 travel contribution or if you will be making that payment yourself. What you decide will determine how you register in Step 5.
 - If making payment yourself, please click [here](#) for due dates and payment options.
 - If you are fundraising for your travel contribution and you have not raised \$1000 by the deposit due date or the full \$2250 by the final due date, then your credit card on file will be charged the remaining balance.
 - If you are fundraising for your travel contribution and you raise more than \$2250, the additional funds will be transferred to your team's \$11,500 support goal.
- Step 5:** Register [here](#)
- Step 6:** Start sharing your personal (if you are fundraising for your personal \$2250 travel contribution) or your team's fundraising page!
- Step 7:** Join your Team's Meetings scheduled by your Team Leader
- Step 8:** Join your Team's WhatsApp group chat. You will need to download the app to your phone and wait for an invitation to join the group chat.
- Step 9:** Complete and have notarized the Medical Release form found [here](#), and mail the original to your Team Leader.
- Step 10:** Respond to emails, texts and calls from your Team Leader and FOB staff in a timely manner as we work to coordinate the details of your trip.

Have Questions? Call, text or email Katie at

804-852-1446 • katie@fobf.org