



Firm Foundations
Romania
transforming hearts through love and education

Volunteer Step by Step List

PRINT THIS FORM

*Follow the steps and check the items as they are completed.
Documents must be filled out in English, Romanian, or German.*

This form will help you go through the application process so that you can complete everything in an easy and timely manner. If you have any questions during the process, email us at mail@firmfoundationsromania.com.

IMPORTANT: If ALL documents are not submitted 7 days before your arrival, you will NOT be permitted to enter the hospital.

- Read all menu items on website's volunteer pages
<http://www.firmfoundationsromania.com> (under Volunteer tab)
- Complete application online or print and send to mail@firmfoundationsromania.com
- Take a digital photo (head and shoulders shot of yourself) which will be used on your hospital volunteer badge and email to mail@firmfoundationsromania.com
- Once the application, reference, and digital photo are received, you will receive an email approving your requested dates.

Approval process will not begin until the above paperwork is received.
- Obtain Police Record Search, scan and email to mail@firmfoundationsromania.com
(Different countries have different waiting times for this search. Start this immediately.)
- Make sure your shots are up to date. This is mandatory.
 - Measles
 - Rubella
 - Hepatitis A and B (these shots are administered in numerous doses, so please plan accordingly)
 - Tetanus
- Obtain letter from doctor stating that you are in good general health and that you do not carry any infectious or contagious diseases.
- Email a copy of your immunization records and doctor's note to mail@firmfoundationsromania.com

- Send a copy of your Passport. Scan and email to mail@firmfoundationsromania.com
- Read and submit the online Volunteer Contract
<http://firmfoundationsromania.com/volunteer/apply>
- Read and submit online Medical Waiver Form
<http://firmfoundationsromania.com/volunteer/apply>
- Make all your travel arrangements, including travel from Bucharest airport to Brasov, and accommodations. Information about transport options and accommodations can be found on the website under the Volunteer tab: Accommodations. It is not required, but we recommend purchasing Emergency Travel Medical Insurance.
NOTE: If your travel dates conflict with dates approved by FFR, contact us immediately to make sure those dates are available. It is advised not to pay for your airline ticket until any changes in dates are confirmed by FFR.
- Email your accommodation details and flight itinerary for our records to mail@firmfoundationsromania.com
- Write down the address and phone number of the hotel or place you are staying while in Romania. Carry this with you in your carry on in case your bags are delayed by the airlines.
Note: Any medication you need should be in your carry on luggage.
- Bring Registration Fee as listed on website, payable in Euro, USD or in the local currency RON at the current exchange rate, to your first shift at the hospital.

Once all your boxes are checked off, you're good to go! We will be responding to all your emails above to verify that your information has been received.

Thank you and we look forward to having you with us here in Romania.

Please note: Laws can change unexpectedly in Romania. Should there be a requirement for shots or testing of any disease while you are in Romania which is not on the list above, which is put forth by the hospital during your stay, it will be possible to do tests or shots locally by <http://www.medo.ro> Costs are generally the same as most western countries and will be your responsibility to fulfill.

NOTE: Firm Foundations Romania is not responsible for any medical issues that may occur during your time with FFR. Again, it is strongly recommended that you purchase Emergency Travel Medical Insurance.

BEFORE YOU BEGIN VOLUNTEERING

You will meet with an FFR representative to receive your volunteer schedule and pay your registration fee in USD, Euro, or local currency RON at the value of exchange on the day of your arrival. The meeting day and time will be arranged through email before arriving.