



Messengers of Love

Teacher Volunteer Preparation Steps for Trip

Hi volunteer,

Thank you for accepting to volunteer for Messengers of Love. Moving forward, please complete the following steps as soon as possible. They are listed in order of priority.

1) Waiver of liability form & Government issued ID: Please upload them on Workstream or email them to us as soon as possible.

2) Upload a most recent picture for pickup at airport:

Please send us a most recent picture of you so we can identify you at the airport. Please upload them on Workstream or email them to us as soon as possible.

3) Purchase airline ticket:

- MOL will inform the applicant of the village where he/she will be teaching and the start date plus duration. The location of the village will determine which airport the volunteer will be flying to: Hanoi, Hue, Da Nang, Saigon. If MOL has not informed you of your assignment's details, please do not hesitate to request this information as soon as you can through email, text or phone.
- Airline ticket should be purchased at least a month prior to departure.

4) Upload your itinerary:

Once the ticket is purchased, volunteer needs to email or upload the itinerary immediately so pick up arrangement can be made. Please upload them on Workstream or email them to us as soon as possible.

5) Apply for visa:

- Apply for passport if applicant has not yet possessed a valid passport.
- Application for visa. Vietnam still requires a visa to enter the country. Visa application can be made at the Vietnam consulate in the city where you reside, or your travel agent can provide this service at extra cost.

6) Apply for a \$500 grant toward airline ticket cost from MOL:

Visit MOL website under 2020 Summer Program to see eligibility:

<http://www.messengersoflove.com/airline-ticket-grant.html>.

You can purchase the airline ticket prior to applying for grant and we would reimburse you if approved.

7) Start fundraising for airline ticket:

The requirement to have the applicant to fundraise for their airline ticket serves two purposes: a) to spread the words about the program and allow others to contribute to the cause and b) to lessen the burden on the volunteer who has already given their time and effort.

- Use www.gofundme.com, or facebookfundraiser.com. Applicant can attach the offer letter from MOL to show the validity of the assignment and show link to www.messengersoflove.com.

A sample paragraph such as shown below can be used:

“Hello friends and families. I am reaching out to all of you to let you know that I have decided to volunteer for Messengers of Love to teach English and Character to the under-privileged children and orphans in the village(s) of Vietnam this coming summer. One of the requirements for this assignment given by MOL is that I fundraise for the airline ticket to travel to and from Vietnam. I am reaching out to you to ask that you contribute to this worthwhile cause. Any money left over after the purchase of the airline ticket will be used for trip expenses or donated toward MOL to be used toward the cost of the summer classes. I am attaching the offer letter from MOL confirming my volunteering assignment for your information. Please visit www.messengersoflove.com for detail information regarding the program.

Sincerely,
Volunteer’s Name

8) Pre trip training: Please complete the two training courses.

Character counts:

Watch videos below

[Six pillars of Character](https://www.youtube.com/watch?v=yzGzVQuFkOI)

(<https://www.youtube.com/watch?v=yzGzVQuFkOI>)

[Video examples of Six pillars of Character](https://www.youtube.com/watch?v=4DSkEDwaDcA&list=PLSijQuM8ofcNwoWP_tcB_Pdpk498Cv8oPs)

(https://www.youtube.com/watch?v=4DSkEDwaDcA&list=PLSijQuM8ofcNwoWP_tcB_Pdpk498Cv8oPs)

Classroom management: Watch video below:

[Practical Classroom Management](https://www.youtube.com/watch?v=yCETWG43krY)

(<https://www.youtube.com/watch?v=yCETWG43krY>)

Review additional training document which can be found at:

<http://www.messengersoflove.com/summer2020.html>

Volunteer needs to sign document once done. Once done, upload a copy of signature page or email to MOL. Please upload them on Workstream or email them to us as soon as possible.

9) Review details of your assignment:

Please click on:

[Trip Details and Logistics](#)

[Teaching Subjects & Overview of Curriculum](#)

Or visit <http://www.messengersoflove.com/summer2020.html> to review logistic and details of your assignment.