

# Team Registration Packet



Short-Term  
Evangelical  
Missions

P.O. Box 386001 Minneapolis, MN 55438-6001 [STEMintl.org](http://STEMintl.org)  
Toll Free (877) STEM.646 Local (952) 996.1385

► *STEM EXISTS TO EXTEND GOD'S GLORY THROUGH STRATEGIC PARTNERSHIPS IN SHORT-TERM MISSION OUTREACHES, TRAINING, AND PUBLICATIONS*

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## STEM Team registration pocket

### A STEM MINISTRIES OUTREACH

#### ► WHAT IS STEM MINISTRIES?

STEM Ministries (Short-Term Evangelical Missions), a division of STEM Int'l, has been sending Christian mission teams to developing nations since 1985. Currently, STEM works in twelve international and two domestic locations. It is our privilege to help you share the gospel of Jesus Christ and support fellow believers in a new and challenging ministry environment. Whether this is your first or your fiftieth short-term mission, STEM's training and support will greatly enhance your mission experience.

#### ► WHERE DO STEM TEAMS SERVE?

STEM works in partnership with local Field Facilitators who receive teams in the following locations throughout the year:

- ▷ **International Locations** – Belize, Brazil, Dominican Republic, Ghana, Guyana, Haiti, Honduras, Jamaica, Mexico, Paraguay, Trinidad, and Venezuela
- ▷ **Domestic Locations** – Gulf Coast (Hurricane Katrina relief) and urban Minneapolis
- ▷ **10/40 Window Nations** – STEM SHARE, also a division of STEM Int'l, sends teams to Central Asia, North Africa, and Turkey. For more information, call 218.751.8671, ext 1297, or visit [www.STEMshare.org](http://www.STEMshare.org).

#### ► WHAT DO TEAMS DO DURING AN OUTREACH?

Our Field Facilitators plan the on-field outreach activities for each team, attempting to match field needs with team giftings and skills. Regardless of the location, your outreach activities will generally be in the following areas of ministry:

- ▷ **Evangelism** – Sharing the gospel and personal testimonies in local church settings, house-to-house visits, street ministry, and other settings as the Holy Spirit leads
- ▷ **Construction** – Serving churches, schools, and other community institutions by mixing and pouring cement, laying brick, painting, cleaning, plumbing, carpentry, or electrical work

- ▷ **Mercy / Service / Creative Ministries** – VBS, drama, puppetry, music; sports ministry; medical ministry; visiting hospitals, prisons, homeless shelters, soup kitchens, and orphanages; praying for physical and emotional healing and needs

Men and women of any age can do all types of work and ministry needed on the field. Come willing, and God will use you! (note: outreach details vary depending on the location)

#### ► WHAT IS AN OPEN TEAM? A CHARTER TEAM?

##### Open Team

- ▷ A minimum of 12 and a maximum of 30 team members.
- ▷ Individuals outside your group, and screened by STEM, may join your team. (In most cases, you will not meet them until the day you travel to the mission location.)

##### Charter Team

- ▷ A minimum of 20 and a maximum of 30 team members.
- ▷ Restricted to people recruited by the Sending Partner.
- ▷ If team numbers fall below 20, your status may be changed to an Open team, allowing individuals outside your group to join your team.

## COSTS AND TRAVEL

### ▶ WHAT ARE THE COSTS OF INTERNATIONAL AND DOMESTIC MISSIONS?

#### International Teams

1. **Registration Fee** non-refundable; mail Fee with Registration Form
2. **STEM Team Fee** varies by length of outreach; received at STEM office no later than five weeks before departure
3. **Roundtrip Travel** (you arrange with travel agent or Sending Partner; cost varies by destination)
4. **Out-of-Pocket Expenses** (\$100–\$300 per person)

#### Domestic Teams

1. **Registration Fee** non-refundable; mail Fee with Registration Form
2. **STEM Team Fee** varies by length of outreach; received at STEM office no later than five weeks before departure
3. **Roundtrip Travel and On-field Transportation** You arrange through your Sending Partner or the STEM office.
4. **Out-of-Pocket Expenses** (\$25–\$100 per person)

Make all checks payable to “STEM Ministries.”

*Important: For donations to be tax-deductible, team member's name must not be written anywhere on the check, including memo line.*

### ▶ WHAT DOES THE STEM TEAM FEE COVER?

STEM-led location-specific training and materials, daily journal, on-field setup costs, on-field leadership, pre-field and post-field mailings, on-field accommodations, on-field meals, safe drinking water, ground transportation (international teams), construction materials, gifts and offerings, emergency medical travel insurance (international teams), administrative costs, and follow-up/follow through materials via *Commissioned* and *Mission Maker Magazine*.

### ▶ WHO MAKES AIR TRAVEL ARRANGEMENTS?

We recommend that you arrange air travel for your team. Agencies that work with team travel include:

#### ▷ **AFC Travel: Julie Bono**

Phone toll-free: 800.599.2925 or 952.886.7605

Fax: 952.886.7680

[www.afctravel.com](http://www.afctravel.com)

Specializing in travel to the following international locations: Jamaica, Paraguay, Honduras, Belize, Venezuela, Brazil, and Mexico.

#### ▷ **A Wide World of Travel: Joe Kimbell**

Phone 651.644.8144

fax: 651.603.8757

[www.wideworldtravel.com](http://www.wideworldtravel.com)

Specializing in travel to the following international and domestic locations: Haiti, Trinidad and Tobago, Dominican Republic, urban Minneapolis, and Northern Minnesota.

#### ▷ **Fellowship Travel Int'l .....www.fellowship.com**

#### ▷ **Raptim Travel .....www.raptimusa.com**

#### ▷ **MTS Travel.....www.mtsrtravel.com**

#### ▷ **Mission Valley Travel, Inc.....www.mvti.com**

#### Important Travel Notes

- ▷ You must get STEM's approval of your complete travel itinerary *before* purchasing tickets.
- ▷ Give the travel agent your assigned STEM team number.
- ▷ When planning your air travel, remember that all team members must arrive at the mission destination at the same time and depart at the same time. No exceptions. Some airports are quite far from where the teams stay, and we will not ask our Field Facilitators to make multiple trips to the airport, or to wait hours for all members to arrive.

### ▶ WHAT IF I HAVE TO CANCEL OR POSTPONE?

- ▷ **Individuals:** Registration Fees are non-refundable. Team Fees are transferable for one year, unless cancellation happens last minute (two weeks before departure).

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- ▷ **Entire team:** Team Deposit will be forfeited if you cancel after the contract has been signed. Team Fees are transferable for one year.
- ▷ **STEM Cancellation:** If some kind of local crisis arises at your outreach location before the team arrives, STEM will attempt to
  - 1) reroute your team to another location for similar dates, or
  - 2) postpone the mission (STEM will hold in escrow all payments received for up to one year).

### PRE-FIELD

#### ▶ DO I NEED IMMUNIZATIONS? (INTERNATIONAL ONLY)

Each team member must consult his or her family doctor. Also, refer to the CDC (Center for Disease Control) recommendations for each location ([www.cdc.gov](http://www.cdc.gov)).

#### ▶ DO I NEED A PASSPORT? A VISA? (INTERNATIONAL ONLY)

Every international traveler must have a current passport, valid at least six months beyond the dates of travel. If you do not have a passport, or if your passport will soon expire, you need to apply for a new passport (allow up to six weeks). Currently, U.S. citizens need a visa to enter Paraguay and Brazil. You must apply two to three months before departure, after booking your travel. The cost of the visa will be in addition to your STEM Team Fee, and is considered an Out-of-Pocket Expense.

#### ▶ WHAT MINISTRY MATERIALS SHOULD I BRING?

Ministry materials vary by location and depend on what type of ministry you will be doing. Examples of materials needed may include the following:

- ▷ **Ministry supplies:** Bibles, tracts, craft materials for VBS, church services, or Bible clubs
- ▷ **Gifts:** school supplies, balloons, small individually-wrapped candy, and sports equipment (deflate soccer or basketballs; bring a pump and leave it for others to use)
- ▷ **Construction tools:** hammer, work gloves, duct tape, rope, and garbage bags

#### ▶ DO I NEED A TRAVEL AUTHORIZATION FORM?

If needed, STEM will send Travel Authorization Forms to be completed by all minors (under age 18) and signed by both parents or Legal Guardians. The form must be notarized.

#### ▶ CAN I BRING ELECTRONICS?

Leave all portable music devices and personal electronics (Walkman®, Discman®, MP3 player, iPod®, laptop, PDA, cell phone, GameBoy, Blackberry®). Use time on the field to build relationships with team members and nationals – and to deepen your relationship with Jesus.

### ON-FIELD

#### ▶ WHAT FOOD WILL I EAT DURING THE OUTREACH?

Our Field Facilitators coordinate meals, mostly serving local food.

#### ▶ WHERE WILL I SLEEP?

Teams often sleep in bunks, or on the floor using foam mats and bedding that you bring. A few locations are fully equipped with beds and mattresses.

## ON-FIELD

### ▶ WHAT CLOTHING DO I NEED TO WEAR?

#### *International*

- ▷ Most countries where we serve have a more conservative approach to clothing than we are used to in North America. As guests, we will respect our hosts by wearing modest, culturally-appropriate clothing. All clothing must be modest and God-pleasing as defined by our local host receiving culture
- ▷ In some locations, women wear dresses or skirts at all times; in other locations, dresses need be worn only for church services or during evangelism. Men wear long pants for ministry and for church services. Acceptable clothing for construction will vary by location.
- ▷ Team Leaders will explain appropriate clothing before each ministry activity.

#### *Domestic*

- ▷ All clothing must be modest and God-pleasing.
- ▷ Men and women may wear simple jewelry, but we suggest that you do not bring anything that has a high monetary or sentimental value.
- ▷ Detailed clothing instructions will be discussed in Training Session Four and in your forthcoming Location-Specific materials.

### ▶ BATHING?

Bring a towel, washcloth (or nylon “scrunchy” or loofah/sponge), and personal hygiene items such as soap, toothpaste, and deodorant. Be prepared for a variety of possibilities. In most locations, one-temperature shower facilities are available.

### ▶ TEAM MEMBERS DISMISSED FROM THE TEAM?

In rare cases, a team member(s) can be dismissed from the team and sent home – at his or her expense. The following are grounds for dismissal from a team:

- ▷ Smoking cigarettes
- ▷ Drinking alcohol

- ▷ The use, sale, purchase, or possession of any illegal narcotics

- ▷ Immoral relationships

- ▷ Creating serious problems within the team

The STEM Team Leaders, Sending Partner, and Field Facilitator will work together on team discipline, if necessary. STEM Team Leaders make the final decision whether or not to dismiss and send home a team member.

### ▶ WHAT WILL OUR DAILY SCHEDULE BE?

Be ready! Most schedules are tentatively set ahead of time. Teams are expected to come prepared to rise early and go to bed early. Long days of ministry and construction require adequate sleep. Be flexible with changes to the schedule, because there will be some.

### ▶ CORRESPONDENCE?

Depending on the ministry location, the team (collectively) may be able to send one e-mail during the outreach to a point person at home, but team members should plan on not making or receiving phone calls.

In case of a family emergency, in-country contact information (Field Facilitator’s name, address, and phone number) is provided by the STEM Team Trainer in Session Four. You must inform your family that this contact information is for emergency use only.

### ▶ WHAT ABOUT ON-FIELD DONATIONS?

If you discern a specific need, consult your STEM Team Leader before trying to meet it. This includes handing out money, clothes, or even candy. It’s important to avoid creating dependency on missionaries to provide for ongoing needs.



# Team REGISTRATION FORM

P.O. Box 386001 • Minneapolis, MN 55438-6001 • STEMintl.org • toll free: (877) STEM-646 • local (952) 996-1385

**INSTRUCTIONS:**

Answer all questions and print in black ink.

Enclose your \$75.00 Registration Fee made payable to "STEM Ministries." This Fee is non-refundable and non-transferable.

**CHOOSE ONE:**

- I'm **from** the originating sending group/church  
 I'm **adding on** to the sending group/church

1. **1st Choice** \_\_\_\_\_  
Country Outreach dates Team #

2. **2nd Choice** \_\_\_\_\_  
Country Outreach dates Team #

3. **Legal Name** (as appears on passport) \_\_\_\_\_  
Last First-Legal Middle Preferred nickname

4.  **Permanent Address** \_\_\_\_\_  
Street, Box #, or R.R. City State/Province Zip/Postal code

**Temporary/College Address** \_\_\_\_\_  
Check which address you prefer STEM to use Street, Box #, or R.R. City State/Province Zip/Postal code

5. **Telephone (home)** \_\_\_\_\_ **(Work)** \_\_\_\_\_ **(Cell)** \_\_\_\_\_  
(Area code) Number (Area code) Number (Area code) Number

**E-mail** \_\_\_\_\_ **Fax** \_\_\_\_\_  
(Area code) Number

6. **Age** \_\_\_\_\_ **Birthdate** \_\_\_\_\_ **Citizen of** \_\_\_\_\_ **Birthplace** \_\_\_\_\_  
Month/Day/Year Country Country

7. **Gender** \_\_\_\_\_ **Occupation** \_\_\_\_\_  
Title Description

8. **How Did You Hear About STEM?** \_\_\_\_\_

9. **Please List a Character Reference Whom We May Contact** (pastor/leader) \_\_\_\_\_  
Name

\_\_\_\_\_  
Relationship (Area code) Number Email

\_\_\_\_\_  
Street, Box #, or R.R. City State/Province Zip/Postal code

10. **Home Church** \_\_\_\_\_  
Complete name of church Pastor's name (Area code) Number

\_\_\_\_\_  
Street, Box #, or R.R. City State/Province Zip/Postal code

11. **Please Describe Your Relationship with Jesus** \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

12. **(INTERNATIONAL ONLY) Passport #** \_\_\_\_\_ **Expiration** \_\_\_\_\_ **Country of Issue** \_\_\_\_\_

*If you already have a passport, please attach a photocopy of the page that shows your photo and passport number.*

*If you do not have a passport, apply for one immediately. Then send a copy of the photo page to STEM.*

13. **In Addition to Your Passport** (which you must have for travel outside of US), **Bring a Second Piece of Identification** (with name, address, photo)

- Driver's License** (with photo)  **Driver's Permit** (with photo)  **Other** \_\_\_\_\_

14. Have You Had Previous Experience on the Mission Field or Traveled in a Foreign Country?  Yes  No

If yes, please list countries and experience \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

15. What Foreign Language Abilities Do You Have? \_\_\_\_\_

16. Please Write the Name Of the Person Who Will Debrief with You After the Outreach (i.e. Pastor, spouse, parent) \_\_\_\_\_

17. What Talents or Skills Do You Have that the Lord Can Use on Your Outreach? (e.g. art and crafts, music, drama; electrician, carpenter, auto mechanic; pastor or teacher) \_\_\_\_\_

18. Please Describe Your Health, Including Any Physical or Dietary Limitations \_\_\_\_\_

19. Are You on Regular Medication or Currently Under a Doctor's Care?  Yes  No

If yes, please explain \_\_\_\_\_

20. List Any Allergies (food, medicine, environment, insect) \_\_\_\_\_

21. Date of Last Tetanus Shot \_\_\_\_\_ Blood type \_\_\_\_\_ (To find out your blood type: donate blood, check with your doctor, or buy a home kit: [www.testsymptomsathome.com](http://www.testsymptomsathome.com) or 888.595.3136)

22. Check All That Apply:  Diabetes  Heart trouble  Pregnant  
 Asthma  Epilepsy  Bee/wasp reaction  
 Physical disability  High blood pressure  Fainting

23. Are You Able to Walk Several Miles or to "Rough It" on Your Outreach?  Yes  No

If no, please explain \_\_\_\_\_

24. List Any Medical, First Aid, or CPR Training \_\_\_\_\_

\_\_\_\_\_ Licensed medical personnel expecting to practice medicine overseas must attach photocopies of credentials (please contact the STEM office for restrictions)

25. In Case of Emergency, Please Notify \_\_\_\_\_  
Name Relationship (Area code) Number - Daytime and Nighttime

Primary Physician \_\_\_\_\_

\_\_\_\_\_ Name Clinic (Area code) Number

26. If Applicable, Who Will Be Your Parent-approved Supervisor? \_\_\_\_\_

\_\_\_\_\_ (All youth ages 17 and younger must be accompanied by a parent-approved adult supervisor who is 21 years of age or older; supervisors cannot be STEM Team Leaders.)

27. I Agree With STEM's Policy To Abstain from Alcohol, Tobacco, and Illegal Drugs During This Outreach.

Yes  I have concerns I'd like to discuss

28. Choose one:  Please send the regular STEM t-shirt (no extra charge)  
 Please send the collared golf shirt; I've added \$10 to my Registration Fee for a total of \$85.00.

29. Select Your Size by Checking One of the Following (adult t-shirts are men's sizes):

Child Medium  Child Large  Small  Medium  Large  X-Large  XX-Large

30. Is There Anything Else We Should Know About You? \_\_\_\_\_

### 31. Verification of Medical Insurance Coverage

## VERIFICATION OF MEDICAL INSURANCE COVERAGE

STEM Int'l recommends that all Team Leaders/members have adequate medical insurance. Some family health insurance policies cover short-term overseas travel; some do not. We recommend you verify with your insurance carrier that your current policy will cover you while on the mission for which you are applying.

### Current Policy

Insurance Company \_\_\_\_\_ Phone \_\_\_\_\_

Company Address \_\_\_\_\_  
Street, Box # \_\_\_\_\_ City \_\_\_\_\_ State/Province \_\_\_\_\_ Zip/Postal code \_\_\_\_\_

Policy # \_\_\_\_\_ Group \_\_\_\_\_

### 32. Release of Liability and Release to Obtain Medical Care

MATTHEW 18:15-20 AND I CORINTHIANS 6:1-8 INSTRUCTS US TO LIVE AT PEACE AND TO RESOLVE DISPUTES IN PRIVATE OR WITHIN THE CHRISTIAN CHURCH. I ACKNOWLEDGE MY CONCERN THAT THE LIMITED CHARITABLE RESOURCES OF STEM INT'L SHOULD NOT BE DISSIPATED ON WASTEFUL LITIGATION. THEREFORE I EXPRESSLY WAIVE MY RIGHT TO FILE A LAWSUIT IN ANY CIVIL COURT OR OTHER SECULAR SETTING AGAINST STEM INT'L AND OTHER ORGANIZATIONS AND ALL INDIVIDUALS INVOLVED WITH THIS MISSION TRIP.

I HEREBY RELEASE ALL LEADERS AND ORGANIZATIONS INVOLVED WITH THIS MISSION TRIP FROM ANY AND ALL LEGAL LIABILITY. I HEREBY WAIVE ALL MY RIGHTS TO ANY LEGAL LIABILITY, ON THE PART OF STEM INT'L OR ANY OTHER INDIVIDUALS OR ORGANIZATIONS INVOLVED, WHICH LIABILITY MAY RESULT FROM SICKNESS, INJURY, OR DEATH THAT MAY OCCUR ON OR RELATED TO THIS TRIP. I FULLY REALIZE THAT THERE ARE HAZARDS, AND I AM FULLY ASSUMING THESE RISKS, INCLUDING BUT NOT LIMITED TO, HAZARDOUS TRAVEL, POORLY CONSTRUCTED ROADS, DANGERS RESULTING FROM MILITARY OR POLITICAL ACTIVITIES, SICKNESS, DISEASE, INADEQUATE HEALTH CARE, KIDNAPPING, ARBITRARY IMPRISONMENT, AND ALL OTHER UNFORESEEN RISKS. I SPECIFICALLY RELEASE STEM INT'L AND ALL CONCERNED FROM ANY CLAIM OF NEGLIGENCE IN THEIR DUTIES AS LEADERS, OR OTHERWISE, ON THIS MISSION TRIP. IN THE EVENT THAT I ATTEMPT TO MAKE A CLAIM IN VIOLATION OF MY RELEASE AND WAIVER AS HEREIN INDICATED, I HEREBY AGREE TO, AND SHALL PAY, ALL LEGAL FEES AND COSTS INCURRED BY STEM INT'L AND OTHER INDIVIDUALS AND ORGANIZATIONS INVOLVED. I FURTHER AGREE THAT SUCH CLAIM OR DISPUTE ARISING FROM OR RELATED TO THIS TRIP SHALL BE SETTLED BY BIBLICALLY-BASED MEDIATION (AS SPECIFICALLY DESCRIBED IN THE THEN-CURRENT RULES OF PROCEDURE FOR CHRISTIAN CONCILIATION OF THE INSTITUTE FOR CHRISTIAN CONCILIATION 1-406-256-1583), AND IF NOT RESOLVED BY SAID MEDIATION, BY LEGALLY BINDING ARBITRATION IN ACCORDANCE WITH THE AFOREMENTIONED RULES OF PROCEDURE FOR CHRISTIAN CONCILIATION.

I HEREBY FURTHER ACKNOWLEDGE MY RESPONSIBILITY TO PROVIDE MY OWN INSURANCE COVERAGE OF ANY AND ALL TYPES, INCLUDING BUT NOT LIMITED TO, MEDICAL, HOSPITALIZATION, LIFE, DISABILITY, DEATH, LOST BAGGAGE, LOST OR STOLEN PERSONAL PROPERTY, AND ANY AND ALL OTHER INSURANCE WHICH I MAY NEED OR DESIRE. I ALSO HEREBY RELEASE STEM INT'L AND ALL LEADERS AND ORGANIZATIONS INVOLVED WITH THIS MISSION TRIP FROM RESPONSIBILITY TO PROVIDE INSURANCE COVERAGE OF ANY AND ALL TYPES. I HEREBY FURTHER AUTHORIZE THE LEADERSHIP OF STEM INT'L TO MAKE ESSENTIAL DECISIONS ON MY BEHALF WITH RESPECT TO MEDICAL TREATMENT, EMERGENCY SURGERY, OR HOSPITALIZATION, SHOULD SUCH BE NECESSARY. HOWEVER, STEM INT'L SHALL IN NO WAY BE RESPONSIBLE OR LIABLE FOR PAYMENT OF ANY AND ALL BILLS FOR SUCH MEDICAL TREATMENT. I ASSUME THE FULL RESPONSIBILITY FOR ANY AND ALL MEDICAL BILLS INCURRED RELATED TO THIS OUTREACH. MY ESTATE AND MY FAMILY SHALL FURTHER ASSUME FULL AND TOTAL COST FOR THE RETURN SHIPPING OF MY BODY SHOULD I DIE BY ANY CAUSE ON THIS TRIP.

I FURTHER AGREE WHOLEHEARTEDLY TO ABIDE BY DECISIONS MADE BY LEADERS AND THOSE IN AUTHORITY AND BY ALL GUIDELINES, POLICIES, AND RULES PERTAINING TO THIS TRIP, INCLUDING BUT NOT LIMITED TO STEM TEAM POLICIES ([WWW.STEMINTL.ORG/TRIPS/OPPORTUNITIES/POLICIES](http://WWW.STEMINTL.ORG/TRIPS/OPPORTUNITIES/POLICIES)) INCLUDING THAT RANSOM OR EXTORTION WILL **NOT** BE PAID, NOR WILL STEM YIELD TO OTHER DEMANDS ISSUED THROUGH THE USE OF HOSTAGE-TAKING.

I HAVE READ AND AM IN FULL AGREEMENT WITH THIS RELEASE AND WAIVER, AND FULLY UNDERSTAND THAT I AM: WAIVING ANY RIGHTS I MAY HAVE TO LITIGATE AND SUE AND INSTEAD ACCEPTING BIBLICALLY-BASED MEDIATION TO RESOLVE DISPUTES; ACCEPTING FULL RESPONSIBILITY FOR ALL INSURANCE, ALL MEDICAL COSTS, AND ALL RISKS RELATED TO THIS TRIP; AUTHORIZING STEM INT'L TO MAKE MEDICAL DECISIONS IF NECESSARY; AND AGREEING TO READ AND ABIDE BY ALL GUIDELINES, POLICIES, RULES, AND LEADERSHIP DECISIONS PERTAINING TO THIS OUTREACH.

I CERTIFY THAT ALL THE INFORMATION I HAVE GIVEN ON THIS STEM TEAM REGISTRATION FORM IS ACCURATE AND TRUE TO THE BEST OF MY KNOWLEDGE.

Date \_\_\_\_\_ Signature \_\_\_\_\_  
(applicant signature)

Parent or Legal Guardian \_\_\_\_\_ Signature \_\_\_\_\_  
(print name) (parent or Legal Guardian signature for applicant age 17 or younger)