

graceWorks Australia Inc. Approved Sending Body Information and Responsibilities

Every Mission Team going to serve in the Philippines with one of the partner organisations of graceWorks Australia Inc. is required to have an Approved Sending Body. This is to ensure that each Mission Team Member is accountable to an overarching body that will adequately prepare them to serve, assist and support the work of the graceworks Australia Inc. partner organisation during their time in the Philippines.

Schools, churches, associations and organisations seeking to become an Approved Sending Body must complete the relevant sections of this form and then forward it to graceWorks Australia Inc. by email to chair@graceworks.org.au. Once approval has been granted, a copy of the approved application form will be sent to the applicant for their records.

Responsibilities of an Approved Mission Team Sending Body:

1. Follow all guidelines outlined in the *graceWorks Mission Policy*.
2. Assign, empower and oversee the Mission Team Leader.
3. Ensure the Mission Team Leader meets the criteria outlined in the *graceWorks Mission Policy*.
4. Ensure the suitability of each Mission Team Member who is chosen to serve as part of a Mission Team being sent to serve with the graceWorks Australia Inc. partner organisation in the Philippines.
5. Be accountable for the Mission Teams sent by the Approved Sending Body. This includes accountability for the Mission Team Members during Pre-Mission Trip preparation, during the Mission Trip itself and also Post-Mission Trip debriefing and evaluation time.
6. Ensure that each Mission Team Member has read, agreed to abide by and signed the *graceWorks Mission Team Member Code of Conduct*.
7. Ensure that each Mission Team Member who is over 18 years old has read, agreed to abide by and signed and the *graceWorks Child Protection Code of Conduct*.
8. Ensure that the Mission Team Members have had the adequate training and preparation to fulfill the purposes of their Mission Trip.
9. Ensure that each Mission Team Member meets the requirements of any *Working with Children Check* policy or law that is imposed by either/or both the home country or host country.

Please note:

Every Mission Team Member or Mission Team that aims to serve with a graceWorks Australia Inc. partner organisation in the Philippines must be approved by both graceWorks Australia Inc. and partner organisation. When approval is granted, the applicant will receive a completed copy of application form.

graceWorks Australia Inc. Approved Sending Body

Application Form

Our school / church / association / organisation seeks approval to become an
(please indicate one)
Approved Sending Body with graceWorks Australia Inc. and its partner organisations in the Philippines.

We have read the *graceWorks Mission Policy* and the *Responsibilities of an Approved Sending Body*, and agree to follow the guidelines outlined in these documents to the best of our ability.

Organisation Name			
Address			
Details of Authorised Representative			
Name			
Position Held			
eMail Address			
Signature		Date	
Phone		Mobile	

Approved by: (office use only)

Name graceWorks Australia Inc. Committee Representative			
Signature		Date	
Name Partner Organisation Board Representative			
Signature		Date	

Forward your completed form to the graceWorks Australia Inc. Chair by email at chair@graceworks.org.au.