



Unexpected Moments of Magic Volunteer Checklist	Notes	Completed
<b>Steps &amp; Preparations</b>		
Submit your Online Application	<a href="http://ummf.squarespace.com/volunteer-form/">http://ummf.squarespace.com/volunteer-form/</a>	
Pay your \$250 Application Fee	<a href="http://ummf.squarespace.com/donate/">http://ummf.squarespace.com/donate/</a>	
Join UMMP on Facebook	<a href="http://www.facebook.com/unexpectedmomentsofmagicpanama">http://www.facebook.com/unexpectedmomentsofmagicpanama</a>	
Read The Program Guide		
Submit your Online Volunteer Questionnaire	<a href="http://ummf.squarespace.com/questionnaire/">http://ummf.squarespace.com/questionnaire/</a>	
Pay your Program Fee <small>*Due on the 1st the month prior to your placement month.</small>	<a href="http://ummf.squarespace.com/donate/">http://ummf.squarespace.com/donate/</a>	
Write a Mission Statement for Your Volunteer Trip		
Obtain Police Report		
Book Your Volunteer Tours	<a href="http://ummf.squarespace.com/volunteer-enrichment-activitie/">http://ummf.squarespace.com/volunteer-enrichment-activitie/</a>	
Read & Sign The Code of Conduct	<a href="http://ummf.squarespace.com/code-of-conduct/">http://ummf.squarespace.com/code-of-conduct/</a>	
Purchase Your Starfish T-shirt	<a href="http://ummf.squarespace.com/starfisht-shirts/">http://ummf.squarespace.com/starfisht-shirts/</a>	
Purchase a Volunteer Journal		

Prior to Travel	Notes	Completed
Submit your Extra Details Form & Confirm arrival details with UMMP	<a href="http://ummf.squarespace.com/extra-details-form/">http://ummf.squarespace.com/extra-details-form/</a>	
Make sure your passport valid for 6 months beyond your travel time		
Ensure you have a ticket showing proof of departure from Panama with you on your flight		
Review the packing list in the program guide & place the UMMP Coordinator contact information in your carry-on bag	<a href="http://ummf.squarespace.com/practicalities/">http://ummf.squarespace.com/practicalities/</a>	
Give your emergency contact details to your friends & family in Panama.	+507-720-1025 Volunteer House	
Make two copies of your passport		
Immunizations (*not required)		
Once You Arrive		
Obtain your Free Travel Insurance Card at the airport		
Call the UMMP Coordinator if you have any travel plan changes	+507-6630-3769	
If you are traveling to Boquete by bus be sure to call the UMMP Coordinator upon arrival in David	+507-6630-3769	