



Checklist for Volunteer Participants on DOCARE trips

1. Find out about a DOCARE trip via your colleagues, friends or a web search.
2. Read the trip details in [the Upcoming Trips section of our website](#).
3. Click through to [the application form](#), and complete all fields. Note that the form includes a liability form. Please read it thoroughly ([you can see the text again here](#)).
4. The DOCARE team will process your application. Expect to hear back within seven to ten days.
5. If you have been notified that you have been accepted, you can begin travel arrangements:
 - a. [Review our Preparing to Participate webpage](#). Use [links available on the DOCARE website](#) for advice on safe travel.
 - b. If necessary, get or renew your passport and any visas necessary for your trip. (If your trip requires a visa, delay booking flights, etc., until you have secured the visa.)
 - c. Book your airfare.
 - d. Book your hotel, or confirm group arrangements with the trip director.
 - e. Visit a travel medicine clinic for any vaccinations, medications, or advice you may need.
 - f. Purchase medical and evacuation insurance for your trip. ([Click here for options](#).)
 - g. Send proof of your insurance to the trip director.
 - h. Complete [an emergency contact form](#) via the DOCARE website.
 - i. Review [our packing list](#) and prepare your personal luggage.
 - j. Make copies of your passport and store them at home, in your email inbox, in your luggage, and with the trip director.
6. If you are a student seeking course credits for trip participation, work with your university to complete any steps necessary for approval, registration, and/or receiving credits.
7. If you are an osteopathic physician intending to use this trip for continuing medical education credits, confirm this with the trip director and work through any necessary paperwork for registration, attestation, etc.
8. If applicable, collect any donated medical supplies you intend to bring in your luggage. (Please do not collect any items without the assent of the trip director.)
9. Make necessary payments.
 - a. [Pay for a DOCARE membership at our website](#). (This is required for all participants.)
 - b. Follow the trip director's instructions for any payment of group lodging, transport, etc.
10. Before departure, be sure you have printed copies of your passport, insurance cards, flight itinerary, hotel confirmation, and contact info for the trip director in case of emergency/delay.
11. Complete the trip. Have fun!
12. [Complete a post-trip survey](#). [Like us on Facebook](#), share photos, and [check out our website](#) for opportunities to travel again!

If you have any questions, contact us at docare@osteopathic.org or 312 202 8163.