



**Individual Application**

Full Name of Visitor: \_\_\_\_\_  
 (Please provide Chinese if applicable)

Contact Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Address: \_\_\_\_\_

Occupation: \_\_\_\_\_ Nationality: \_\_\_\_\_ Gender: M / F

Church/Organization: \_\_\_\_\_ Age: \_\_\_\_\_  
 (If applicable)

**Group Application**

Full Name of Organization: \_\_\_\_\_

Address of Organization: \_\_\_\_\_

Name of Contact Person: \_\_\_\_\_ Position: \_\_\_\_\_

Contact Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Church/Organization: \_\_\_\_\_ Age: \_\_\_\_\_  
 (If applicable)

Relationship of the visitors with the contact person: Family / Church Members / Colleagues / Friends

No.	Full Name (Please provide Chinese if applicable)	Gender	Age Group	Nationality	Occupation
1					
	Address:				
2					
	Address:				
3					
	Address:				
4					
	Address:				

\* 1 = 20 & under; 2 = 21-30; 3 = 31-40; 4 = 41-50; 5 = 51-60; 6 = 61 – 70; 7 = 71 & above

**Please return this application form to POP'S FOUNDATION:**

Fax: +1 (925) 371-1799 attn. Maisie Chan OR Email: [info@popsfoundation.org](mailto:info@popsfoundation.org)

**For any enquires:** Please call +1 (925) 292-2331

## Notes for Visitors

1. We appreciate your understanding that all applications for visits would need to be submitted at least **ONE month** in advance for approval from local government bodies and arrangement.

2. Suggest Schedule for visitors:

### **Half-day visit**

09:30A.M.	Arrive POPCH
09:30A.M. -09:50A.M.	Brief Introduction of POPCH
09:50A.M. -11:00A.M.	Tour of POPCH
11:00A.M. - 11:30A.M.	Q & A / Sharing

### **One-hour visit**

20 minutes	Brief Introduction
30 minutes	Tour of POPCH
10 minutes	Q & A / Sharing

3. All visitors should follow the rules & regulations of PRINCE OF PEACE CHILDREN'S HOME.
4. To protect the children in POPCH from being infected, visitors who are suffering from cold, flu, diarrhoea etc should avoid visit POPCH.
5. Visitors may give small and inexpensive presents to the children but **please do not give cash.** Please also observe our staff's advice regarding the distribution to ensure a fair share.
6. Visitors should be cautious of their language, action and interaction with the children and should avoid any actions that might go against the local culture or practices, such as kissing and hugging.
7. Visitors should avoid stay alone with the children to avoid any misunderstanding or false accusations.
8. To ensure the confidentiality of the children in POPCH, **photo taking and video taking are prohibited** except in designated areas on the first level of POPCH and the external building of POPCH.

9. It is inappropriate to discuss matters relating to politics/religion with local staff and government officials.
10. To protect the personal safety and privacy of the visitors and the children, visitors are advised not to leave their personal contact details to the children or caretakers.
11. If visitors would like to support our efforts to help these children, please contact Ms Maisie Chan for arrangement. We are indeed grateful for your visit and support of our work in action.