Application Form for Visitors

Intended Date & Length of Visit	
Preferred Date & Visit Hours: 1 st Choice	Half-day (Suggested Time: 10:00AM- 12:30PM)
	One-hour (Time:)
2 nd Choice	Half-day (Suggested Time: 10:00AM- 12:30PM)
	One-hour (Time:)
Noted: 1. Please submit application at least ONE month in action of the special cases, we'll try to rush them, but no guated 2. POPCH is about 90km from Beijing. You need around	rantee.
Purpose of Visit	
Have you ever visited POPCH?	YES / NO
If yes, please provide the date and purpose of your last time	visit for reference:
Any referral? If yes, please provide the name & contact number of the refe	YES / NO
Purpose of visiting POPCH:	
Arrangement	
Do you need any assistance in transportation arrangement (Transportation can be arranged at the cost of the visitor)	ent? YES / NO
2. Do you need meal arrangement (in the canteen of POPC	CH)? YES / NO
Please mentioned in advance for any specific diet arrang	gement:
To be completed by POPCH:	
Confirmed Date: / /	Arrival Time:
Contact Person: Confirmed by:	ivuilibei oi visitois.
•	me) Date:

Please return this application form to POP'S FOUNDATION:

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

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

		_ Email Add	ress:	
				Gender: M / F
				Age:
up Application				
Name of Organization:				
ress of Organization:				
ne of Contact Person:			Position:	
tact Number:		Email <i>A</i>	Address:	
plicable)				
		_		bers / Colleagues / Friends Occupation
(Please provide Chinese if applicable)	Gender	Group	reactionality	Cecupation
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	tact Number: ress: upation: rch/Organization: plicable) up Application Name of Organization: ress of Organization: ne of Contact Person: tact Number: rch/Organization: plicable) ationship of the visitors with the contact Person in the plicable in the provide Chinese if applicable in the provide Chinese if applicable in the plicable in the provide Chinese if applicable in the plicable	se provide Chinese if applicable) tact Number:	tact Number: Email Add ress: Nationality: upation: Nationality: up Application Name of Organization: ress of Organization: ne of Contact Person: I tact Number: Email A rch/Organization: plicable) At rch/Organization: plicable) Full Name Gender Age Group Address: Address:	tact Number: Email Address: ress:

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

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Notes for Visitors

- We appreciate your understanding that all applications for visits would need to be submitted at least <u>ONE month</u> 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.M09:50A.M.	Brief Introduction of POPCH
09:50A.M11:00A.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.
- Visitors may give small and inexpensive presents to the children but <u>please do not give</u> <u>cash</u>. Please also observe our staff's advice regarding the distribution to ensure a fair share.
- 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.
- Visitors should avoid stay alone with the children to avoid any misunderstanding or false accusations.
- To ensure the confidentiality of the children in POPCH, <u>photo taking and video taking are</u> <u>prohibited</u> 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.