



## Volunteer Step by Step List

### PRINT THIS FORM

*Follow the steps and check the items as they are completed.  
Documents must be filled out in English, Romanian, or German.*

**This form will help you go through the application process so that you can complete everything in an easy and timely manner. If you have any questions during the process, email us at [mail@firmfoundationsromania.com](mailto:mail@firmfoundationsromania.com).**

**IMPORTANT: If ALL documents are not submitted 7 days before your arrival, you will NOT be permitted to enter the hospital.**

- Read all menu items on website's volunteer pages  
<http://www.firmfoundationsromania.com/volunteer>
- Complete application online or print and send to [mail@firmfoundationsromania.com](mailto:mail@firmfoundationsromania.com)
- Take a digital photo (head and shoulders of yourself) and email to [mail@firmfoundationsromania.com](mailto:mail@firmfoundationsromania.com)
- Once the application, reference, and digital photo are received, you will receive an email approving your requested dates.  
  
Approval process will not begin until the above is received at our office.
- Obtain Police Record Search, scan and email to [mail@firmfoundationsromania.com](mailto:mail@firmfoundationsromania.com)  
(Note: Your police record search must be valid within 6 months. Also, different countries have different waiting times for this search. Start this immediately.)  
(Must bring original to Romania)
- Make sure your shots are up to date. This is mandatory.
  - Measles
  - Rubella
  - Hepatitis A and B
  - Tetanus
- Letter from doctor stating that you are in good general health and that you do not carry any infectious or contagious diseases.

- If you are interested in volunteering on the Maternity floor, the following tests are required: stool sample and throat culture. The tests can also be completed in Romania, but the costs will be covered independently by the volunteer. Email a copy of the results to [mail@firmfoundationsromania.com](mailto:mail@firmfoundationsromania.com)
- Email a copy of your immunization records and doctor's note to [mail@firmfoundationsromania.com](mailto:mail@firmfoundationsromania.com)  
(Must bring originals to Romania)
- Send a copy of your Passport. Scan and email to [mail@firmfoundationsromania.com](mailto:mail@firmfoundationsromania.com)
- Read and submit the online Volunteer Contract  
[http://www.firmfoundationsromania.com/apply\\_now](http://www.firmfoundationsromania.com/apply_now)
- Read and submit Medical Waiver Form  
[http://www.firmfoundationsromania.com/apply\\_now](http://www.firmfoundationsromania.com/apply_now)
- Make all your travel arrangements including accommodations, travel from Bucharest to Brasov. It is not required, but we recommend purchasing Emergency Travel Medical Insurance.  
Some hotel options at: <http://www.firmfoundationsromania.com/accomodations>  
NOTE: If your travel dates conflict with dates approved by FFR, contact us immediately to make sure those dates are available. It is advised not to pay for your airline ticket until any changes in dates are confirmed by FFR.
- Email your accommodation details for our records to [mail@firmfoundationsromania.com](mailto:mail@firmfoundationsromania.com)
- Cell phones are available to rent through FFR. Price is 15 USD a week, or 50 USD per month. There is an additional 30USD deposit that will be returned to you after you pass in the phone. You will be responsible for adding minutes to the prepaid card. Please request a phone during the application process, in order to have one guaranteed while you are in Romania.
- Write down the address and phone number of the hotel or place you are staying while in Romania. Carry this with you in your carry on in case your bags are delayed by the airlines.  
Note: Any medication you need should be in your carry on luggage.
- Bring Registration Fee listed on website, payable in USD, Euros, or in the local currency RON at the exchange rate on the day of your arrival.

Once all your boxes are checked off, you're good to go! We will be responding to all your emails above to verify that your information has been received!

Thank you and we look forward to having you with us here in Romania!

**Please note: Laws can change unexpectedly in Romania. Should there be a requirement for shots or testing of any disease while you are in Romania which is not on the list above, which is put forth by the hospital during your stay, it will be possible to do tests or shots locally by <http://www.medo.ro> Costs are generally the same as most western countries and will be your responsibility to fulfill.**

**NOTE: Firm Foundations – Romania is not responsible for any medical issues that may occur during your time with FFR. Again, it is strongly recommended that you purchase Emergency Travel Medical Insurance.**

**FOR YOUR ARRIVAL**

**You will meet with Sarah Berchtold or an FFR representative to discuss your shifts, to go over your original documents, pay your registration fee in USD, Euro, or local currency RON at the value of exchange on the day of your arrival, and pick up and pay for your phone if you have chosen this option (exact change)**

**Please pre arrange these arrival details with Sarah Berchtold via email at [mail@firmfoundationsromania.com](mailto:mail@firmfoundationsromania.com)**

**Some text you may want for a taxi:**

**For a ride to the Brasov Children's Hospital:**

**Va rog, vreau sa merg la Spital de Copii, Brasov  
Strada Nicopole 45**

**LOCAL CONTACT NUMBERS:**

Sarah Berchtold, President: 0724 888-973

Steffi Vogel, Vice President: 0726 203-216

Mary Buckalo, Secretary: 0771 724-173

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