

# DIASPORA DAY OF SERVICE REGISTRATION FORM



## JAMAICA 55 DIASPORA CONFERENCE

PARTNERING FOR GROWTH | 23-26 JULY | KINGSTON, JAMAICA

CONVENED BY THE MINISTRY OF FOREIGN AFFAIRS AND FOREIGN TRADE

THE DIASPORA DAY OF SERVICE IS THURSDAY, 27<sup>TH</sup> JULY

EMAIL: [dca@mfaft.gov.jm](mailto:dca@mfaft.gov.jm) and [ddosjamaica@gmail.com](mailto:ddosjamaica@gmail.com)

PLEASE REVIEW THE FOLLOWING GUIDELINES AND KINDLY FILL OUT THIS FORM TO REGISTER YOUR ACTIVITY  
SUBMIT YOUR COMPLETED FORM TO [dca@mfaft.gov.jm](mailto:dca@mfaft.gov.jm) AND [ddosjamaica@gmail.com](mailto:ddosjamaica@gmail.com)

JOIN US AND MAKE A DIFFERENCE

## GUIDELINES

### Completing the Registration Form:

Persons who intend to carry out or participate in a service project on the *Diaspora Day of Service –on Thursday, 27 July 2017* can download the Registration Form from the Conference website [www.mfaft.gov.jm/conference](http://www.mfaft.gov.jm/conference) or fill out this form (next page). Please return to [ddosjamaica@gmail.com](mailto:ddosjamaica@gmail.com) and [dca@mfaft.gov.jm](mailto:dca@mfaft.gov.jm). An acknowledgement will be issued via return email.

### Participating as an Individual or Group:

Persons carrying out a service project should note that they themselves are expected to **make the links, develop the plans and implement their project with their own resources, energy and expertise.** Limited logistical assistance MAY be provided, if requested on the registration form by **June 16, 2017**. Final deadline for project registration is **June 30, 2017**.

### Participating as an Individual Volunteer:

Individuals who are not part of a group or organization, but would like to volunteer with an existing project, are encouraged to register (using this same Registration Form). An attempt will be made to link them with project groups. Accepting additional group members will be decided by the groups themselves. Feedback will be given as early as possible.

### Location of Service Projects:

Projects can be located anywhere in Jamaica, but groups need to bear the travelling logistics and cost in mind. Shuttling project members to projects **in and around Kingston & St Andrew** MAY be facilitated **IF** registration documents are received no later than **June 16, 2017**. If due to logistic challenges, projects cannot be implemented on the **July 27**, all effort will be made to assist but cannot be guaranteed.

### Importing Items:

If you are bringing into the country, materials or equipment to use for the projects, these are best brought in as accompanied or un-accompanied baggage, rather than as separate shipments which can take too much time to process and clear. Guidance regarding shipping items and customs waivers, accompanied and unaccompanied baggage, and other information, will be provided as required by each group. **Facilitation can be provided at Customs for projects with imports, provided that the Diaspora Day of Service (DDOS) Coordinator receives registration application on or before June 16, 2017.**

### Data Collection & Public Relations:

We invite individuals and groups to share with us your photographs and other information using the online tools which will be provided when project confirmations are finalized. The information collected will be shared publicly to recognize the effort. Based on feedback from last year, this can aid your future fund raising initiatives. Project descriptions will be included in a press kit for media houses for **possible** coverage. We encourage you to provide as much info as possible.

### Role of the Diaspora Day of Service Sub-Committee:

The *Diaspora Day of Service* Sub-Committee in Jamaica has been formed largely to monitor the activities, facilitate linkages, and to collect information before and after the service projects are completed. Sub-Committee members will be available to answer questions. During the Conference, there will be a Diaspora Day of Service information desk at the Conference.

We look forward to you joining us and making a difference as we execute another successful Diaspora Day of Service!  
Professor Rosalea Hamilton, **Chair, Diaspora Day of Service Sub-Committee**

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### REGISTRATION FORM

PLEASE COMPLETE AND RETURN THIS FORM

NO LATER THAN **JUNE 30, 2017**

#### A: INDIVIDUAL OR GROUP INFORMATION

NAME OF YOUR ORGANISATION OR GROUP (if applicable):

LAST NAME:

FIRST NAME:

Mr. / Ms. / Mrs.:

TELEPHONE:

MOBILE:

EMAIL:

POSITION IN ORGANISATION:

STREET ADDRESS:

CITY:

STATE/PROVINCE:

COUNTRY:

#### EMERGENCY CONTACT IN JAMAICA

Contact Name(Local):

Email Address:

Home phone no.:

Work phone no.:

Mobile no.:

#### EMERGENCY CONTACT OVERSEAS

Contact Name (Overseas):

Email Address:

Home phone no.:

Work phone no.:

Mobile no.:

#### SERVICE PROJECT DETAILS

PROJECT NAME:

PARISH:

STREET ADDRESS:

TOWN/DISTRICT:

INDICATE PROJECT  
CATEGORY (YES/NO)  
OR DETAIL OTHER

EDUCATION

COMMUNITY DEVELOPMENT

MEDICAL MISSION

FIXER UPPER

DENTAL CLINIC

OTHER – PLEASE SPECIFY:

#### PROJECT DESCRIPTION:

What do you intend to do?

What do you hope to achieve?

Who are the intended beneficiaries and how many persons do you hope to impact?

XX

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NAME OF LOCAL PARTNER ORGANIZATION(S) IF APPLICABLE:

LIST ITEMS TO IMPORT (if any):

NUMBER OF PERSONS FROM YOUR GROUP WHO WILL PARTICIPATE:

#### BENEFICIARY INFORMATION

STATE THE NAME OF THE BENEFICIARY ORGANISATION:

BENEFICIARY CONTACT PERSON 1	BENEFICIARY CONTACT PERSON 2:	BENEFICIARY CONTACT PERSON 3
NAME:	NAME:	NAME:
TITLE:	TITLE:	TITLE:
TELEPHONE:	TELEPHONE:	TELEPHONE:
MOBILE:	MOBILE:	MOBILE:
EMAIL:	EMAIL:	EMAIL:

#### B: ASSISTANCE BEING REQUESTED

PLEASE INDICATE (YES/NO) THE ASSISTANCE BEING REQUESTED.	<input type="checkbox"/>	CUSTOMS	<input type="checkbox"/>	CONTACTING LOCAL / BENEFICIARY ORGANISATION	
	<input type="checkbox"/>	CONTACTING A LOCAL AGENCY	<input type="checkbox"/>	CONTACTING A LOCAL AGENCY	
	OTHER – PLEASE SPECIFY:				
Would you like volunteers for the project?	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO	APPROXIMATELY HOW MANY?

Kindly note that we will make an effort to source and match volunteers for your project and location. We MAY be able to assist with bottled water, snacks and transportation (for projects in Kingstown & St Andrew) if you register by JUNE 30, 2017.

#### C: INDIVIDUAL VOLUNTEER REGISTRATION

If you are not part of an existing project but would like to participate in one of the projects being undertaken by another group or individual, please indicate your area of interest (we shall make every effort to connect you with an appropriate project):

PLEASE INDICATE (YES/NO) AND SPECIFY AS APPLICABLE	<input type="checkbox"/>	HEALTH	<input type="checkbox"/>	EDUCATION	<input type="checkbox"/>	YOUTH
	<input type="checkbox"/>	FIXER UPPERS	<input type="checkbox"/>	COMMUNITY DEVELOPMENT	<input type="checkbox"/>	KNOWLEDGE TRANSFER WORKSHOP
	OTHER – PLEASE SPECIFY:					
STATE PREFERRED PARISH OR LOCATION (IF ANY):						

#### DIASPORA DAY OF SERVICE WEBSITE LINK

For more information about the Diaspora Day of Service Programme and to download a copy of the 2015 Report visit

<http://mfaft.gov.jm/conference/diaspora-day-of-services>