

**WHAT CAPITOL CITY MEDICAL TEAMS CAN PROVIDE YOUR TEAM
AND
WHAT CAPITOL CITY MEDICAL TEAMS EXPECTS IN RETURN
(revised 8-24-12)**

Thank you for your interest in Capitol City Medical Teams (CCMT) as your 501c3 nonprofit trip sponsor. Below is some information about how our process works for sponsoring your trip. **These services are provided free of charge.** When references are made to our website, please visit **www.ccMedicalTeams.org**. Many referenced items are in the Campaign Forms section. However, relevant forms and information will also be emailed to team members once the names and email addresses have been provided to CCMT.

BEFORE THE TRIP

SERVE AS A RESOURCE FOR IDENTIFYING TEAM MEMBERS AND SITE LOCATIONS

1. A team leader typically selects his/her own work locations, dates of travel, and team members. However, having supported teams in different locations, CCMT has a data base of people who have gone on medical campaigns. We can serve as a clearing house for identifying needed personal in the event a team needs a person to fulfill a specific role. We can also assist with finding a location at which to work if you're interested in working at a site where we have gone before.

COMPLETE THE TEAM APPLICATION FORM

2. A team leader needs to fill out a simple one page form letting Capitol City Medical Teams know that he/she would like his/her team to be supported by our organization. CCMT will then review the information to determine if CCMT would like to support the trip. If approved, the team leader should later submit a list of team members, their roles on the team, and their email addresses so that information can be provided to individual team members by CCMT.

COMPLETE INDIVIDUAL EMERGENCY FORMS

3. Each team member needs to fill out an emergency form. One copy will be provided to the team leader to take with him/her on the trip and one copy will be retained for our records.

SOLICIT DONATIONS OF MEDICAL SUPPLIES FOR THE TEAM

4. Team members can use our tax identification number to obtain donated medical supplies from various companies or company representatives. Copies of all requests need to be given to CCMT. Once donations are received, an itemization of the donated supplies (usually a packing list sent with the supplies) and the estimated value of the donations needs to be sent to CCMT. We will add the information to our financial records, list the donors as a trip sponsor on our website, and send thank you letters.

TEAM MEMBERS CAN SOLICIT INDIVIDUAL DONATIONS

5. Team members can solicit donations that can be used to pay for their approved medical related trip expenses. The donations must be made out to and sent to CCMT. The donations become the property of CCMT. **If the donor wants the donation to go towards a specific individual, the donor needs to write in the memo line of the check, 'recommended for ____ (name of person)'. If there is a letter or note that says 'the donation must be used for ____' or 'is required for ____', we will NOT accept it.** (This situation is due to Internal Revenue Service requirements that necessitate CCMT to control its funds.) Cash donations are discouraged since cash is not traceable.

Donations can be made via check or through our website. If using the website, there will be a message line that allows the donor to write who he/she recommends the donation for. Donors will be mailed or emailed a letter which will allow them to deduct their donation on their tax return.

To explain how donated funds may be accessed, please see step 12.

HELP WITH FUND RAISING EVENTS

6. We can also assist with some of the legal requirements of your team holding fund raising events. The events must be cleared with CCMT so that our organization does not get into legal trouble for assisting with sponsoring an event.

TRAVEL ARRANGEMENTS

7. It is usually best if the team leader or individual members make the travel arrangements for their team members. However, we have helped in the process with some teams. We have used Willamette International Travel in Portland, Oregon as our agent. Contact Pam Davis at 1-800-821-0401 if you're interested in using this firm.

PROVIDE GENERAL TRIP INFORMATION

8. General trip information is available for those new to medical trips and international travel. For those teams traveling to the Kausay Wasi Clinic in Coya, Peru, there is also a document that details many specific things about working at this Clinic.

PROVIDE A LETTER OF REPRESENTATION

9. **If requested** by the team leader, CCMT will issue each team member a letter stating that they are going on a trip to provide humanitarian aid and that they are represented by CCMT, a 501c3 non-profit corporation of the United States of America. This letter may be of value when going through Customs and/or Immigration. Most teams to Peru and Ecuador have not needed this letter.

AFTER THE TRIP

PROVIDE PICTURES

10. One member of your team needs to provide between 5-10 good quality pictures of your trip - people waiting in triage, before and after pictures of patients, team photos, etc. - to be posted on the CCMT Website. Each picture should have a brief caption telling what the picture is about. Before and after pictures are GREATLY appreciated. The pictures should highlight some important features of the trip. **Use the pictures to help tell a story or make a point about what you did.** Please DON'T send a disk of hundreds of photos. We don't have the time to sift through them all and we usually have little idea about what they concern.

SUMMARY AND NARRATIVE OF TRIP

11. One member of your team needs to provide a written summary of the trip - see the Medical Campaign section on our Website for examples. There needs to be a summary section that lists the number of patients triaged/seen and the number of surgeries or surgical procedures performed. There should be a narrative telling a story about your trip. Maybe there was a patient whose story should be told. A few paragraphs are fine. It doesn't have to be as long as our sponsored January, 2010 trip. The pictures, summary, and narrative will be edited and posted on the CCMT website.

SUBMIT EXPENSE FORM AND RECEIPTS

12. After the trip, each team member wanting to deduct their expenses on their tax return needs to fill out an expense summary form provided by CCMT, attach their trip receipts as instructed, make a copy for themselves, and send the **originals** to CCMT. We will review them and send a letter acknowledging the expenses as an in-kind donation. Team members can then legally deduct their expenses on their tax return if they itemize. If donations were made to fund a trip, then team members can be reimbursed for their approved expenses up to the value of the contributions. After that, the balance of approved expenses will be treated as an in-kind donation.

Please let me know if you have any questions. You can reach me at the locations below. Thank you again for your willingness to help others. Keep in touch!

Eric Miller, CEO
Capitol City Medical Teams
3275 Crestview Dr. S.
Salem, OR 97302

503-378-7343 (office)
503-881-7587 (cell)
www.ccMedicalTeams.org