

**WHAT CAPITOL CITY MEDICAL TEAMS CAN PROVIDE YOUR TEAM
AND
WHAT CAPITOL CITY MEDICAL TEAMS EXPECTS IN RETURN**
(revised 10-7-18)

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 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 their representatives. Copies of all requests need to be given to CCMT or we can place the request, with your help, on our

letterhead. 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. The information will be added to our financial records, the donor(s) will be listed as a trip supporter on our website, and thank you letters will be sent. Keep in mind, many donors require a short report following the trip stating how their donation was used.

TEAM MEMBERS CAN SOLICIT INDIVIDUAL DONATIONS

5. Team members can solicit donations that may be used to reimburse their approved medical trip related expenses. The donations must be made out to and sent to CCMT. The donations become the property of CCMT. **If the donor wants to recommend a 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.) Yes, we have actually turned away donations because of this situation. Cash donations are accepted, but discouraged, since cash is not traceable like a check.

Donations can also be made electronically through our website. If using the website, the processing company charges a fee (around 2.5%) and that fee will be deducted from the donation. The donor still gets the full donated amount as a deduction, but the person it's recommended for gets around 2.5% less of the donation.

Also if donating electronically, there will be a message box that allows the donor to write who he/she recommends the donation for. Make sure donors fill in that section.

Donors will be mailed or emailed a letter which will allow them to deduct their donation on their tax return if they itemize.

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

HELP WITH FUND RAISING EVENTS

6. CCMT 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 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, CCMT has helped in the process with some teams. Willamette International Travel in Portland, Oregon has been

used 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 an additional 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 electronic 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. CCMT doesn't have the time to sift through them all and usually has 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 and type 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 and/or get reimbursed 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. They will reviewed and a letter acknowledging the expenses as an in-kind donation and/or a check will be sent. Team members can then legally deduct in-kind expenses on their tax return if they itemize. If donations were recommended 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 interest in helping others. Keep in touch!

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