



Honor Flight DFW Guardian Information

Your name **exactly** as it appears on your government issues picture ID

Last Name _____ First Name _____

Middle _____ Nickname _____

Date of Birth: Month _____ Day _____ Year 19____

Address _____

City _____ State _____ Zip Code _____

Phone Cell _____ Home _____ Business _____

Email _____

Veteran? _____ Yes Branch _____

If you are traveling as a 'Family' Guardian please list the veteran's name and your relationship:

Polo Shirt Size (sm, med, lg, XL, 2XL) Women _____ Men _____

Your Emergency Contacts:

Name _____ Relationship _____

Phone: _____ Cell: _____

2. Name _____ Relationship _____

Phone: _____ Cell: _____

Medication and/or Food Allergies: _____

Health Issues: _____

Honor Flight DFW

PLEASE REVIEW CAREFULLY AND SIGN:

The undersigned acknowledges and agrees that:

1. As photographic and video equipment are frequently used to memorialize and document Honor Flight DFW trips and events, his/her image may appear in a public forum, such as the media or a website, to acknowledge, promote or advance the work of the Honor Flight program. I hereby release the photographer/s and Honor Flight DFW from all claims and liability relating to said photographs. I hereby give permission for my images captured during Honor Flight DFW activities through video, photo, or other media, to be used solely for the purposes of Honor Flight promotional material and publications, and waive any rights or compensation or ownership thereto.
2. I further state that medical insurance is the responsibility of the veteran and I understand that Honor Flight DFW does NOT provide medical care. I understand that I accept all risks associated with travel and other Honor Flight DFW activities and will not hold Honor Flight DFW responsible for any injuries incurred by me while participating in the Honor Flight program

SIGNED: _____

DATE: _____/_____/_____

Honor Flight DFW: COVENANT NOT TO SUE AND INDEMNITY AGREEMENT

PLEASE REVIEW CAREFULLY AND SIGN:

I, _____ am about to voluntarily participate in various activities, including flying activities, of the Honor Flight(TM) DFW. In consideration of this organization permitting me to participate in these activities, I, for myself, my heirs, administrators, executors and assigns, hereby covenant and agree that I will never institute, prosecute, or in any way aid in the institution or prosecution of, any demand, claim or suit against the organization known as The Honor Flight Network for any destruction, loss, damage or injury (including death) to my person or property which may occur from any cause whatsoever as a result of my participation in the activities of the Honor Flight (TM) DFW organization.

If I, my heirs, administrators, executors, or assigns should demand, claim, sue or aid in any way in such a demand, claim or suit. I agree, for myself, my heirs, administrators, executors and assigns to indemnify the Honor Flight(TM) DFW organization for all damages, expenses, and costs it may incur as a result thereof.

I know, understand, and agree that I am freely assuming the risk of my personal injury, death or property damage, loss or destruction that may result while participating in Honor Flight(TM) DFW activities, including such injuries, death, damage, loss or destruction as may be caused by the negligence of the Honor Flight (TM) DFW organization.

I also understand and agree that I may be held liable for any damages or loss to the Honor Flight(TM) DFW organization which is caused by my gross negligence, willful misconduct, dishonesty or fraud and for limited damages or loss to the Honor Flight(TM) DFW organization which is caused by my simple negligence.

I further understand that the term Honor Flight organization includes the non- profit organization known as Honor Flight, any officer, agent and/or employee thereof. I hereby authorize the Honor Flight Network organization, its officers, employees, members, participants, users and/or volunteers, to take the action they believe is appropriate in an emergency situation.

Further, I agree to indemnify and hold harmless the Honor Flight DFW organization, any officer, employee, member, participant, user and/or volunteer thereof, against any claim(s) arising out of said emergency care.

Signature _____ Date _____



The old warriors could not make this trip without the caring assistance of the Honor Flight DFW (HFDFW) Guardians. Your responsibility is huge, but nothing compares to what these veterans did for our country and our world!

The role of the guardian should not be taken lightly. The veterans are counting on you to help make them safely make the journey to DC and home. It is a commitment of your time and attention, a desire to honor the aged veterans, and it is a physically demanding job (you will carry your veterans luggage and pushing wheelchairs).

The safety of the HFDFW veterans is paramount! You will be required to attend a mandatory training session.

Please read over the Duties and Responsibilities, sign the document and return it with your Guardian paperwork.

Thank you for helping make sure that the veterans on an HFDFW journey is a trip of a LIFE TIME.

Duties and Responsibilities of Guardians for Honor Flight DFW

1. Comply with trip reimbursement deadlines.
2. Promptly return HFDFW Guardian documents
 - Emergency contact information document
 - Signed Photo/ Medical release
 - Signed Indemnity form

3. Read and respond promptly to all Honor Flight DFW communications.
4. Participate mandatory guardian training. If you cannot attend training, you will not be able to make the trip.
5. You must read the Honor Flight DFW Guardian Manual prior to the Guardian Training and come prepared to ask questions.
6. Read carefully and abide by the Honor Flight National Policy regarding the "Safeguarding of Privileged Information of Veterans."
7. You will receive information about your assigned veteran at the Guardian Training or by USPS. Review and understand the information provided to you regarding your assigned veteran/s. Get to know your veteran/s because YOU are the first line of defense for veterans in case of emergency or change in medical condition.
8. You are to make your initial contact with your assigned veteran/s by phone or in person within a week of receiving your assigned veteran/s.
9. Assure that your veteran/s has transportation to the preflight briefing and to and from the DFW Airport. If someone else is providing the transportation, make sure you exchange contact information with the driver.
10. You are to make contact with the emergency contacts identified on your veteran information document prior to the trip so they are familiar with you and so that you can exchange phone numbers with these contacts.
11. You will carry the emergency contacts information with you on the trip.
12. Contact family members and emergency contacts to explain mail call and stress that this is a secret from the veterans.
13. Promptly report any concerns, special needs and/or updates about your veteran/s to your Team Leader.
14. Attend preflight briefing held one week before trip.
- 15. No alcohol will be consumed by anyone (veterans or guardians), during the trip.**

16. Check to make certain that the veteran's medicine is in his luggage when he arrives at the airport. Inform medical team ASAP if veteran forgot medicines. If you pick up the veteran to take him/her to the airport, check before you leave the veteran's house to make sure the veteran has all medications.
17. You are responsible for your veteran's luggage as well as your own, so pack light!
18. You MUST know where the veteran's luggage is at all times in the airports, on the planes, and in the bus. There may be times when you will need to get the luggage for the veteran.
19. Assist your veteran/s through the TSA screening process and check to make sure the veteran has his/her ID and all valuables once he/she is through the TSA screening.
20. Follow the directions of the flight crew while aboard the plane. Stay in your seat and out of the aisle. The medical team will take care of veterans' needs during the flight.
21. Follow the directions given by your Team Leaders and Medical Team throughout the trip.
22. All guardians are responsible for the loading and unloading of all luggage, walkers, and wheelchairs on and off the buses – we all “pitch in” and get it done as quickly as possible.
23. Stay alert and vigilant. You are responsible for knowing at all times where your veteran is. Also, be aware of ANY veteran that might need assistance, not just the veteran to whom you have been assigned. We would rather be PROACTIVE than REACTIVE, so watch for “potential hazards,” especially when walking from place to place.
24. Promptly report changes in your veteran's physical, functional, and/or cognitive status to the medical team.

25. You must be available to assist your assigned veteran/s throughout the trip, including throughout the night. Your veteran(s) will have your phone number and room number in his room by his bed for emergencies.
26. You must have your veteran's phone number, room number, and phone numbers and room numbers of the medical team with you at all times.
27. After breakfast, get your veteran's room key and go back to his room to check for items that may have been inadvertently left behind.
28. Remember your responsibilities do not end until your veteran is returned to his family members at the airport or to his home.

HFDFW reserves the right to deny travel to individuals who are not complying with HFDFW Policies and Procedures and whose participation is not in the best interest of HFDFW.

Approved: 04-06-2013 by the Honor Flight DFW Board of Directors

Please initial

_____ I have read and fully understand the duties and responsibilities of an HFDFW Guardian.

_____ I am fully capable of meeting the physical demands of an HFDFW Guardian.

Signature: _____

Date: _____