



# Internship & Mission Partner Additional Handbook

**Effective 1/1/2017**



# Internship & Mission Partner Additional Handbook

Any **individual** wanting to serve in either of these categories must be at least 18 years of age to be considered, and these positions are strictly voluntary. Both classifications are required to read the General Handbook in addition to this handbook, as there are more requirements and preparatory training than for those serving less than 6 weeks.

**Interns:** Individuals wanting to serve at Restoration Gateway (RG) for 6 weeks up to 3 months.

**Internship Semesters:** (effective 1/1/17): RG offers two 6-week semesters each summer for interns to choose from: **Semester 1** (May 15th - June 30th) and **Semester 2** (July 1st - August 15th). Interns can sign up for one or both semesters. Please specify which semester(s) you are applying for when filling out the application. There is no specific curriculum to follow, so each intern must be very self-motivated during their time at RG.

**Mission Partners:** Individuals or families serving at RG for 3 months up to a year.

## Preparing to Go

**Application Package:** After reading both handbooks, each individual or family must complete an Internship and Mission Partner Application Package, which includes the following documents:

1. **Internship & Mission Partner Application** – Only one application must be completed, whether going as an intern or Mission Partner.
2. **Release & Indemnification Agreement(s)** – RG requires that every person traveling to RG sign this document. **Mission Partners Only:** Those under 18 years of age must have a parent or legal guardian sign this form on their behalf.
3. **Internship & Mission Partner Agreement(s)** – It is our desire that everyone serving on the RG campus have a full understanding of what is expected of them. Each individual must sign their own form. **Mission Partners Only:** Those under 18 years of age must have a parent or legal guardian sign this form on their behalf.
4. **Internship & Mission Partner Reference Forms** - References are an important part of the approval process. Each person applying to become an intern or Mission Partner must give this form to 2 non-family members who know you well. If going as a Mission Partner couple rather than an individual, your references must know both of you. Those providing your references will be responsible for returning the forms directly to our office in a timely manner.
5. **Application Fees** - Submit a \$50.00 application fee for **each** person. Application fees for Mission Partner families with **more than 3 people** will be capped at \$100.00. (effective 1/1/17)
6. **Internship & Mission Partner Preparation Checklist** – This document is a tool to assist you in preparing for your time at RG. It does not need to be returned to our office.

**Background Check:** Because of the extended time these individuals will be on campus, it is important for RG to run a background check prior to making the decision to accept the application request.

**Approval:** You will not be considered for approval until we have received the completed package, appropriate fees, both references and your background report. Once approved, you will receive some additional documents that will provide helpful information for your upcoming trip to Uganda.

**Visa and Police Clearance Certificate (Mission Partners Only):** Because you are planning to be at RG for more than 3 months, you will need to bring a certified Police Clearance Certificate (a criminal background record check) from your local police department when traveling to RG. This certificate will allow you to apply for a work permit (visa extension), since you will only receive a 3-month visa on your passport when you arrive at the Entebbe Airport.

**Passport:** Both interns and Mission Partners must make sure the expiration date of your passport is at least six months **after** you plan to return to the States.

### ***Tourist Visas/Work Permits:***

***Interns:*** Your Ugandan tourist visa was issued for only 3 months when you first entered Uganda. ***It is extremely important that you make every effort to return to the U.S. before your visa expires, in order to avoid departure delays or heavy fines.***

***Mission Partners:*** Because your Ugandan tourist visa will expire 3 months from the date you entered the country, you should talk with the leadership at RG about beginning the process of obtaining your work permit as soon as you arrive on campus. Leadership will help you know what is needed, and assist you in setting dates to follow up on getting your work permit. Getting a Ugandan work permit is a long process and you must work diligently, and without delay, to make it happen. This process will involve multiple trips to Kampala, the capital city of Uganda. ***It is your responsibility to make sure that your visa is current, and that you continue to be in the country legally.*** RG is not responsible for your forgetfulness. If your visa expires, and you have not yet been approved for a work permit, you may face high fines and difficulties before being allowed to leave the country.

In addition, please be aware that work permit requirements often change without notice in Africa. If all else fails, you may have to leave the country for a few days and then re-enter, in order to get a new visa stamped into your passport. Travel in Africa is expensive and difficult (a trip out of the country would be a minimum of \$300-\$500 USD), and RG will try to help you avoid this option. However, it is one of the unknowns of working in Uganda, and should be part of the “cushion” built into your budget.

***Photos:*** Since both groups will be staying in Uganda for a longer period of time, please bring extra passport photos with you for any transactions that may require a photo, such as work permits or banking.

***Airplane Tickets: EVERY PERSON GOING TO RG FOR LESS THAN 6 MONTHS IS REQUIRED TO PURCHASE A ROUND TRIP PLANE TICKET, IF ALLOWED BY THE AIRLINE.*** RG wants to be sure you have the means to get home should an emergency arise. Even if you later change your return date, which could (and probably will) cost a fee, a round trip ticket is required. The change fee is small compared to the risk of not being able to purchase a ticket. Everyone is responsible for making their own flight arrangements.

***Overseas Health Insurance:*** Interns and Mission Partners are required to have overseas health insurance. You can check whether your current health insurance gives overseas coverage or you can purchase additional insurance. In either case, be sure to check how long it will cover you overseas and what kind of coverage it will give you once you come back. There are suggestions for health insurance options in the General Handbook. RG suggests that your insurance include evacuation coverage.

***Bringing/Requesting Things:*** It is not possible to pack ***everything*** you will need for a longer stay in the African bush but you should attempt to bring as many of the items you want to have while at RG. You should be able to purchase ***most*** things (but not all) in the capital city of Kampala, or Gulu and Lira (the 2 larger cities closest to RG). You can get ***some very basic*** necessities in Karuma, the village just outside of the RG campus. Furniture and household items are generally provided for those serving less than a year. You will need to either use local transportation to get around or purchase your own vehicle, as RG does not provide you with any type of vehicle.

Although teams may come from America to RG during your stay, you are not usually able to ask them to bring items for you because the needs of RG and the long term staff (serving over a year) come first. If you find that you need something important from America, please do not speak to a team directly to ask them to bring something for you. Instead, please contact the RG office in Waco to see what arrangements can be made.

***Medications:*** If you are on regular medications, you should bring enough to last for your intended stay in Uganda; determine a way for them to be sent to you from the States; or check to see if they can be purchased

in Uganda and at what price. Some medications are vastly cheaper in Uganda than in the U.S., while others are more expensive.

## Pastoral Care and Training

**Pastoral Care:** RG wants to be sure that those serving for a longer term are cared for pastorally while they are in Uganda. To facilitate this, each intern or Mission Partner will need to set up a coach from their home church or sending organization. The coach will check in with you at least twice a month via email or Skype. More information about this will be given in a separate document. In addition, you will be invited to be part of the weekly team prayer meeting on campus with the long term RG staff, where they can pray for RG needs and share prayer needs.

**Missionary Training:** RG wants all of its interns and Mission Partners to have an overview of God's heart for missions, as well as to get some basic ideas of how to prepare to prosper in a cross-cultural setting. There are 5 things which we ask you to complete in preparation for your time in Uganda.

- We will send you 3 articles on missions, which you must read.
- You must also read the online article at the following link: [May I Help You Discern Your Calling? | Desiring God](#)
- You are required to complete the 3 online training courses, *Hope, Human Dignity & Broken*, at [experiencemission.org/resources](http://experiencemission.org/resources). There is no cost to take these courses.
- You will also need to purchase and read the book "[When Helping Hurts: How to Alleviate Poverty Without Hurting the Poor . . . and Yourself](#)", by Steve Corbett & Brian Fikkert.
- It is not a requirement, but we strongly encourage you to watch "[An Unconventional War](#)," which may be watched instantly on Amazon for \$1.99.

Please read the 3 missions article attachments and the online article, complete the 3 online training courses and read at least the first four chapters of the book "[When Helping Hurts...](#)" before leaving for Uganda. Preparing to leave for overseas can be a very busy time; plan your time well, so that you are able to fit in all these requirements before you depart.

You may finish reading "[When Helping Hurts...](#)" once you arrive in Uganda. First-hand experience will make reading these resources come even more alive.

## Food Provisions

Interns and Mission Partners may choose to have all foodstuffs purchased for them and receive two prepared meals a day, the entire time they are at RG. The ingredients and supplies for breakfast will also be supplied but you will be responsible for making that meal for yourself each day. When there are not many other teams on the ground at RG, one of your cooked meals may be lunch with the orphans at their house, while dinner may be prepared by a house mom or another cook. However, interns and Mission Partners may choose to begin purchasing and cooking all of their own food at some point.

## Money Issues

**Getting Money:** Because you are going to RG for 6 weeks up to 1 year, you may need to access your money by ATM from time to time, rather than taking very large amounts of cash with you. In order to do this, you will need to arrange travel to Gulu (about an hour from RG) where there are ATM's. Round trip private transport to Gulu can be estimated at about \$40 USD, if you are good at bargaining. ATM and debit cards obtained through some American banks or credit unions cannot be used overseas, so please check with your bank a few weeks before leaving the states. Those moving to Uganda for an extended period of time will need their own bank account, and Uganda has many banks from which to choose. Information for each can be obtained online, from locals, or from the RG staff. Check with your stateside bank to see if they will wire money to your bank in Uganda and what the fee is for this service. Opening a bank account in Uganda



requires you to appear in person with all who have permission to use the account so that a signature card may be signed. A letter of introduction from RG leadership, your passport and passport pictures, and a general deposit of \$100.00 - \$500.00 USD are all needed to open an account.

**Per Diem:** As stated in the General Handbook, the per diem owed to RG is \$25.00 per day (See “Note” below). As a reminder, the per diem includes all the propane necessary for cooking, and possibly some solar power for minimal lighting in your assigned housing. It is good to know ahead of time that those serving long term at RG (over a year) pay a significantly different cost of \$250 per month/per house. This difference is due to expenses absorbed by their long term stay. Your per diem does not include solar power for hot water. Some long term staff may have this amenity but they pay for it separately.

**Note for Mission Partners Only:** Once you have completed your 4<sup>th</sup> full month on campus, the per diem will be reduced to \$20.00 per day. At that time, you may also choose to start purchasing and preparing all your own food and buying your household items. If you choose to do this, the per diem will be reduced an additional \$4.00 per day (total per diem = \$16.00 per day).

Your **ENTIRE** per diem will need to be paid to the RG office in one amount before you leave for Uganda. This means if people are contributing toward your trip, they must either write checks to you personally or to the church/organization that is sending you, and then you or your church/organization will send a check to RG for the total per diem. You also have the option of paying this total amount on our website, [www.restorationgateway.org](http://www.restorationgateway.org) under the “Give” tab.

**Expenses and Making Budget:** In order to create a budget, it is very important that you fully understand the expenses you are raising funds for. There is a list of “Additional Expenses for Interns & Mission Partners” at the end of this handbook to assist in planning for your trip. You will need to include all of those expenses, as well as the expenses listed on the Budget Planning page at the end of the General Handbook. **Remember that things can change in Uganda at any moment without notice, so you should plan on raising enough support funds to cover unexpected expenses.**

## Support Raising

**As mentioned previously, either you or your sending church/organization will be responsible for collecting all of your support funds and depositing them into the U.S. bank account you will use to access your funds while in Uganda. You or your sponsoring church/organization will also be responsible for remitting your ENTIRE per diem to the RG office before you leave the states. This amount will be calculated for you once the RG office receives your flight itinerary.**

### **Help in Support Raising:**

If you have never raised personal support before, we highly recommend reading the book “[Funding Your Ministry](#)”. You can purchase it (from Amazon) and read it before you start working on fundraising. In addition, the following website can also assist in your fundraising efforts: <https://www.continuetogive.com>.

Working diligently, you should expect that it will take several months before you reach your support raising goal. The RG office is available for support and encouragement while you are raising your funds, plus your pastoral care coach (mentioned above) should also be a help to you. Be encouraged—many people have raised support in the past to go to RG, and you can, too. God is a great provider!

**Support Letters:** Support letters are a very standard and highly recommended manner of raising support. After you have been approved, you may begin sending out support letters.

Some additional fundraising ideas are listed below. Keep in mind there may be sales tax implications with these fundraisers.

- o Car wash
- o Raffle (get donations from businesses as prizes)
- o Yard work

- o Bake sale
- o Garage sale
- o T-shirt sales

**Refunds:** If for some reason you must return to the states prior to completing your expected time on campus, no “refunds” can be given for any unused per diem. However, be assured these funds will be used for important RG projects.

## Arriving at RG

**Jet Lag:** Interns & Mission Partners are allowed up to 2 days upon arrival to recover from jet lag before beginning their duties. It is advised that you settle into your new surroundings as soon as possible so you can join in the work going on at RG. Getting plugged into RG quickly makes the adjustment process much easier.

**Adapting to the Ugandan Culture:** You are encouraged to seek guidance from RG leadership and long term missionaries already on the RG campus during the adjustment process.

<b>Additional Expenses for Interns &amp; Mission Partners</b>		
<p><i>These expenses are <b>in addition to the costs listed on the Budget Planning page at the end of the General Handbook. Neither list includes the cost of tourism, restaurants or souvenirs.</b></i></p> <p><i><b>The costs listed below are only estimates and can change at any time without notice.</b></i></p> <p><i><b>Please be prepared by bringing extra funds to cover the unexpected.</b></i></p>		
Missionary training materials	\$40-\$50	
Police Clearance Certificate <b>(Mission Partners only)</b> background check through local police department	\$15-\$20	
RG Per Diem - <b>\$25.00/day for first 4 months; (Mission Partners only) - \$20.00/day thereafter</b>	Varies, based on number of nights on campus	
Work Permit Related Costs <b>(Mission Partners only)</b> - multiple trips to Kampala (lodging, food, transportation)	\$150.00	
Work Permit <b>(Mission Partners only)</b>	\$125 for 6 month permit or \$250 for 12 month permit	
Personal needs (toiletries, extra food, etc.)	\$50-60 per 6 weeks	**
Ugandan phone (purchase cost)	\$30-\$40	**
Purchase Ugandan wireless internet router (optional)	\$60-\$75	**
Airtime cards to load onto phone (and internet router, if applicable)	Varies, based on usage	
Round-trips to Gulu to use ATM (approximately one trip every 6 weeks)	\$40	**
Emergency funds	Varies based on size of family & length of stay	
<p>** Food provided by RG is basic. You may eventually want to purchase expensive import foods (cheese, cereal, etc.) in Kampala or Gulu.</p>		
<p>** Like in the U.S., phone &amp; internet costs can be very high if not carefully watched.</p>		
<p>** There is the option of purchasing a Ugandan wireless router in Kampala for emailing &amp; Skype.</p>		
<p>** The longer you stay at RG, the more trips you will need to make to Gulu to use the ATM.</p>		
<p><b>Additionally</b> - If traveling alone from the airport to RG or back to the airport, you will be responsible for the <u>full</u> transportation price because you will not be sharing the cost with others. (Transportation costs are listed on Budget Planning page at</p>		

end of General Handbook.)