



Greetings!

We are so grateful for your desire to join Restoration Gateway (RG) in the work being done in Uganda. Every person who is considering coming to RG as an intern or Mission Partner must first read the **General Handbook** and the **Internship & Mission Partner Additional Handbook** (both found on our website at www.restorationgateway.org).

NOTE: *Those wanting to stay at RG longer than 2 years must complete additional requirements. Please contact the RG office in Waco for further instructions.*

After reading both handbooks, each individual or family must complete the following application package.

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 our campus sign this form before leaving the States. Please make a copy for **each** person to sign (**original signatures are required**). **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. Please make a copy of this form for **each** individual to sign (original signatures required). **Mission Partners Only:** Those under 18 years of age must have a parent or legal guardian sign this form on their behalf. y of this document for **each** person to sign (**original signatures are required**)
4. **Internship & Mission Partner Reference Forms** - Please make copies of this form and give them 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. References are an important part of the approval process.
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.
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.
7. The deadline for Internship applications is **December 31st** preceding the summer of service.

Once you have completed the entire Internship & Mission Partner Application package, it should be **mailed** to our office, along with the appropriate application fee(s). You will not be considered for approval until we run a background check and have received the completed package and both references. Once approved, you will receive some additional documents that will provide helpful information for your upcoming trip to Uganda.

Please contact our office if you have any questions about any of these forms.

Mailing Address: 4300 W. Waco Dr. B2-314, Waco, TX 76710
Phone: 254-752-0583
Email: go@restorationgateway.org
Website: www.restorationgateway.org



INTERNSHIP & MISSION PARTNER APPLICATION

Interns are individuals wanting to serve for 2 months over the summer. **Mission Partners** are individuals or families serving for 3 months up to 2 years. Please mail this completed application package to Restoration Gateway, 4300 W. Waco Dr. B2-314, Waco, TX 76710. You will also need to include the \$50.00 application fee **per person** in this package. **NOTE: The application fee for families with more than 3 people will be capped at \$100.00 per family.** All information gathered through the application process will be handled confidentially.

GENERAL INFORMATION

Date of Application: _____

Full Name - Individual or Head of Household (as appears on driver's license): _____

Gender: _____ Age: _____ Date of Birth: _____ Birthplace (city, state): _____

Current Address: _____

Permanent Address (if applicable): _____

Home Phone: _____ Cell Phone: _____ Marital Status: Single ___ Married ___

Driver's License: State Issued _____ DL # _____ Passport #: _____

Email Address: _____ U.S. Citizen? Yes ___ No ___

Twitter Name @ _____ Facebook: _____

U.S. Emergency Contact Name: _____ Relationship: _____

Emergency Contact Phone: _____ Contact Email: _____

What languages can you read, speak and write fluently? _____

Full Name of Spouse (as appears on driver's license) if applicable: _____

Gender: _____ Age: _____ Date of Birth: _____ Birthplace (city, state): _____

Date of Marriage: _____ Spouse Cell Phone: _____

Driver's License: State Issued _____ DL # _____ Passport #: _____

Email Address: _____ U.S. Citizen? Yes ___ No ___

Twitter Name @ _____ Facebook: _____

Name and Ages of Minor Children Coming to RG (if applicable):

Name _____ Age _____ Name _____ Age _____

Name _____ Age _____ Name _____ Age _____

What languages can you read, speak and write fluently? _____

Have you been to Restoration Gateway before? Yes _____ No _____
 If not, how did you hear about us?

If you have been to RG previously, please include details on visit (time frame, duration, ministry focus, whether you came with a team, etc.).

CLASSIFICATION: *Check appropriate category*

Intern (2 month summer program) _____

Mission Partner (3 months to 2 years) _____

DATES REQUESTED: *Complete desired date range*

RG offers one summer session for **interns** each summer. (effective 1/1/19)

Intern: Dates for 2019 are yet to be determined

Mission Partner: (MM/DD/YYYY - MM/DD/YYYY) _____ TO _____

MINISTRY FOCUS

Those serving at RG will have a specific ministry focus and other general responsibilities. Please check one of the following ministry areas you (and your family members) have an interest in serving. See job descriptions for additional information on each role. (See Intern Job Descriptions on page 9)

- Agriculture
- Health Care
- Other Specialty
- Administration
- Trade Work

Please state briefly why you (and your family) are passionate about your selected choice(s).

EDUCATION BACKGROUND: Please list all schools attended after grammar school (high school, technical college, university, graduate school, Bible institute or seminary).

Individual or Head of Household:

School Name	Location	Year Completed	Degree	GPA

Spouse (if applicable):

School Name	Location	Year Completed	Degree	GPA

Are there any training courses or seminars you have completed which you feel have helped prepare you for the ministry experience you are applying for? If so, please list the course title, date completed and the major benefit to you.

Individual or Head of Household:

Spouse (if applicable):

EMPLOYMENT HISTORY:

Individual or Head of Household:
Most Recent Employer _____ Phone Number _____
 Address _____
 Position(s) Held _____
 Employment Start Date _____ Employment End Date _____
 Supervisor/Manager _____ May we contact? Yes___ No___
 Reason for Leaving _____
Past Employer _____ Phone Number _____
 Address _____
 Position(s) Held _____
 Employment Start Date _____ Employment End Date _____
 Supervisor/Manager _____ May we contact? Yes___ No___
 Reason for Leaving _____

Spouse (if applicable):
Most Recent Employer _____ Phone Number _____
 Address _____
 Position(s) Held _____
 Employment Start Date _____ Employment End Date _____
 Supervisor/Manager _____ May we contact? Yes___ No___
 Reason for Leaving _____
Past Employer _____ Phone Number _____
 Address _____
 Position(s) Held _____
 Employment Start Date _____ Employment End Date _____
 Supervisor/Manager _____ May we contact? Yes___ No___
 Reason for Leaving _____

STRENGTHS & SKILLS: List your top three strengths and weaknesses.

Individual or Head of Household:

- | Strengths | Weaknesses |
|-----------|------------|
| 1. _____ | 1. _____ |
| 2. _____ | 2. _____ |
| 3. _____ | 3. _____ |

Spouse (if applicable):

- | Strengths | Weaknesses |
|-----------|------------|
| 1. _____ | 1. _____ |
| 2. _____ | 2. _____ |
| 3. _____ | 3. _____ |

Please note any additional skills or interests:

Individual or Head of Household:

Spouse (if applicable):

MINISTRY PROFILE

What aspects of ministry excite you? What aspects don't?

Individual or Head of Household:

Spouse (if applicable):

List your top three spiritual gifts.

Individual or Head of Household:

1. _____
2. _____
3. _____

Spouse (if applicable):

1. _____
2. _____
3. _____

How have you seen these gifts fit with your ministry experience?

Individual or Head of Household:

Spouse (if applicable):

PERSONAL STORY - Please include brief responses.

Describe your faith journey. Include how God got your attention and some significant experiences and people that He used. How has this journey prepared you for this position? (Write on back of page, if needed)

Individual or Head of Household:

Spouse (if applicable):

How does this position fit into your short and long term goals? What do you hope to gain from this experience?

Individual or Head of Household:

Spouse (if applicable):

ADDITIONAL QUESTIONS

What areas of your life would you like to see developed as a result of this long term mission experience?

Individual or Head of Household:

Spouse (if applicable):

If you were to write a mission statement for your life, what would it be?

Individual or Head of Household:

Spouse (if applicable):

What do you like to do for fun (individually or as a couple)?

REFERENCES

You are responsible for sending the reference form at the end of this application to at least two of the non-family members listed below. Any person completing a reference for a married couple must know both of you. *Note: The references are needed to complete the approval process. Please make sure those you give the form to understand the importance of returning them in a timely manner.*

List two contacts you have served under in ministry (if applicable):

1. Name _____ Phone _____
Relationship to applicant _____
Email Address _____
2. Name _____ Phone _____
Relationship to applicant _____
Email Address _____

List two contacts you have served with in ministry (if applicable):

1. Name _____ Phone _____
Relationship to applicant _____
Email Address _____

Relationship to applicant _____
Email Address _____

List two people you have influenced through your leadership:

1. Name _____ Phone _____
Relationship to applicant _____
Email Address _____
2. Name _____ Phone _____
Relationship to applicant _____
Email Address _____

CHURCH OR PARACHURCH BACKGROUND

Please list all churches you have regularly attended in the past 10 years and any previous ministry experience or volunteer involvement.

1. Current Church Name _____ Dates Attended _____
Church Address _____
Church Phone _____ Email _____
Staff Contact (*name and position*) _____

Ministry Experience

2. Previous Church Name _____ Dates Attended _____
Church Address _____
Church Phone _____ Email _____

Staff Contact (name and position) _____

Ministry Experience

BACKGROUND INFORMATION

Individual or Head of Household:

Are you legally authorized or permitted to work in the United States? Yes ____ No ____

Are there any past or present issues (spiritual, physical, emotional/mental, social) which would hinder your ability to work appropriately with children or students? Yes ____ No ____

Have you been accused, charged or convicted of a criminal offense (felony or misdemeanor other than a parking violation)? Yes ____ No ____

Have you struggled in the past or are you currently struggling with any addictions (alcohol, drugs, pornography, etc.)? Yes ____ No ____

Is there anything from your past that may come up in the future about you that could hurt the ministry of Restoration Gateway? Yes ____ No ____

If you are under the care of a doctor or counselor, have you been cleared to travel? Yes ____ No ____

If you answered "no" to the first question or "yes" to the remaining questions, please explain below (attach an additional page if needed).

Spouse (if applicable):

Are you legally authorized or permitted to work in the United States? Yes ____ No ____

Are there any past or present issues (spiritual, physical, emotional/mental, social) which would hinder your ability to work appropriately with children or students? Yes ____ No ____

Have you been accused, charged or convicted of a criminal offense (felony or misdemeanor other than a parking violation)? Yes ____ No ____

Have you struggled in the past or are you currently struggling with any addictions (alcohol, drugs, pornography, etc.)? Yes ____ No ____

Is there anything from your past that may come up in the future about you that could hurt the ministry of Restoration Gateway? Yes ____ No ____

If you are under the care of a doctor or counselor, have you been cleared to travel? Yes ____ No ____

If you answered "no" to the first question or "yes" to the remaining questions, please explain below (attach an additional page if needed).

BACKGROUND CHECK

This form authorizes Restoration Gateway to obtain background information and **must** be completed by the applicant(s).

Legal Name of **Individual or Head of Household** (first, middle, last) _____
Other Names Used (maiden, nickname, alias) _____

Legal Name of **Spouse (if applicable)** (first, middle, last) _____
Other Names Used (maiden, nickname, alias) _____

*If you have lived at your current address less than three years, please provide your **former address** below.*

*If your current address is temporary, please provide your **permanent address** below.*

In the interest of safety and security, I the undersigned applicant(s), authorize Restoration Gateway to procure background information about me, prior to, and at any time during, my service to the organization. This report may include my driving history, including any traffic citations; a social security number verification; present and former addresses; criminal and civil history/records; and the state sex offender records.

I understand that I am entitled to a complete copy of any background information report of which I am the subject upon my request.

Signature of Individual or Head of Household _____

Signature of Spouse (if applicable) _____ **Date** _____

*Return with your application package by **MAIL** (not email) to:
Restoration Gateway, 4300 W. Waco Dr. B2-314, Waco, TX 76710*

Administration Intern

The role of an Administration Intern is to assist in the administration and implementation of departmental policies, procedures, and programs under the supervision of corresponding office staff.

Job Description

- Performs research on departmental concerns; gathers and analyzes data; prepares and updates reports and correspondence.
- Assists in the development and implementation of departmental policies and procedures; interprets departmental rules and regulations.
- Performs liaison with other departments and agencies to gather and disseminate information.
- Develops and maintains departmental databases, records, and documentation; completes, types, copies, and files standardized documents; informs supervisor of policy and procedural activities.
- Assists in distribution of Child Care
- Performs training in office principals and business practices

Qualifications

- Junior in college or 21 years old
- Studying a degree in business, public administration, closely related field
- Proficiency with Word, Excel, PowerPoint, and Access
- Excellent written, verbal, and interpersonal Organized and detail oriented with the ability to manage multiple high priorities
- Ability to attend to details while maintaining a big picture orientation
- Ability to coordinate multiple tasks, appropriately prioritize work and proactively manage time in order to remain focused and flexible
- Ability to work independently, with minimal supervision
- Excellent decision-making and judgment skills

Health Care Intern

The role of a Health Care Intern at Restoration Gateway is to assist medical and health care staff with daily tasks and participate in the delivery of direct and indirect patient care under the supervision of corresponding medical staff.

Job Description

Nursing Intern:

- Work under principal nursing officer
- Write care plans
- Attend devotionals and related meetings
- Obtains and documents patient data and information.
- Assists with or performs nursing procedures and tasks as directed.
- Helps maintain a safe environment for patients, staff and visitors.

MD and PA Intern:

- Work under medical staff and physicians
- Accompany one doctor in the ward to do ward rounds
- Assist or watch procedures in the ward or in theatre
- Write care plans
- Participate in call schedule
- According to the level of the student there are possibilities to: take a history and examination from a new patient, have responsibility their own patient(s), request laboratory results or radiological enquiries, discuss results with specialists and the radiologist, make discharge notes and prescribe medication (under supervision).

Qualifications

Nursing Intern:

- Currently enrolled in a BSN program.
- Completed 1 year of clinicals.
- Satisfactory academic record (3.0 GPA).
- AHA or ARC equivalent. CPR certification required.

PA Intern:

- Currently enrolled in PA school.
- Completed 1 year of PA school.
- Satisfactory academic record (3.0 GPA).
- AHA or ARC equivalent. CPR certification required.

MD Intern:

- Currently enrolled in Med School.
- Completed 1 year of Med School.
- Satisfactory academic record (3.0 GPA).
- AHA or ARC equivalent. CPR certification required.

Trade Work Intern

The role of a Trade Work Intern is to assist in the maintenance of infrastructure, appliances and machinery on campus.

Job Description

Plumber:

- Assemble, install, and repair pipes, fittings, and fixtures of heating, water, and drainage systems, according to specifications and plumbing codes.
- Inspecting equipment, structures, or materials to identify the cause of errors or other problems or defects.
- Assist in doing cost analysis for acquiring tools, materials, etc.

Mechanic:

- Repairs and maintains electric, diesel, and gasoline machines using hand tools, power tools, and knowledge of electrical, power transmission, brake, and other automotive systems.
- Repairs and replaces worn and damaged parts.
- Handles the cleaning of parts and machines.
- Assist in doing cost analysis of parts, tools, machinery, etc.

Electrician:

- Repairs and maintains electrical equipment, such as generators, alternators, motors, and intercommunication systems.
- Assists in installation of solar and electrical systems.
- Removes and replaces fuses and defective lights.
- Assist in doing cost analysis of equipment.

Qualifications

- Junior in college or 21 years old
- Attend 1 year of vocational school or 1 year of work experience
- Able to lift heavy objects, up to 40lbs.
- Attention to detail
- Decision-making and judgment skills
- Works well independently
- Ability to multi-task and handle multiple on-going projects

Agriculture Intern

The role of an Agriculture Intern at Restoration Gateway is to assist with the development, improvement and maintenance of crops and animals on campus under the supervision of corresponding agricultural staff.

Job Description

- Hands on learning in the basics of planting, harvesting, and animal husbandry.
- Participate in the operation of equipment including tractor, mill, and incubator and assist with the distribution of agriculture to Restoration Gateway Store.
- Conducts research in selection, breeding, feeding, management, and marketing of beef and dual-purpose cattle, sheep, goats, and chickens.
- Develops improved practices in feeding, housing, sanitation, and parasite and disease control.
- Creates value addition reports for each agricultural product and how they can effectively be used and/or sold to market.

Qualifications

- Junior in college or 21 years old
- Studying relevant degree
- At least 6 months experience handling and operating agriculture equipment
- Diligent and high work ethic

Other Specialty Intern

The role of the Specialty Intern is to provide expertise and add value in their given area of work or study.

Job Description

- Assist in training and implementing skill
- Assigned to department as needed

Qualifications

- 21 years or Junior in college
- 1 year experience in given area
- Takes initiative
- Works well independently



RELEASE AND INDEMNIFICATION AGREEMENT

Executed on _____, 20____ (date) by and between Restoration Development Foundation, Inc. (RDFI) dba Restoration Gateway (RG) and _____ (name) as the Participant and _____ (name, if required) as the Parent(s) and/or Legal Guardian(s) for Participants under 18 years of age or who require a legal guardian.

* Definitions *

Note: The terms defined on this page are printed in bold face wherever they appear in the Release. Please refer to the definitions as set forth on this page.

Restoration Gateway: Shall refer to and include Restoration Development Foundation, Inc. (501 (C) (3) nonprofit) 4300 W. Waco Dr. Waco, TX 76710; Antioch Ministries International-Uganda Karuma, Masindi, Uganda; the Restoration Gateway Project, and any Restoration Gateway activities on/en-route/surrounding the Restoration Gateway land, facilities, or housing, and its operators, agents, employees, lessors, heirs, successors, and/or assigns.

Participant/I/Me/My: Shall refer to _____ (name) who will participate in any activity or program directly or indirectly related to Restoration Gateway, including travel or facility visitation and/or use.

We/Our/Us: Shall refer to _____ (name, if required) who are/is the parent(s) and/or legal guardians(s); and also shall include the Participant who actually signs or executes this Release. In addition, "We" or "Our" shall include, with respect to each parent and/or legal guardian, and with respect to the Participant, their spouse, children, heirs, personal representative(s), successor(s), administrator(s), legal representative(s), and/or guardian(s).

* Release Provisions *

The purpose of this Release is to relieve Restoration Gateway from legal liability under the circumstances set forth in this document. The effect of this document, when signed, is to preclude you from asserting various legal rights which you may otherwise have in the absence of such an agreement. Please read the provisions carefully.

The Participant has voluntarily applied to participate in the above Activity or Trip. I/We acknowledge that the nature of the Activity or Trip may expose the Participant to hazards or risks that may result in illness, personal injury or death and I/We understand and appreciate the nature of such hazards and risks.

In consideration of the Participant's participation in the Activity or Trip, I/We hereby accept all risk to health and injury or death that may result from such participation and I/We hereby release the Restoration Gateway Project, Restoration Development Foundation, Inc., and Restoration Gateway Charitable Trust from any and all liability to Me/Us, My/Our personal representatives, estate, heirs, next of kin, and assigns for any and all claims and causes of action for loss of or damage to My/Our property and for any and all illness or injury to My person, including death, that may result from or occur during my participation in the Activity or Trip, whether caused by negligence of the Restoration Gateway Project, Restoration Development Foundation, Inc., Restoration Gateway Charitable Trust, or otherwise. I/We further agree to indemnify and hold harmless the Restoration Gateway Project, Restoration Development Foundation, Inc. and Restoration Gateway Charitable Trust from liability for the injury or death of any person(s) and damage to property that may result from My/Our negligent or intentional act or omission while participating in the described Activity or Trip.

I/WE HAVE CAREFULLY READ THIS AGREEMENT AND UNDERSTAND IT TO BE A RELEASE OF ALL CLAIMS AND CAUSES OF ACTION FOR MY INJURY OR DEATH OR DAMAGE TO MY/OUR PROPERTY THAT OCCURS WHILE PARTICIPATING IN THE DESCRIBED ACTIVITY OR TRIP AND IT OBLIGATES ME/US TO INDEMNIFY THE PARTIES NAMED FOR ANY LIABILITY FOR INJURY OR DEATH OF ANY PERSON AND DAMAGE TO PROPERTY CAUSED BY MY/OUR NEGLIGENT ACT OR OMISSION.

PARTICIPANT:

PARENT/LEGALGUARDIAN:

Full Legal Name
(Address)
(City, State, Zip)

Full Legal Name
(Address)
(City, State, Zip)

Signature of Participant

DATE SIGNED:

Signature of Witness (REQUIRED at Time of Signing)

DATE SIGNED:

Signature of Parent/Guardian

DATE SIGNED:

Return with your application package by MAIL (not email) to:



INTERNSHIP & MISSION PARTNER AGREEMENT

As an intern or Mission Partner with Restoration Gateway (RG), I acknowledge that I have read and understand the General Handbook and the Internship & Mission Partner Additional Handbook. I agree to abide by the internship and Mission Partner policies of RG, and by the rules, policies, and project leadership of RG in Uganda, even though I may not totally agree with them in every situation. I am aware this is strictly a voluntary position. If going as an intern, I affirm that I am at least 18 years old.

I understand this is not a vacation or a short term mission trip. I intend to work, learn, and be of assistance in any way I can. This may include working in the school and clinics, assisting with visiting teams, helping with building projects, orphan care, and any other activity that I may be asked to help with. I may run across procedures that I feel are inefficient, or attitudes that I find closed-minded. I will resist the temptation to inform our Ugandan brothers and sisters in Christ about "how we do things." Instead, I am committed to learning about the methods and ideas of others.

I will be accountable to the Executive Directors, Dr. Tim and Janice McCall, or their representative. I will always give notification of my intent to leave the campus after verifying that my absence will not inconvenience others. If applicable, I am solely responsible for the safety of any minor-aged child or handicapped person in my care. I am aware that I am in a foreign country. Because of that, I cannot expect to have the same amenities I would in my own country. I understand that I am here to serve, not to be served. The RG directors will be helpful, but I do not expect them to cater to me. I will also respect their privacy.

I understand the importance of working in harmony with others and will endeavor to solve conflict biblically and in a timely fashion. In a case where a dispute may arise, I agree to submit to the RG leadership for any final resolution or decisions.

I will demonstrate honesty, punctuality, courtesy, a cooperative attitude and appropriate dress. I will uphold the biblical standards of Christian ethics and morality as a spiritual representative of RG. I will conduct myself in a way that honors Christ at all times. During my experience as an intern or Mission Partner, I may be reminded of the rules and guidelines listed in the handbooks that I must follow and obey. However, if the witness or ministry of RG is ever compromised as a result of my actions or attitude, I am aware that the McCall's or their representative have the right to terminate my service at any time. Any additional costs incurred and/or monies lost as a result of my inappropriate attitude or behavior, are solely my responsibility.

I am aware that I will not receive a refund for my prepaid per diem, should my time at Restoration Gateway be shortened for any reason.

This agreement is effective as of _____.

Name (please print)

Brint Patrick - Executive Director

Signature

Parent/Guardian Signature (If child of Mission Partner is under 18 years of age)

*Return with your application package by **MAIL** (not email) to:*



INTERNSHIP & MISSION PARTNER REFERENCE FORM

** All information gathered through the screening process will be handled confidentially. **

Name of Applicant(s) _____ Date _____

Name of Reference (non-family member) _____

Connection to Applicant(s) _____ Number of Years Known _____

Phone _____ Email Address _____

Please answer the questions with as much candor as possible. An answer that might be perceived as negative will not necessarily prevent the applicant(s) from being accepted but may be useful when approaching various issues.

- 1. What have you observed to be the applicant(s) greatest strengths?
2. What have you observed as his/her greatest weaknesses?
3. How does the applicant(s) perform in a team setting?
4. Do you have any reservations about the applicant's ability to work appropriately with children or students under age 18? If yes, please explain.
5. Which of the following words would you use to describe the applicant(s)? Circle or highlight all that apply.

Table with 5 columns of adjectives: self-starter, picky, responsible, creative, prompt, argumentative, relational, flexible, shy, calm, productive, sloppy, discerning, respects authority, supportive, easygoing, leader, artistic, complainer, worker, compassionate, tactful, stable, rigid, energetic, friendly, lazy, cheerful, congenial, honest, follower, outgoing, emotional, patient, team player.

Spouse (if applicable)				
self-starter	flexible	supportive	tactful	congenial
picky	shy	easygoing	stable	honest
responsible	calm	leader	rigid	follower
creative	productive	artistic	energetic	outgoing
prompt	sloppy	complainer	friendly	emotional
argumentative	discerning	worker	lazy	patient
relational	respects authority	compassionate	cheerful	team player

6. Circle or highlight the personality traits that best describe the applicant(s) from your experience and observation.

Spiritual life	No interest in spiritual growth	Evidence of some spiritual growth	Average	Continual growth in a positive direction	Consistent and mature spiritually	Do not Know
Purposefulness	Aimless, no evident goals	Vacillating in purpose	Average	Consistent movement towards goals	Strives to realize well-formed goals	Do not Know
Initiative	Requires constant oversight	Succeeds only when directed	Average occasional initiative	Shows good initiative	Actively creative and self-motivated	Do not Know
Industry	Needs constant prodding	Needs occasional prodding	Performs assigned tasks	Goes beyond what is required	Seeks additional work	Do not Know
Influence with others	Negative influence	Neutral	Normally good	Consistently good influence	Positive challenge	Do not Know
Acceptance by others	Avoided by others	Tolerated by others	Liked by others	Well-liked by others	Sought after by others	Do not Know
Responsibility	Consistently Irresponsible	Occasionally undependable	Usually reliable	Conscientious and reliable	Capable of much responsibility	Do not Know
Leadership	Always a follower	Tries, but few will follow	Assumes leadership when needful	Takes leadership initiative	Natural leadership which draws followers	Do not Know
Emotional qualities	Overly emotional or apathetic	Occasionally unbalanced	Usually well balanced	Expresses appropriate emotions	Expresses self and empathizes with appropriate emotions	Do not Know
Personal care	Very	Needs some	Usually	Takes good	Takes	Do not

and appearance	careless	improvement	appropriate care of self	care of self	exceptional care of self	Know
Rapid change or unexpected circumstances	Ridged and/or exudes anxiety	Somewhat flexible, stresses easily	Looks to others for how to respond	Remains flexible and/or calm	Exudes confidence, remains flexible and/or calm	Do not Know

7. Are there any other comments or information you would like to share that would aid in our evaluation of the applicant(s)?

Thank you for completing the Internship & Mission Partner Reference Form!
This is an invaluable resource as we consider the applicant(s).

Please return the completed form electronically via email to go@restorationgateway.org or by mail to Restoration Gateway, 4300 W. Waco Dr. B2-314, Waco, TX 76710

Departure Date: _____

Internship & Mission Partner Preparation Checklist

**** This form is simply a tool to help prepare for your trip. It does not need to be returned to RG. ****

- _____ Complete an Internship & Mission Partner Application Package and collect the \$50.00 application fee per person. The application fee for families with more than 3 people will be capped at \$100.00 per family (effective 1/1/17). The package and appropriate application fees should be mailed to **4300 W. Waco Dr. B2-314, Waco, TX 76710**. The application will not be considered for approval until we receive the completed package, application fee(s), 2 references and we have run a background check. You will usually be notified of your approval within a week.
- _____ Coach in place
- _____ Complete any required reading and online training
- _____ Email a copy of flight itinerary to RG Waco office
- _____ Have health insurance plan to cover the full duration of your time in Uganda
- _____ Email copy of health insurance card, passport front page & immunization record (for each person) to go@restorationgateway.org
- _____ Each person must initially apply for a Ugandan 3-month, single-entry tourist visa online **at least 2-3 weeks** before departure at <https://www.visas.immigration.go.ug> AND <http://immigration.go.ug>. A tourist visa enables you to enter the country, but if you plan to stay longer than 3 months, you will need to apply for a work permit once you are in the country. (See the "Tourist Visa" section of the General Handbook and the "Work Permit" section of the Internship & Mission Partner Additional Handbooks for more information.)
- _____ Register with U.S. State Department (prior to departure) at <https://step.state.gov/step/>
- _____ Ensure you (and your family) have started malaria medication. Go to the CDC website: <http://wwwnc.cdc.gov/travel/destinations/traveler/none/uganda>
- _____ Immunizations as needed (yellow fever vaccine is required). Go to the CDC website: <http://wwwnc.cdc.gov/travel/destinations/traveler/none/uganda>
- _____ Request money from bank in newer bills (must be crisp, not ripped or faded) for cash needed for travel (must be newer than 2003 series or you cannot exchange it into Ugandan Shillings (UGX). You may also want to take a credit card, if desired, for airports.
- _____ Obtain 2 or 3 extra passport photos for doing business in Uganda (work permit, banking, etc.)
- _____ **Mission Partners Only** - Obtain a Certificate of Good Conduct that shows no criminal record by having a background check done through your local police department. Obtain the printout that shows your good standing and bring with you, as you will have to turn this in when getting work permit.
- _____ Bring any printouts, certificates, resume that shows proof of completed education and experience (college diploma, training certificates, etc.) These will be needed when getting your visa extension (work permit).
- _____ Information given to coach and U.S. emergency contact person:

- Flight information (airline, flight #, place, time)
- Copy of health insurance, passport, immunizations and flight itinerary
- Email accessibility (i.e., “expect limited email, especially at first”)
- The phone number and email address for the RG Waco office
- Tim and Janice McCall’s phone numbers and email addresses (listed below).

IN AN ORDER TO STREAMLINE THE COMMUNICATION PROCESS, PLEASE ONLY GIVE THE MCCALL'S CONTACT INFORMATION TO YOUR COACH AND U.S. EMERGENCY CONTACT PERSON.

Bring in your **CARRY-ON** (backpack or handbag):

- Original passport (**copy** should be packed in a separate bag)
- Copy of flight itinerary
- Copy of immunization record
- Driver’s license
- Health insurance card
- 2-3 Passport-size photos
- ATM or debit card (contact bank or credit union to make sure it can be used overseas)
- Credit card
- A sheet of paper with the following information:

1. Sending church/organization's office phone number, and emergency contact person’s phone number

2. **Tim and Janice McCall’s contact info:** *You will need this information when applying for your Visa and Work Permit.*

Restoration Gateway, P.O. Box 828, Karuma, Bedmot Village, Karuma, Kiryandongo District, Uganda, East Africa

- 256-787-584-407 (Tim’s Ugandan cell) 256-782-917-261 (Janice’s Ugandan cell)
- Tim's email: dtmccall@restorationgateway.org
- Janice's email: jamccall@restorationgateway.org

3. **Transportation company phone numbers:**

- If you are using ProRide, their number is (256) 772-911-790.
- If in a position where you need a trusted private driver, call Jeremiah at (256) 782-757-387. He can get you around Kampala and he knows how to get to RG.

4. **U.S. Embassy address and phone number:**

- U.S. Embassy, 1577 gGaba Road, P.O. Box 7007, Kampala, Uganda (256) 414-259-791

5. **Important Phone Information:**

- 256 is the country code for Uganda
- If calling someone located in Uganda using your Ugandan phone, the 256 is NOT used, and you will need to add a “0” before dialing their nine-digit phone number (**for example:** 0-392-965-017).
- If someone needs to call you from the U.S., the country code must be preceded by 011 (**for example:** 011-256-392-964-017, leaving off the first added 0).
- A person calling to the States would dial +1-area code-phone number

Print out a copy of the General Handbook and the Internship & Mission Partner Additional Handbook to bring with you