



The Musana's internship program, a three-month opportunity introducing you to our community development work in Uganda, alongside local leaders and Musana staff.

Our goals for this program include, but are not limited to:

- immersing you in Musana's community development program, established in Iganga, Uganda.
- utilizing your strengths to continue and improve Musana's service within the community
- building upon our opportunity to provide continued and potentially new self-sustainability projects within our organization.
- granting you the opportunity to grow personally, mentally, interpersonally and spiritually as you serve in a foreign environment
- inspiring you to live a life of service and love, regardless of whether you serve on local or foreign soil.

REQUIREMENTS FOR APPLICATION:

1. Applicants must be over 21 years of age.
2. Application forms, completed and mailed in to Musana by **February 1, 2017**
3. Current passport or in application process
4. Current resume attached with application. (If you have not written a resume, consider speaking with a professor, employer or other mentor to help you with this process.)
5. Three references (1 personal, 2 work-related)
6. Three essays, no more than 500 words per essay. Please answer the following questions:
 - a. What events, thoughts and feelings have led you to the point of wanting to apply for this internship?
 - b. How has your world-view been shaped up until now and how do you expect it to change and/or grow with this internship.
 - c. How do you view this trip as part of your life-long growth as a person, servant and leader?

TRAVEL INFORMATION:

PASSPORT:

We highly encourage anyone who is seriously considering a Musana internship to apply for your passport immediately. Even if this program does not work for you, having your passport is a good idea, wherever your travels may take you in years to come. Passport processing takes several weeks. If you currently have your passport be certain to check the expiration dates to confirm the effectiveness of your Passport for the duration of this program.

Note: your passport date must extend 6 months past your return travel date. Visit here for more information: http://travel.state.gov/passport/passport_1738.html

IMMUNIZATIONS:

You WILL need updated immunizations to travel--for your own safety and for admittance back into the states (in some instances). You can visit the U.S. Center for Disease Control for recommended immunizations for Uganda: <http://wwwnc.cdc.gov/travel/destinations/uganda.html>

TRAVEL INSURANCE:

Travel Insurance is highly recommended as most US-based companies will not cover care outside the states. Musana does not cover travel insurance for it's guests/volunteers.

UGANDAN VISA:

The Ugandan visa process is changing. Check <https://visas.immigration.go.ug/> for the most up to date costs and procedures. You are expected to cover this cost.

THINGS YOU SHOULD KNOW BEFORE APPLYING:

In traveling to a completely foreign place, it can often times be frustrating as you are plugged into a different way of life. As an intern at Musana, it is important that you are a person who is:

- Extremely open-minded and accepting of different way of doing things even though it may not be how you see things and/or would do things
- PATIENT-no matter what, but especially when things don't happen how and when you would like
- Willing to brainstorm and implement ideas in a way that respects the people, staff, and culture of which you are living and working
- Capable of throwing yourself into situations that may feel uncomfortable
- Comfortable being different from the rest of the community. As a foreigner, you will be prone to being stared at, laughed at and possibly harassed (especially as a female)
- Self-motivated to implement ideas and not give up despite the obstacles that come
- Adaptable to the change of climate and diet, and able to stay positive even though you may be tired and hot
- Eager to work in situations where you may (most likely, will) lack the comforts of home; i.e. electricity, water, toilets, air conditioning
- Strong and patient when faced with corruption, being cheated, manipulated or treated unfairly
- Respectful of the culture, including refraining from behaviors that may be normal at home but seen as offensive in Uganda (i.e. walking while eating, ignoring people you pass by or flirting carelessly)

Part of your application includes reading and signing the Intern Covenant (included in Application). Please consider each expectation carefully before signing. Make sure you fully agree with each line item.

Potential interns will be asked to apply for one of several intern jobs at Musana. These jobs include:

- Education intern – this individual is interested in learning about international education, has teacher training and/or experience, is skilled in working with children and is willing to support the teachers of Musana's Nursery and Primary School. Responsibilities include learning about the teaching staff and their roles; word processing for the Director of Studies and other educational staff; creating classroom visuals as requested; supporting the teachers to develop and implement extracurricular learning activities for our nursery school students; overseeing library hours; and tutoring students after hours (evenings and weekends). Other responsibilities may be assigned as the individual demonstrates competence or experience.
- Social Work intern – this individual is interested in learning about cross-cultural life skill development, especially in regards to family planning counseling, nutritional training and medical assistance, as well as identification of vulnerable children who can receive Musana's scholarships. A working knowledge of

social, health care and/or human development is required. Responsibilities include learning about the social work staff and their roles; word processing and creating community educational pieces as requested by the social workers; assisting in the planning and facilitation of internal and community workshops; assisting in the health center as necessary; accompanying children to medical appointments and/or the doctor in emergencies as directed; and following up with Project Restore patients (if the intern has health care education and experience).

- Women's Project intern – this intern desires to work with vulnerable women through community development. Skill sets required include creativity, design, working knowledge of sewing or tailoring and /or marketing. Responsibilities include learning about the Women's Project staff and participants; encouraging the women; developing quality control procedures; teaching skill development as applicable; working with stateside staff to get pictures and item descriptions on Musana's website; working with the Merchandise Coordinator, local and international contacts to develop and maintain merchandise contracts; plan and implement weekend craft activities for on-campus children; paint murals on campus buildings, as necessary.
- Hospital Administration intern – this intern desires to work alongside the Medical Director of the Health Center. Training in public health, health and human resources or medical training is required. Responsibilities include assisting the Health Center Administrator and Medical Director; creating visual aids and educational materials for the health center; assisting with intake procedures of and screenings patients for the health center; assisting with set up and organization of equipment, supplies and procedures for the health center.
- Nurse intern – this individual desires to work alongside the health center's nursing staff as they serve patients in Musana's health center. Responsibilities include assisting the nursing staff with screening and intake procedures; assisting with patient care—from intake through follow up care, as necessary; supporting patient education; upholding standards of care, including cleanliness, charting, interpersonal interaction; and assisting the nurses as directed. Applicants must have CNA training or equivalent.
- Pharmacy intern – this individual desires to work in the health center with our pharmacists in preparing and dispensing medicine as directed by the medical staff. Responsibilities include counting and dispersing medicine; creating visual aids and educational materials for the pharmacy and health center; assisting the pharmacist as directed. Pharmacy training or experience required prior to applying.
- Communications intern – this individual must be skilled in communications both visually and in written form. Responsibilities include helping collect stories to be used on Musana's website and social media outlets; posting to social media outlets according to our organizational calendar; coordinating with on campus staff and children to collect and document updates for Musana's SHINE program (to be sent to stateside donors); coordinating communications with the Stateside Creative Director; photography/videography; and blogging as requested by campus staff. This intern must be able to follow a schedule, communicate clearly both interpersonally and in written form while respecting staff responsibilities in Uganda.
- Spiritual Formation – this individual must be willing and able to work with students, staff and administration in the spiritual development of all campus activities. This applicant must have sound biblical theology, good communication skills in small and large group settings, and a passion for discipleship. Responsibilities include working with Musana's volunteer church staff; developing and forming small groups and studies, mentoring older students in spiritual leadership, and creating or modifying current biblical study materials for Musana's secondary school student

PERSONAL INFORMATION:

Legal Name: _____

Preferred Name: _____

Passport #: _____ Expiration Date: _____ Issued From: _____

Permanent Address:

City: _____ State: _____ Zip: _____

Gender: ___M ___F

Email Address:

Temporary Address (if applicable):

Phone Numbers: (Home) _____ (Cell) _____ (Work) _____

Date of Birth: _____

How did you hear about Musana?

What are your goals and/or expectations of this internship program?

Are there any medical issues or physical limitations we need to be aware of:

Biography:
Please explain your participation in community and/or church service, including any pertinent responsibilities.

Describe any previous mission/volunteer trip experiences?

What have you learned about yourself (both positive and negative) through service, either stateside or abroad?

Educational and Professional Experience:

College/University: _____ Course of Study: _____

College Graduate: ____ yes ____ no Future Career Field: _____

Current Employment: _____

Position: _____

Date Employed: _____

Job Responsibilities: _____

What do you enjoy about your job?

What frustrates you about your current position?

Personality:

What are your top 3 strengths? How do you use or build on those?

Describe your personal weaknesses? Describe any action steps you are taking to improve upon them.

Describe how others view your personality:

How do you spend your free time?

Choose 3 of the terms below that best describe you:

- | | |
|--|--|
| <input type="checkbox"/> accurate | <input type="checkbox"/> responsible |
| <input type="checkbox"/> compassionate | <input type="checkbox"/> optimistic wise |
| <input type="checkbox"/> expressive | <input type="checkbox"/> trusted |
| <input type="checkbox"/> driven | <input type="checkbox"/> teachable |
| <input type="checkbox"/> dependable | <input type="checkbox"/> team player |
| <input type="checkbox"/> moral | |

Have you spoken with your family about this opportunity?

What was their response to your decision?

- Enthusiastic
- Supportive
- Skeptical
- Negative

What concerns do you have about this internship program?

What concerns do you have about traveling and living in Uganda?

What are you most excited about this internship possibility?

Which of the following listed below are you interested in? Comfortable doing/leading? Have skills in?

- | | |
|---|--|
| <input type="checkbox"/> Facilitating a small group | <input type="checkbox"/> Assisting with disabilities |
| <input type="checkbox"/> Leading a Bible study | <input type="checkbox"/> Administration |
| <input type="checkbox"/> Leading discussions | <input type="checkbox"/> Drama |
| <input type="checkbox"/> Leading community service groups | <input type="checkbox"/> Leading games |
| <input type="checkbox"/> Student ministry | <input type="checkbox"/> Crafts (in our Women's Project) |
| <input type="checkbox"/> Teaching a Bible lesson | <input type="checkbox"/> Medical training |
| <input type="checkbox"/> Computers | <input type="checkbox"/> Art (as pertaining to children) |
| <input type="checkbox"/> Writing | <input type="checkbox"/> Leading singing |
| <input type="checkbox"/> Education | <input type="checkbox"/> Playing sports |
| <input type="checkbox"/> Teaching English as a second language | <input type="checkbox"/> Mentoring |
| <input type="checkbox"/> Coaching sports (please specify: _____) | |
| <input type="checkbox"/> Children's Activities (preferred age group: _____) | |
| <input type="checkbox"/> Playing musical instrument (please specify: _____) | |
| <input type="checkbox"/> Other: _____ | |

Rank the following areas of potential service in order of items most interested in (1) to least interested in (10):

- ___ Children's Ministry
- ___ Teaching English
- ___ Business (micro-loans, marketing, etc.)
- ___ Community training and education
- ___ Church Ministry (Training, Leadership, mentoring)
- ___ Arts, Music, Worship
- ___ Women's Project/Crafts
- ___ Agricultural projects
- ___ Sol Cafe
- ___ Construction, landscaping, campus improvement/beautification

Medical information:

Name: _____ Birth Date: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone numbers: preferred contact

Secondary phone:

Emergency Contact:

Name _____

Relationship _____

Address _____

City _____ State _____ Zip _____

Phone (cell) _____ (home) _____ (Work) _____

Do you have any travel, physical, mental or emotional limitations (please list):

List any medications (prescription or OTC) taken on a regular basis:

Blood Type:

In an emergency, I give my permission to a licensed physician to hospitalize or anesthetize me, or perform surgery on me. I understand that every effort will be made to inform my emergency contact before these actions are taken.

Signature: _____

Date: _____

INTERN COVENANT:

Please read and initial the following. Please consider each expectation carefully before signing. Make sure you fully agree with each line item.

1. _____ I acknowledge that I will be in a different culture where some common USA behaviors or customs may not apply or even be offensive to the Ugandans, therefore I will take care to be aware of my behavior and how it affects those around me.
2. _____ I commit to being flexible, patient and pleasant. I will, at all times, exemplify strong morals and positive behavior in order to be a role model and influence to those around me.
3. _____ I will follow the guidelines to have all funds submitted to Musana before the time due.
4. _____ I acknowledge that I am a guest working at the invitation of my hosts and will behave and respond as a grateful visitor, including eating what I'm offered and participating with community activities as they are presented.
5. _____ I will remember I have come to learn as well as to teach. I'll resist the temptation to inform our hosts about "how we do things." I will be open to learning about other people's methods & ideas, in all areas of work, leisure and religion.
6. _____ I will develop & maintain a servant attitude toward all nationals, staff, fellow interns, team members and other visitors to Musana.
7. _____ I commit to respect all Musana staff along with my supervisors and his or her decisions.
8. _____ I will refrain from gossip.
9. _____ I will refrain from complaining. I know that travel can present numerous unexpected and undesired circumstances, but the rewards of conquering such circumstances are innumerable. Instead of whining and complaining, I'll be creative and supportive.
10. _____ I commit to being inclusive in my relationships and interact with all members of staff, short-term teams and fellow interns.
11. _____ I understand that I am going to Musana as a team member of the Interns group. I will participate in all trainings and group activities before, during and after my time in Uganda.
12. _____ I will refrain from any activity that can be construed as romantic interest in a national, teammate or fellow intern. I will not pursue any romantic relationship of any kind with anyone during this internship.
13. _____ I will abstain from illegal drugs, tobacco and alcohol abuse, as well as offensive and immodest dress and profanity during this internship.
14. _____ I realize that I will be living on campus, on staff housing grounds with other interns, staff and administrators, and sometimes, guests. I will treat them and my physical surroundings with the respect that is deserved.
15. _____ I agree to comply with an 11pm curfew at all times.

16. _____ In the event that I must be in the Ugandan community after dark, I will travel with at least 2 other people.
17. _____ I commit to leaving all valuables locked in my room, whether I am in the volunteer house or not. I understand this protects everyone who has access to the Guesthouse.
18. _____ I understand that I am here to serve and that I will be at all places in a timely manner.
19. _____ I commit to receiving permission first before allowing any visitor to come to Musana's campus.
20. _____ I will remember that I can be sent home, at my own expense, if I do not adhere to this covenant or if Musana's Directors believe it is in my or Musana's best interest.

I am applying for the following intern position:

- Education intern
- Social Work intern
- Women's Project intern
- Hospital Administration intern
- Nurse intern
- Pharmacy intern
- Communication intern
- Spiritual Formation intern

WORK OR PROFESSOR REFERENCE

INSTRUCTIONS TO MUSANA REFERENCE WRITER: Musana has designed an internship program giving our volunteers the opportunity to serve for three months in an overseas setting, working in a community development program, identifying and working on personal strengths, and developing servant-leadership patterns. The value the intern receives depends on his/her ability to self-initiate and maintain a schedule in a cross-cultural/service situation. This reference is confidential.

Complete this form below and mail into: Musana 400 W South Boulder Road, Suite 1700, Lafayette, CO 80026 by **February 1, 2017**.

REFERENCE FORM

Applicant's Name: _____

Reference Name: _____

Relation to Applicant: _____

Email: _____

Phone Number: (____) _____

How long have you known the applicant?

Over a Year Within the last year Less Than a few months

How well do you know the applicant? Very Well Well Casually

Describe the applicant's attitude & ability to serve?

Exceptional Good Average Poor

Please comment:

How would you rate applicant's ability to initiate and follow through on assignments?

Exceptional Good Average Poor

Please comment:

How well does applicant cope with new situations?

Exceptional Good Average Poor

Please comment:

How well has applicant demonstrated self-discipline?

___ Exceptional ___ Good ___ Average ___ Poor

Please comment:

How would you describe applicant's commitment to personal growth?

___ Exceptional ___ Good ___ Average ___ Poor

Please comment:

Choose THREE of the terms below that best describe the applicant:

- | | |
|--|--------------------------------------|
| <input type="checkbox"/> Accurate | <input type="checkbox"/> Optimistic |
| <input type="checkbox"/> Compassionate | <input type="checkbox"/> Teachable |
| <input type="checkbox"/> Expressive | <input type="checkbox"/> Respected |
| <input type="checkbox"/> Driven | <input type="checkbox"/> Team Player |
| <input type="checkbox"/> Dependable | <input type="checkbox"/> Wise |
| <input type="checkbox"/> Moral | <input type="checkbox"/> Trusted |
| <input type="checkbox"/> Responsible | |

Thanks from Musana!

Musana Community Development Organization
400 W South Boulder Road, Suite 1700
Lafayette, CO 80026

PEER REFERENCE

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Please comment:

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Please comment:

How would you describe applicant's commitment to personal growth?

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Please comment:

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|--|--------------------------------------|
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| <input type="checkbox"/> Compassionate | <input type="checkbox"/> Teachable |
| <input type="checkbox"/> Expressive | <input type="checkbox"/> Respected |
| <input type="checkbox"/> Driven | <input type="checkbox"/> Team Player |
| <input type="checkbox"/> Dependable | <input type="checkbox"/> Wise |
| <input type="checkbox"/> Moral | <input type="checkbox"/> Trusted |
| <input type="checkbox"/> Responsible | |

thanks from Musana!

Musana Community Development Organization
355 W South Boulder Road
Lafayette, CO 80026

BACKGROUND CHECK FORM

PLEASE Print Legibly

First Name _____

Middle Name _____

Last Name _____

Social Security Number _____

Birth Date (mm/dd/yyyy) _____

Address _____

City _____ State _____ Zip _____

Phone Number _____

Email Address _____

Have you ever been convicted of a felony? Yes No

If yes, please explain:

Signature _____

LIABILITY WAIVER AND RELEASE AGREEMENT

Acknowledgement of Volunteer Status

I am volunteering for a trip to Iganga, Uganda to volunteer at the Musana Community Development Organization. I am offering my services knowingly and voluntarily, with no expectation or promise of any form of compensation or remuneration, either directly or indirectly from Musana Community Development Organization. My motivation for providing such services is solely the personal satisfaction I may enjoy from helping those at the Musana Community Development Organization. I am providing my services solely as a volunteer.

I am volunteering for this trip. I understand that I am not entitled to receive any wages or other benefits for my services. I am not covered by any workers' compensation program in performing these services; and, if injured on this trip, I will not be entitled to workers' compensation medical, death or indemnity benefits under Colorado's compensation law.

Because I am volunteering for this trip, I understand that I am not covered by any medical insurance, life insurance, any other insurance or indemnity benefits in performing these services; and if injured in the course of the trip, I and my heirs and representatives, will not be entitled to medical insurance, life insurance, other insurance and indemnity benefits. I certify that I have sufficient health insurance to cover any bodily injury and/or bodily damage I may incur while in the course of the trip. If I have no insurance, I certify that I will personally pay for any and all such medical expenses and liabilities.

Release, Waiver of Liability and Indemnification

I, on behalf of myself, my heirs and other representatives, knowingly and intentionally release Musana Community Development Organization and its officers, directors, agents and employees, from any claim of liability, including, without limitation, liability for GENERAL NEGLIGENCE, with respect to any injury, illness, damage or death that may occur to me while en route to, or participating in, the volunteer program at Musana Community Development Organization in Uganda.

I, on behalf of myself, my heirs and other representatives, agree to indemnify and hold harmless Musana Community Development Organization, its officers, directors, agents and employees, with respect to any claim asserted by me or on my behalf as a result of injury, illness, damage or death that may occur while en route to, or participating in, the volunteer program at the Musana Community Development Organization in Uganda.

This agreement shall be construed in accordance with the laws of the State of Colorado. Should any provision of this agreement be declared invalid or unenforceable, the other provisions of this agreement will remain in full force and effect. Any provision of this agreement held invalid or unenforceable only in part or degree will remain in full force and effect to the extent not held invalid or unenforceable.

I HAVE READ AND UNDERSTAND THE ABOVE, AND AGREE TO BE BOUND BY THE TERMS OF THIS AGREEMENT.

(Signature of volunteer)

Date

(Printed name)

(Please clearly print name and number(s) of emergency contact here)

POLICIES & PROCEDURES:

If you are interested in participating in Musana's internship program, please read the following:

- No one will be considered or accepted as a team member until a completed application (and all appropriate documents) and deposit are received.
- You must submit this completed application AND a non-refundable \$50 deposit before your application will be processed and reviewed. This check will be deposited in the bank immediately. In the event your application is not accepted, your deposit will be transferred to Musana's general fund.
- Participants must adhere to rules outlined in the intern covenant. Please read it before applying.
- Your application will be reviewed and a personal interview will be required. You will be notified by Ashley Leach if you are approved as a team member no later than one month after the application deadline.
- Internships can be rewarding and life-changing; however, they can also be stressful. Please consider factors in your personal life at this time that may distract and prohibit you from fully committing to the mission of the internship and adapting to unusual conditions.
- Once accepted, Interns are expected to participate in all skype or phone calls, as scheduled. Each team member must also attend any mandatory trainings prior to departure.
- All internship costs are the team member's responsibility and due three weeks prior to departure. Once you have been accepted, you will be provided with suggested ways to raise financial support; however, if full support is not raised, the balance is your responsibility. You may not begin to raise funds until you are notified of acceptance to the team and informed of proper fundraising procedures.
- If you are unable to participate in your internship, Musana must receive cancellation notice as soon as possible. Monies put towards your internship are contributions, and the Internal Revenue Service prohibits the refund of contributions. Excess fundraising will either be credited toward other interns, as needed, or toward Musana's general fund.
- Interns will be responsible for obtaining information regarding passports and vaccination recommendations from the Department of Health. Passport and vaccination costs are not included in the internship costs and are the responsibility of the team member. Interns assume the responsibility and liability for their personal health decisions.
- Applicants release the use of all forms of media representing program participant including photo, video, voice, and remarks for print, web, and all other forms of media.
- Applicant waives the right to view all references regarding Musana's internship applicant, keeping all comments of reference forms confidential.

DATES, COST AND TRAVEL INFORMATION:

Musana will host one separate 3-month internship session, June to August. Musana will accept no more than 5 interns per session who will train together in the states and serve together in Uganda on our Iganga campus. Applications are accepted year-round with interviews scheduled accordingly.

Training sessions will be held to prepare interns as individuals and as a team to serve at Musana. Special emphasis will be given to cross-cultural living, team building, working strategies and expectations of interns while in Uganda. Completion of all training materials is *MANDATORY*. You also will be assigned up to 4 books to read in preparation for your work in Uganda. Interns will write a one-page reflective paper on each book to be shared with the Stateside Coordinator. You are expected to cover the cost for these books with the total cost less than \$100.

PAYMENT SCHEDULE:

- Application fee - \$50
- Acceptance down payment--\$100 to hold your spot as a 2017 intern for Musana (non-refundable). Due within 1 week of notification as a Musana intern.
- First 1/2 of payment—Due 2 months before departure date (\$2675)
- Second 1/2 of payment—Due 3 weeks before departure date (\$2675)

Please consider the cost before applying for Musana's internship program. The cost for Musana's internship program is \$3500. This amount covers the following expenses for this program:

- lodging in Uganda (and any other overnight stays as dictated by flight schedules)
- meals (Monday through Saturday while on campus, Sunday meals are on your own)
- Musana-sponsored activities
- \$250 in donations to the organization

Musana requests that interns coordinate travel itineraries to Uganda together. This facilitates ground transportation once in Uganda and begins the team process and bonding before your arrival on campus. Musana will gladly provide contact information for a travel agent experienced in missionary air fare.

In addition, Musana does not provide money for snacks, souvenirs, personal products and items, airtime for phones, internet on campus or transportation for activities other than those directed by Musana. We encourage interns to allot an additional \$30-35 per week for weekly incidentals, plus any extra money for souvenirs and gifts.

Many Musana visitors enjoy exploring Uganda and the surrounding countries of Africa. Please plan accordingly, if this is of interest to you. While Musana can suggest different areas to visit and modes of transportation, we will not cover any extra travel initiated by interns, or help cover other incidental weekly costs if extra spending money is consumed by tourist activities and travel. Again, please prepare accordingly.

Fundraising is an integral part of your internship experience. Don't let money keep you from applying for the Musana Internship... God could be waiting for an opportunity to show you how big He is! Fundraising guidelines and materials will be provided.

Here are some inevitable costs that are your personal responsibility and separate from the cost of the internship:

DEPOSIT & BALANCE:

The non-refundable application deposit is due with your application. The acceptance deposit is due for verification of your intent. In the event that fundraising does not cover your costs associate with this program, you will be expected to pay the balance.

PASSPORT:

To obtain a passport, you will need a certified birth certificate (not the hospital record), two passport photos and a driver's license. In addition, you will need to pick up and fill out a form from the post office and turn in the information to a postal clerk for processing with the U. S. Passport Agency. All of this can cost up to \$150,

depending on when you apply. You should allow six to eight weeks for your passport to arrive. Also, remember that it sometimes takes state agencies several weeks to provide a certified record of your birth if you don't currently have one. Further passport services and information is available:

http://travel.state.gov/passport_services.html

IMMUNIZATIONS:

Check the website for the U.S. Center for Disease Control for recommended vaccinations. Vaccinations and medicines are not included in the price of the internship. Plan anywhere from \$10.00-\$500.00. Contact your local travel clinic or choose any other provider and plan at least 4–6 weeks before your internship to allow time for shots to take effect. Please be sure to keep a copy of your immunization records with you as you travel.

Recommended vaccinations: Hepatitis A & B, Measles/Mumps/Rubella, and Travelers Diarrhea prescribed medicine.

Required vaccinations: Tetanus/Diphtheria. Malaria medication and Yellow Fever immunizations (required for admittance back into the states). Consult your physician or the International Travel Clinic for further information.

TRAVELER'S INSURANCE:

Musana highly recommends you to get travel insurance for the time you will be a part of this internship program. Various coverage levels are available; you are responsible for researching and obtaining the best option for you.

Stateside office: Ashley Leach, Stateside Coordinator
303-604-3798
400 W South Boulder Road, Suite 1700
Lafayette, CO 80026
ashleyleach@musana.org

Please submit all required application pieces to either of the above addresses (mail or email).

APPLICATION CHECKLIST:

Please make sure you print and complete the following pieces of information and send them all to the address below:

- Resume
- Essays
- Personal information
- Biography
- Education and Professional Experience
- Personality
- Intern Covenant
- Medical Information
- Background Check release
- Liability Form
- \$50 non-refundable application fee

Make sure to send all reference letters out, with instructions that all forms must be received by **February 1st, 2017**.

All Applicants, please submit all required information by **February 1, 2017** to:

Musana Community Development Organization
400 W South Boulder Road, Suite 1700
Lafayette, CO 80026

OR electronically to: ashleyleach@musana.org