



Musana's Internship Application

Musana's internship program is a unique opportunity for college age students, young professionals, or anyone with a hunger to learn from the amazing people of Uganda! Utilizing Musana's development model, this internship program provides the chance to see what our values of local ownership, social entrepreneurship, sustainability, and accountability look like in practice in a community like Iganga, Uganda. Musana's incredible Ugandan leadership is daily taking strides towards transforming their community, breaking the dependency mindset and teaching the community to BE their own catalysts for change. Our interns work alongside our local leaders and staff to experience and learn from them!

With less emphasis on task-oriented projects, this internship program focuses more on cultural emersion, building relationships, and exposure to the greatest social issues in Uganda. Our interns automatically build on their own skills and talents by engaging with different perspectives and approaches...possibly finding their own ideas transform!

Past interns have come from various backgrounds in areas that include education, public health, occupational therapy, dentistry, social work, communications, finance, and art. With very different professional paths, they had one common interest - a desire to listen and learn from local initiative!

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

- Introducing you to our core values of local ownership, sustainability, social entrepreneurship, and accountability.
- Pushing you to go outside of your comfort zone to grow personally, mentally, interpersonally and spiritually as you serve in a foreign environment.
- Exposing you to the greatest social issues in the community of Iganga and learning from our leaders about how to effectively solve complex problems.
- Inspiring you to live a life of service and love, regardless of whether you serve in your home country or internationally.

Requirements for Application:

1. Applicants must be **18** years of age or older.
2. Complete application packet that includes: current resume, three references (1 personal and 2 work-related), and three essays outlined below. Mail to Musana by **November 21st, 2017**.
3. Current passport or proof of application for passport
4. Commitment to attend training sessions to be held monthly in January, February, March, April, and May.
5. Interns must be committed to fundraising their entire trip funds prior to departure in May. Resources, ideas and tools will be provided during the first training session.
6. Agreement to the terms outlined in the Intern Covenant.
7. Complete three essays answering the following questions. (Maximum 500 words each)

Essay #1: What events, thoughts, and feelings have led you to the points of wanting to apply for this internship?

Essay #2: How has your worldview been shaped up until now and how do you expect it to change and/or grow with this internship?

Essay #3: How do you view this trip as part of your life-long growth as a person, servant, and leader ?

THINGS YOU SHOULD KNOW BEFORE APPLYING:

When traveling and for a brief time living in a completely foreign country, 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 ways 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 may 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 may arise.
- 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 will likely lack the comforts of home; i.e. electricity, water, toilets, and air conditioning.
- Strong and understanding of the context 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 (walking while eating, ignoring people you pass by, or flirting carelessly).

The internship program costs **\$5,500** for the entire summer. This includes round-trip airfare and Ugandan host home stay. Interns are encouraged to plan for additional expenses, like local transportation, cell phone coverage, in-country internet, entertainment, meals at Sol View, other snacks, and any weekend travel experiences (like hiking Sipi Falls or trips to Jinja.)

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. If you have questions, please contact us at 303-604-3798.

Dates, Cost and Travel Information:

Musana will host one separate 3-month internship session, departure in May return mid- August. Musana will accept no more than 10 interns per session who will train together in the United States and serve together in Uganda on our Iganga campus.

Musana Internship Cost:

Please consider the cost before applying for Musana's internship program. The cost for Musana's internship program is **\$5500**. This amount covers the following expenses for this program:

- Roundtrip airfare
- Lodging in Uganda (and any other overnight stays as dictated by flight schedules)
- Roundtrip transportation to and from the airport

- Meals provided by your host family (you will be considered part of their family and should plan to eat when they eat or communicate otherwise)
- Musana sponsored activities

Any funds that are raised above and beyond the cost of the internship will be considered a donation to Musana. Any funds not raised are the responsibility of the intern and due 21 days before departure.

Payment schedule:

- Non-refundable application fee of \$50 when you turn in your application
- Acceptance down payment of \$100 to hold your spot as a 2018 intern for Musana (non-refundable.) Due within one week of notification as a Musana intern.
- First 1/2 of the remaining payment—Due 2 months before departure date (\$2,675.00)
- Second 1/2 of remaining payment—Due 3 weeks before departure date (\$2,675.00)

Musana’s Stateside Administrative Coordinator will take care of your itinerary (air fare, transportation and host family living.)

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.

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.

IMPORTANT Information:

PASSPORT:

We highly encourage anyone who is seriously considering a Musana internship to apply for your passport immediately. 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. This process can cost up to \$150.00. 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

DEPOSIT AND BALANCE:

The non-refundable application deposit of **\$50** is due with your application. The acceptance deposit is due for verification of your intent. In the event that your fundraising does not cover the costs associated with this program, you will be expected to pay the balance.

IMMUNIZATIONS:

Check the website for the U.S. Center for Disease Control for recommended vaccinations. Vaccinations and medicines are not included in the cost of the internship. Plan anywhere from \$10.00 to \$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 while you travel. Required vaccinations and medicine: Tetanus/Diphtheria, Yellow Fever (card is required for admittance into Uganda and back into the United States), and Malaria medication. Contact your physician or the International Travel Clinic for further information.

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

Uganda: <http://wwwnc.cdc.gov/travel/destinations/uganda.html>

TRAVEL INSURANCE:

Musana highly recommends you to get travel insurance for the time you will be a part of this internship program. Most US-based companies will not cover care outside the United States. Musana does not cover travel insurance for its guests/volunteers and is not a part of fundraising costs for this trip. Various coverage levels are available; you are responsible for researching and obtaining the best option for you.

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.**

HOUSING:

An element of our internship program is a cultural immersion experience. Therefore, interns will be staying throughout the summer with host families. These families are chosen by Musana leadership, Ugandan, live in the Iganga community, and will provide your housing and the majority of your meals. Interns will have their own bed and access to clean water.

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): _____

City: _____ State: _____ Zip: _____

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

Age: _____

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 cross-cultural trip experiences.

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

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?

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

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:

_____ accurate _____ compassionate _____ expressive _____ driven _____ dependable
_____ moral _____ responsible _____ optimistic wise _____ trusted _____
_____ teachable _____ team player

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?

_____ facilitating a small group _____ leading a Bible study _____ leading discussions

_____ leading community service groups _____ student ministry _____ teaching a Bible lesson

_____ computers _____ writing _____ teaching English as a second language _____ crafts

coaching sports (please specify): _____

children's activities (preferred age group): _____

playing musical instrument (please specify): _____

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 View (Restaurant and Guesthouse)
- _____ Construction, Landscaping, Campus Improvement/Beautification

Medical Information:

Name: _____ Birth Date: _____

Address: _____

City: _____ State: _____ Zip: _____

Primary Phone: _____

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 **three weeks** prior to my departure.
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 off campus with a Uganda family.
15. _____ I agree to comply with an 11pm curfew at all times or that of which is requested by my host family.
16. _____ In the event that I must be in the Ugandan community after dark, I will travel with at least two other people.
17. _____ I commit to leaving all valuables locked in my room. I understand this protects me and my host family.
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 leadership believe it is in my or Musana's best interest.

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 **November 21st, 2017**.

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:

accurate compassionate expressive driven dependable

moral responsible optimistic teachable respected

team player wise trusted

PEER 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.

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How well do you know the applicant?

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Casually describe the applicant's attitude and 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:

accurate compassionate expressive driven dependable

moral responsible optimistic teachable respected

team player wise trusted

Please make sure that you give the people you are asking to write a reference ample time to complete and send to our office. All letters must be received by **November 21st, 2017**

Background Check Form, please print legibly

First Name: _____

Middle Name: _____

Last Name: _____

Social Security Number: _____

Birth Date: (mm/dd/yyyy) _____

Address: _____

City: _____ State: _____

Phone Number: _____

Cell Number: _____

Email Address: _____

Have you ever been convicted of a felony? No _____ Yes _____

If yes, please explain:

Signature: _____ Date: _____

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 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: _____ Date: _____

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

Printed Name: _____

Phone Number: _____

POLICIES & PROCEDURES:

If you are interested in participating in Musana's internship program, please read the following **and initial**.

_____ 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 \$50.00 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 Susie Knight.

_____ 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 and after your return for debrief meetings.

_____ All internship costs are the **intern'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. Musana will not purchase your airline ticket until at least half of your funds are raised (\$2250.00). Tickets will be purchased the beginning of April 2018.

_____ 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. If you are unable to raise the entire cost of your trip prior to three weeks of departure, you will be asked not to go to Musana and forfeit the money raised. 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 intern. 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.

Mandatory Training Schedule:

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 material is **MANDATORY**.

Schedule for Musana's 2018 Summer Interns:

- Interviews: Flatirons Community Church (FCC) - Lafayette Campus Lobby, December 5, 2017 - 8:00 AM to December 6, 2017 - 8:00 PM
- First Team Meeting: January 22, 2018 6:00 PM - 8:00 PM, location TBD
- Monthly Team Training meetings: February 26th, March 26th, April 23rd, and May 21st, location TBD
- Departure Meeting FCC Offices - end of May, 2018
- Debrief Meeting FCC Offices - Monday, September 10, 2018
- Next Steps 1 FCC Offices - Monday, September 24, 2018
- Next Steps 2 FCC Offices - Monday, October 22, 2018
- Next Steps 3 FCC Offices - Monday, January 28, 2019

*****Please note that the dates and times are subject to change*****

All Applicants, please submit all required information by **November 21st, 2017** to:

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

OR electronically to: susieknight@musana.org