



Intern Policy

Sending Hope International

Cambodia and Thailand

1. In order to maintain a Christian witness in the community, among our staff and the children, the use of alcohol, drugs and tobacco is strictly forbidden.
2. Proper speech, modest dress and appropriate behavior with the opposite sex is expected in keeping with Christian principles. Wherever our interns go and whatever they say or do is a reflection on Jesus Christ and Sending Hope International.
3. At no time are interns to be alone with anyone of the opposite sex including the children of Sending Hope. Permission from the Director is required to go off campus. Off-campus trips require that interns go only with a person of the same sex or a couple. Interns are required to return to campus before 7:00 p.m. in order to attend evening devotions.
4. Attendance at weekly staff meetings, evening devotions and Sunday worship at Sending Hope is required. Each week interns will meet with ministry directors for communication and evaluation.
5. It is expected that all interns show equal affection to all of our Sending Hope children.
6. No intern at any time will be allowed to drive a Sending Hope motorized vehicle. Interns will submit a weekly schedule for approval by ministry staff.
7. Based on Matthew 18, when conflicts and disagreements with other workers arise interns are expected to seek a resolution on a one-on-one basis, initially. If the conflict remains unresolved they are to take this matter to our ministry directors who will handle it in a Biblical way.
8. If infractions occur Sending Hope's disciplinary procedures is as follows:
 - a. An initial warning
 - b. A second warning, placement on probation with a written record of the infraction by a superior, signed and dated.
 - c. Dismissal and return to the intern's home country at the expense of the intern.NOTE: For any serious infraction of our rules, Sending Hope's director reserves the right for immediate dismissal at their discretion.
9. Causes for dismissal include:
 - a. Insubordination
 - b. Destructive criticism of Sending Hope staff or any other ministry or church
 - c. Sexual immorality
 - d. Anything that causes the Name of Christ to be maligned
10. An intern will not enter into any litigation against Sending Hope International.
11. If an intern sees the need to terminate his or her internship prematurely one week's notice is required.



Intern Guidelines

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1. First and foremost interns must be willing to serve in the capacities where they are most needed. This may take them out of their comfort zone but internships are a learning experience. Interns will be assigned tasks by the ministry directors.
2. Interns must obtain their TEFL (Teaching English as a Foreign Language) certificate. New government regulations require an English teaching certificate to work at a foundation for and for the intern to secure this certificate or its equivalent at his or her own expense. Once obtained, this certificate will be valid in many countries in the world. Interns will be teaching English at the Christian school, at Sending Hope to the staff, on Saturdays to the kids, or at other locations assigned.
3. All interns to Thailand must have work permits that can only be obtained by having non-immigrant visas (NOT TOURIST OR TRANSIT VISAS). Our Sending Hope staff will assist in obtaining these visas. Work permits are not necessary in Cambodia.
4. Interns occasionally will assist the staff in washing laundry during the week while the orphans are at school, and with any other chores as needed. These tasks will be assigned by the ministry directors.
5. Interns will share in the responsibility of supervising the kids who will be using the internet in the evening for homework purposes as well as helping with English homework in general.
6. Interns may be assisting at other Sending Hope locations in Cambodia and Thailand at the ministry director's discretion.
7. All interns must show proof of personal health insurance for missionaries. (See enclosed packet for suggestion). This is to be purchased at the intern's expense.
8. All interns will complete a personal expense budget prior to their arrival. This budget must be approved by the ministry directors prior to the intern's arrival. A budget worksheet is included in your packet.
9. All transportation for Sending Hope activities will be provided by Sending Hope staff. Interns will be responsible to provide their own transportation for personal activities. Sending Hope staff is not obligated to transport interns for personal activities. Taxis are available at the intern's expense.

NOTE: All interns must sign our "Policy for Interns Serving at Sending Hope."

I AGREE TO ABIDE BY THE ABOVE-MENTIONED POLICY AND UNDERSTAND THAT, IN THE EVENT THAT I VIOLATE ANY PART OF THIS POLICY, I WILL BE REQUIRED TO RETURN HOME AT MY OWN EXPENSE. I AGREE TO HAVE FUNDS AT MY IMMEDIATE DISPOSAL FOR PERSONAL EXPENSES SUCH AS MEDICAL, TRANSPORTATION, SHOPPING, ROUND-TRIP AIR TICKET AND EMERGENCY RETURN AIR TICKET.

(Signed)

(Date)