**TABRA UGANDA INTERNSHIP & MISSION PARTNER**

**HANDBOOK-2020\_V1.0**

**INTERNSHIP & MISSION PARTNER HANDBOOK**

**Effective 2/2/2027**

TABRA UGANDA Internship & Mission Partner Handbook-2024\_V1.0

**Internship & Mission Partner Handbook**

Any ***individual*** wanting to serve in either of these categories must be at least 18 years of age to be considered, and these positions are strictly voluntary. Both classifications are required to read the General

Handbook in addition to this handbook, as there are more requirements and preparatory training than for those serving less than 6 weeks.

***Interns:*** Individuals wanting to serve at The African Basket Relief Aid Uganda (TABRA UGANDA) for 6 weeks up to 3 months.

**Internship Semesters: (effective 2nd/May/2027):** TABRA UGANDA offers two 6-week semesters each summer for interns to choose from: **Semester 1** (*May 15th - June 30th*) and **Semester 2** (*July 1st - August 15th*).

Interns can sign up for one or both semesters. Please specify which semester(s) you are applying for when filling out the application. There is no specific curriculum to follow, so each intern must be very self-motivated during their time at TABRA UGANDA.

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

**Preparing to Go**

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

1. **Internship & Mission Partner Application** – Only one application must be completed, whether going as an intern or Mission Partner.

2. **Release & Indemnification Agreement(s)** – TABRA UGANDA requires that every person traveling to TABRA UGANDA sign this document. **Mission Partners Only**: Those under 18 years of age must have a parent or legal guardian sign this form on their behalf.

3. **Internship & Mission Partner Agreement(s)** – It is our desire that everyone serving on the TABRA UGANDA campus have a full understanding of what is expected of them. Each individual must sign their own form. **Mission Partners Only**: Those under 18 years of age must have a parent or legal

guardian sign this form on their behalf.

4**. Internship & Mission Partner Reference Forms** - References are an important part of the Approval process. Each person applying to become an intern or Mission Partner must give this form to 2 non-family members who know you well. If going as a Mission Partner couple rather than an Individual, your references must know both of you. Those providing your references will be responsible for returning the forms directly to our office in a timely manner.

5**. Application Fees** - Submit a $50.00 application fee for **each** person. Application fees for Mission Partner families with **more than 3 people** will be capped at $150.00. (Effective 1/May/2027)

6**. Internship & Mission Partner Preparation Checklist** – This document is a tool to assist you in Preparing for your time at TABRA UGANDA. It does not need to be returned to our office.

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

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

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

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

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

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

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

for your forgetfulness. If your visa expires, and you have not yet been approved for a work permit, you may face high fines and difficulties before being allowed to leave the country.

In addition, please be aware that work permit requirements often change without notice in Africa. If all else fails, you may have to leave the country for a few days and then re-enter, in order to get a new visa stamped into your passport. Travel in Africa is expensive and difficult (a trip out of the country

would be a minimum of $300-$500 USD), and TABRA UGANDA will try to help you avoid this option. However, it is one of the unknowns of working in Uganda, and should be part of the “cushion” built into your budget.

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

***Airplane Tickets: EVERY PERSON GOING TO TABRA UGANDA FOR LESS THAN 6 MONTHS IS REQUIRED TO PURCHASE A ROUND TRIP PLANE TICKET, IF ALLOWED BY THE AIRLINE.*** TABRA UGANDA wants to be sure you

have the means to get home should an emergency arise. Even if you later change your return date, which could (and probably will) cost a fee, a round trip ticket is required. The change fee is small compared to the risk of not being able to purchase a ticket. Everyone is responsible for making their own flight arrangements.

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

General Handbook. TABRA UGANDA suggests that your insurance include evacuation coverage.

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

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

***Medications:*** If you are on regular medications, you should bring enough to last for your intended stay in Uganda; determine a way for them to be sent to you from the States/Europe or check to see if they can be purchased in Uganda and at what price. Some medications are vastly cheaper in Uganda than in the U.S., while others

are more expensive.

**Pastoral Care and Training**

***Pastoral Care:*** TABRA UGANDA wants to be sure that those serving for a longer term are cared for pastorally while they are in Uganda. To facilitate this, each intern or Mission Partner will need to set up a coach from their home church or sending organization. The coach will check in with you at least twice a month via email or Skype.

More information about this will be given in a separate document. In addition, you will be invited to be part of the weekly team prayer meeting on campus with the long term TABRA UGANDA staff, where they can pray for TABRA UGANDA needs and share prayer needs.

***Missionary Training:*** TABRA UGANDA wants all of its interns and Mission Partners to have an overview of God’s heart for missions, as well as to get some basic ideas of how to prepare to prosper in a cross-cultural setting.

There are a few things we ask you to complete in preparation for your time in Uganda.

Experience mission.at TABRA UGANDA/resources. There is no cost to take these courses.

• You will also need to purchase and read the book **“***When Helping Hurts: How to Alleviate Poverty Without Hurting the Poor . . . and Yourself****"*,** by Steve Corbett & Brian Fikkert.

• It is not a requirement, but we strongly encourage you to watch “*An Unconventional War*,” which may be watched instantly on Amazon for $1.99.

and read at least the first four chapters of the book *“When Helping Hurts…”* before leaving for Uganda.

Preparing to leave for overseas can be a very busy time; plan your time well, so that you are able to fit in all

these requirements before you depart.

You may finish reading *“When Helping Hurts…”* once you arrive in Uganda. First-hand experience will make reading these resources come even more alive.

**Food Provisions**

Interns and Mission Partners may choose to have all foodstuffs purchased for them and receive two prepared meals a day, the entire time they are at TABRA UGANDA. The ingredients and supplies for breakfast will also be supplied

but you will be responsible for making that meal for yourself each day. However, interns and Mission Partners may choose to begin purchasing and cooking all of their own food at some point.

**Money Issues**

***Getting Money:*** Because you are going to TABRA UGANDA for 6 weeks up to 1 year, you may need to access your money by ATM from time to time, rather than taking very large amounts of cash with you. In order to do this,

you will need to arrange travel to Kampala (about 45mins from TABRA UGANDA) where there are ATM’s. Round trip private

transport to Kampala can be estimated at about $30 USD, if you are good at bargaining. ATM and debit cards obtained through some American/European banks or credit unions cannot be used overseas, so please check with your

bank a few weeks before leaving your country. Those moving to Uganda for an extended period of time will need their own bank account and Uganda has many banks from which to choose. Information for each can be obtained online, from locals, or from the TABRA UGANDA staff. Check with your stateside bank to see if they will wire money to your bank in Uganda and what the fee is for this service. Opening a bank account in Uganda requires you to appear in person with all who have permission to use the account so that a signature card may be signed. A letter of introduction from TABRA UGANDA leadership, your passport and passport pictures, and a general deposit of $100.00 - $500.00 USD are all needed to open an account.

***Per Diem:*** As stated in the General Handbook, the per diem owed to TABRA UGANDA is $25.00 per day (See “Note” below).

As a reminder, the per diem includes all the propane necessary for cooking, and possibly some solar power for minimal lighting in your assigned housing. It is good to know ahead of time that those serving long term at TABRA UGANDA

(over a year) pay a significantly different cost of $250 per month/per house. This difference is due to expenses absorbed by their long term stay. Your per diem does not include solar power for hot water. Some long term staff may have this amenity but they pay for it separately.

Note for Mission Partners Only**:** Once you have completed your 4th full month on campus, the per diem will be reduced to $20.00 per day. At that time, you may also choose to start purchasing and preparing all your own food and buying your household items. If you choose to do this, the per diem will be reduced to

$4.00 per day (total per diem = $16.00 per day).

Your **ENTIRE** per diem will need to be paid to the TABRA UGANDA office in one amount before you leave for Uganda. This means if people are contributing toward your trip, they must either write checks to you personally or to the church/organization that is sending you, and then you or your church/organization will send a check to TABRA UGANDA for the total per diem.

***Expenses and Making Budget:***

In order to create a budget, it is very important that you fully understand the expenses you are raising funds for. There is a list of " Expenses for Interns & Mission Partners" at the end of this handbook to assist in planning for your trip. You will need to include all of those expenses, as well as the expenses listed on the Budget Planning page at the end of the General Handbook.

***Remember that*** ***things can change in Uganda at any moment without notice, so you should plan on raising enough*** ***support funds to cover unexpected expenses.***

**Support Raising**

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

***Help in Support Raising:***

If you have never raised personal support before, we highly recommend reading the book *“Funding Your*

*Ministry”*. You can purchase it (from Amazon) and read it before you start working on fundraising. In addition, the following website can also assist in your fundraising efforts: https://www.continuetogive.com.

Working diligently, you should expect that it will take several months before you reach your support raising goal. The TABRA UGANDA office is available for support and encouragement while you are raising your funds, plus your

pastoral care coach (mentioned above) should also be a help to you. Be encouraged—many people have raised support in the past to go to TABRA UGANDA, and you can, too. God is a great provider!

***Support Letters:*** Support letters are a very standard and highly recommended manner of raising support.

After you have been approved, you may begin sending out support letters.

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

- Car wash or Bake sale

- Raffle (get donations from businesses as prizes) or Garage sale

- Yard work or T-shirt sales

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

**Arriving at TABRA UGANDA**

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

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

**Expenses for Interns & Mission Partners**

***These expenses are in addition to the costs listed on the Budget Planning page at the end of the General Handbook. Neither list includes the cost of tourism, restaurants or souvenirs.***

***The costs listed below are only estimates and can change at any time without notice.***

***Please be prepared by bringing extra funds to cover the unexpected.***

Missionary training materials $40-$50

Police Clearance Certificate **(Mission Partners only)** background check through local police department $15-$20

TABRA UGANDA Per Diem - **$25.00/day for first 4 months; (Mission Partners only) - $20.00/day thereafter**

Varies, based on number of Nights on Campus

Work Permit Related Costs **(Mission Partners only)** - multiple trips to Kampala (lodging, food, transportation) $150.00

Work Permit **(Mission Partners only)**

$125 for 6-month permit or $250 for 12month permit

Personal needs **(toiletries, extra food, etc.)**

$50-60 per 6 weeks \*\*

Ugandan phone **(purchase cost)** $30-$40 \*\*

Purchase Ugandan wireless internet router **(optional)** $60-$75 \*\*

Mobile money to load onto phone **(and internet router, if applicable)**

Varies, based on usage

Round-trips to Kampala to use ATM **(approximately one trip every 6 weeks)** $40 \*\*

Emergency funds Varies based on size of family & length of stay

**\*\*** Food provided by TABRA UGANDA is basic. You may eventually want to purchase expensive imported foods (cheese, cereal, etc.) in Kampala.

**\*\*** Like in the U.S/Europe., phone & internet costs can be very high if not carefully watched.

**\*\*** There is the option of purchasing a Ugandan wireless router in Kampala for emailing & Skype.

**\*\*** The longer you stay at TABRA UGANDA, the more trips you will need to make to Kampala to use the ATM.

**ly -** If traveling alone from the airport to TABRA UGANDA or back to the airport, you will be responsible for the full transportation price because you will not be sharing the cost with others. (Transportation costs are listed on Budget Planning page at 7 TABRA UGANDA Internship & Mission Partner Handbook-2025\_v1.3

end of General Handbook.