

## **PROGRAM INFORMATION**

### **Orientation & Training**

Interns will go through a one-week training and orientation program at our offices in Grand Rapids prior to departure. Topics covered during the one-week period include cultural values, safety while in country, understanding business as missions, serving the missing middle/SMEs, the Partners Worldwide partnership model, etc. The orientation will also provide background information on assigned country offices, an opportunity to connect with your partnership manager, in-country and north American affiliate groups via meetings and conference calls, and where applicable training on Partners Worldwide technical systems.

### **Housing, Insurance & Travel Arrangements**

Partners Worldwide will work together with the appropriate field staff and partnership facilitator to make arrangements for housing during your time in-country. The partnership manager will be available to welcome you and provide orientation to life and work in the country where you will be living. Once accepted, the internship coordinator will be in touch with you to find appropriate insurance coverage and assist you with the purchase of a ticket if needed.

### **Educational Background, Language Proficiency and Experience**

International Internships are open to individuals with a Bachelors degree in business, a related field or international development. In addition, candidates must have prior experience living or studying overseas. However we will consider applications from those who do not have a college degree but have significant work experience relevant to the needs expressed by an affiliate group or field office. It is also important to note the language requirements for a position before applying. Some positions require an intern who is proficient in the formal language, for example French for Cote D'Ivoire or Spanish for Nicaragua. Most openings in Africa and the Caribbean are open to English-speaking candidates, although knowing the local language will be an advantage. In such cases, interns are able to enroll in a language course upon arrival in the country of placement.

### **Funding and Costs**

International Internships are unpaid positions. Interns are therefore responsible for raising funds to support themselves during their time abroad. Previous interns have been successful in doing this and Partners Worldwide will provide you with a fund-raising toolkit of sample letters and tips to help you in the process. Since Partners Worldwide is a non-profit charitable organization, U.S. tax payers can receive a tax-deductible receipt from us when they donate funds to support a Partners Worldwide intern. Total costs for each intern varies with country situation and intern lifestyle but are usually within the \$13,000 to \$20,000 range. See next page to view a sample budget for an idea of various expenses or costs.

## Partners Worldwide Volunteer Financial Form

<b>Name:</b>		<b>Fund Code :</b>	
<b>Position:</b> Kenya Intern		<b>Assigned Partner:</b> HOF/CHESS/FULLSCALE/GITITHIA	
<b>Term:</b> August 2009 to August 2010		<b>Supervisor:</b> Martin Mutuku	
<b>Start Date:</b> August, 2009		<b>Location:</b> Nairobi and Mombasa, Kenya	
<b>BUDGET</b>		<b>USD Amount</b>	
<b>Taxable Benefits</b>			
Living Allowance (include stipend, outfitting, & tuition assistance)			12000
Housing (rent, utilities, furnishing, etc.)			2000
Sub-total Taxable Benefits			14000
<b>Home Office Administrative Costs:</b>			
Printed Materials (news letters, pre departure supplies)			250
Travel to / from Country (air fare, visa, immunizations)			2000
Sub-total Home Office Administrative Costs			2250
<b>On-field Administrative Costs:</b>			
In-country Transportation (regular in-country, meeting exps)			1000
Office Rent, Supplies & Telecommunications (cell phone, laptop, internet)			800
Language Training			350
Insurance			500
Miscellaneous			500
Sub-total On-field Administrative Costs			3150
<b>Total Expenses</b>			<b>19400</b>
Total Support Received To-date			
Funding Surplus / (Shortages)			
			-19400
<b>IRS Guidelines:</b> According to IRS guidelines , tax deductible gifts may not be restricted for the sole benefit of an individual. Although gifts made to support you will count towards your fundraising goal, Partners Worldwide must retain sole control and discretion over the use of the funds once a tax-deductible receipt is issued. The tax-deductible gift is non-refundable, even if you become unable or unwilling to participate in the internship program.			
<b>Fund Balance:</b> At the end of your term, 50% of funds raised over and above your budget total will be transferred to the in-country project account. The balance remains the property of Partners Worldwide.			
<b>Support Rule:</b> Partners Worldwide requires interns to have 50% of financial support pledged and/or donated at least 30 days before scheduled departure. Partners Worldwide will provide interns with administrative assistance in raising the full amount of support needed.			
<b>Expense Reports:</b> Each month please use Partners Worldwide expense reimbursement forms to report all monies spent. Turn necessary documentation into Partners Worldwide in-country office or to partner staff.			