



*intern*  
HANDBOOK  
updated Jan 2020



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**Welcome to the Kairos International Internship Guide.** This guide contains much of what you need to know to serve with Kairos in an internship capacity in Uganda. We look forward to working together and seeing what God will do through you as you serve Him and His people in Uganda!

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If at any point in your journey you have questions, please don't hesitate to reach out. We are here to help!

### QUESTIONS?



Contact  
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or  
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## *mission*

Kairos International is a Christian Organization whose mission is to invest in the **soul, mind, and skills** of young adults in developing nations.

## *vision*

To create a world where all young adults, regardless of their circumstances, are shown the love of Jesus Christ and are given the tools to realize their God-given potential.

## *values*



### FAITH

We believe in one God, manifested as the trinity - Father, Son, and Holy Spirit. We seek to follow the Lord in our everyday journey - personally and collectively. We recognize the call toward His people, and hold Jesus' life as an example of servanthood.



### PEOPLE

We believe that God has created each human life, and loves each of His children equally and unconditionally. As such, we give priority to people before all earthly things including money, structures, and systems.



### POTENTIAL

We believe that the potential for people to succeed should far surpass the state of their vulnerability, and should therefore be challenged to promote growth. We define success as living lives of worth, dignity, honesty, and joy.



### COMMUNITY

We believe in the power of healthy relationships and unified communities. We identify with Jesus' example to live in community with one another. We are called to respect one another in personal and working relationships, regardless of the differences between us.



# STORY OF KAIROS



Allison Hopper

Allison has lived and served in the mission field since 2011. After working for an organization for 5 years in Haiti, she moved to Eastern Africa. She arrived in Uganda in the fall of 2016 on a one year contract, however, 18 months in she realized she was already where she was meant to be. After living and working at a rural orphanage, she dreamed for more for the young adults she encountered. Kairos International was founded in 2018 to educate and give purpose to young adults from vulnerable backgrounds. Allison actively serves as one of the Executive Directors and lives in Uganda with her husband, Ryan.



Nzinga Donovan

Nzinga was raised in a family that values travel and adventure. Growing up, she experienced life in various countries and cities and became passionate about learning the culture of her new homes. Arriving in rural Uganda in 2016, she knew her main goal would be investing in the lives of others. She started a discipleship group to grow closer to the young women in her community, and the vision for Kairos began to develop. Nzinga is living in Uganda, actively serving as the cofounder and one of the Executive Directors for Kairos International.

## *How was the vision of Kairos born?*

During the 18 months in Uganda, God led each of us to communities of young adults who expressed to us a desire for 'more.' More fulfillment. More possibility. More hope. As friendships grew, so did a desire to do something lasting. We recognized that programming for young adults was incredibly limited, and began doing research. We quickly learned that 2/3 of children who had been given aid in some form, fell back into poverty upon reaching young adulthood. The more we saw, the more we prayed, the more we knew something need to be done. Thus, the vision of Kairos began taking form.

Define: **KAIROS**

plural kairoi \-rōi\

: a time when conditions are right for the accomplishment of a crucial action

: the opportune and decisive moment

: **God's opportune time**





# PROGRAM OVERVIEW

*“where potential overshadows poverty”*

*12*  
*months*

Kairos' inaugural year begins in January 2020. The program is twelve months in length, with time set aside for entrance preparations and exit strategies. Students will be required to invest themselves for the entire duration of the year-long program.

*18-30*  
*years old*

Our program targets young adults (ages 18 to 30 years) from vulnerable situations or from circumstances that would otherwise prevent them from pursuing honorable work. We believe this age range encompasses critical life stages that are often overlooked.

*3*  
*program*  
*focuses*

Kairos International seeks to invest in our student's whole self by investing in mentorship, providing thorough business education, and offering skills based experience through a variety of vocations and internships.

*1*  
*desire*

Students encounter the love of Jesus and recognize they were created with immense potential. We want to create a space for young adults to feel unified, encouraged, and equipped to lead dignified and purpose driven lives.

*#*  
*locations*

While Uganda is the founding location, Kairos' vision is to develop similar programming in multiple locations on a global scale. We are excited to see how God grows and develops Kairos Uganda to be a model for His work throughout the nations.





# VOLUNTEER GUIDELINES

Our prayer is that your time with Kairos is a positive experience that brings about growth, leadership, and confidence in ministry. To aid in facilitation of this, we have established these guidelines which outline our expectations for individuals serving with Kairos International. We require each intern to read through and agree to these guidelines when filling out the intern application.

## During your trip to Uganda, Kairos International expects you to:

- Come to Uganda with an attitude of humility and respect for the people of Uganda.
- Come with a willingness to work and cooperate with others.
- Read the suggested novels:
  - **“When Helping Hurts” by Steve Corbett and Brian Fikkert (see pg 9)**
  - **“You are not the Hero” by Jean Johnson**
- Behave in a manner that is consistent with the philosophy of the mission. This includes agreeing to:
  - Avoid the use of alcohol, drugs, or tobacco
  - Dress in a respectful manner; consistent with the suggestions made
  - Consult Kairos leadership before giving any items away
  - Not start or engage in romantic relationships while in Uganda
  - Complete intern responsibilities as agreed upon in a timely manner
  - Generate support to cover the cost of your stay in Uganda
  - Submit to the direction of Kairos leadership while in Uganda
  - Communicate your needs with Kairos leadership!

## During your application process and internship, Kairos leadership agrees to:

- Communicate truthfully, clearly, and in a timely manner.
- Be willing and available to answer any questions you have during the process.
- Behave in a manner that’s consistent with our core values.





# INTERN EXPECTATIONS

In addition to the guideline agreements, ***we also hold high character expectations of our interns.*** Life outside of your own culture and comforts can be a challenge, especially if you're not aware of the expectations put before you. Even with environmental differences, the mental component of mission life is far more challenging than the physical. This list expresses the character traits we are looking for in a Kairos volunteer.

## **We are looking for interns with the following qualities:**

**Self-starter:** If you see a need, don't be afraid to use your God-given leadership gifts and communicate your ideas with Kairos leadership! We would LOVE to engage in conversation about your ideas because we value your opinions.

**Teachable hearts:** There may be moments where correction, guidance, and teaching are necessary. We ask that you posture your heart to listen to the advice and guidance of Kairos leadership.

**Mature:** We are serving in Uganda to display the love of Jesus while supporting our students and staff in tangible ways. We have high expectations that anyone serving with Kairos contributes to the vision. We expect you to act in a respectful, mature way at all times. We encourage open dialogue (even when it's hard!) and HIGHLY discourage gossip or other potentially divisive actions or words.

**Flexible:** Life in Uganda is anything but scheduled. Traffic jams, cultural differences about time, unpredictable power outages, lack of water, and a variety of other daily "normalcies" are luxuries in UG. This requires patience, understanding, and a go-with-the-flow attitude to keep from unnecessary frustrations.

**Self-sufficient:** Once a routine is established, you are given full autonomy and independence. Grocery shopping, meal preparation, what you do with your free time, etc are your responsibilities. This can be an exciting journey of independence in a new culture! It also requires not being afraid to ask questions!

**Strong communication skills:** We value open, honest, clear, and direct communication with Kairos leadership and staff. So often feelings arise and are not dealt with in a timely manner, resulting in hurt feelings and damaging relationships. Coupled with directness, we expect respect and honor. We believe the most effective dialogue, with people from any culture, come from a place of humility.



# FOCUS OF INTERNSHIP

As a grassroots organization, we will be the first to share that our internship program is a growing process! As such, there are many unknowns with this partnership. Roles and responsibilities will be shifting during your internship in Uganda. These pages serve to give a general understanding of your *potential* responsibilities.

## **Media Management**

This role includes all social media management (facebook, instagram, etc) for Kairos to inform donors and supporters of the incredible work God is doing.

## **Story-Telling**

Gathering stories from students and staff members to share with supporters and future students.

## **Quality Photographs to use for Multiple Media Platforms**

Capturing photos to accompany stories, use for promotional material, and document progress

## **Involvement in Community Engagement Projects**

Our students have community service projects throughout our program. You will be asked to join and potentially organize projects to participate in alongside our students.

## **Partnership with another Kairos Partner**

We want you to have as many diverse experiences in Uganda as possible. Our mission is all about encouraging individuals to live into their passions – and we want the same for you! Your commitment to Kairos will be 3 days per week depending on the present need. The remaining weekdays will be spent with one of our partner organizations. We will assist in the communications between organizations, and ensure you are given clear direction in your alternate location.





## FAQ's

### **What if I agree to serve as an intern but can't go?**

If for some reason you've started the process but are unable to go on the trip, we ask that you communicate with Kairos leadership as soon as possible. We want to ensure that communication lines are open at all times. Because Kairos International is a tax-deductible ministry, if you have already donated funds through Kairos' donation platform, they are nonrefundable.

### **What if I have agreed to come for \_ months, but need to leave my commitment early?**

No matter the length of the verbal commitment to serve with Kairos, we evaluate that commitment at the end of the first month in Uganda. The intention of this conversation is to give both parties the chance to touch base and modify responsibilities if needed. For that reason, ***we ask that interns commit to Kairos for a minimum of 2 months.*** We are aware that challenges may arise that may require your internship commitment to be shortened. We want to emphasize that interns are not tied to Kairos, and if you feel God leading you elsewhere during your commitment, we want to assist in that dialogue and help with those next steps. Communication is key!

### **What if I raise more money than the cost of the internship?**

If an excess of funds are raised for your stay in Uganda, and the money has been donated through Kairos, those funds may be applied to the trip costs for another intern, an intern project, or to the Kairos general fund. Due to the non-profit tax regulations, Kairos may not return donations received. If your support is raised through another 501c3 (sending church or agency), it will be the discretion of those parties.

### **Will each of my days be scheduled?**

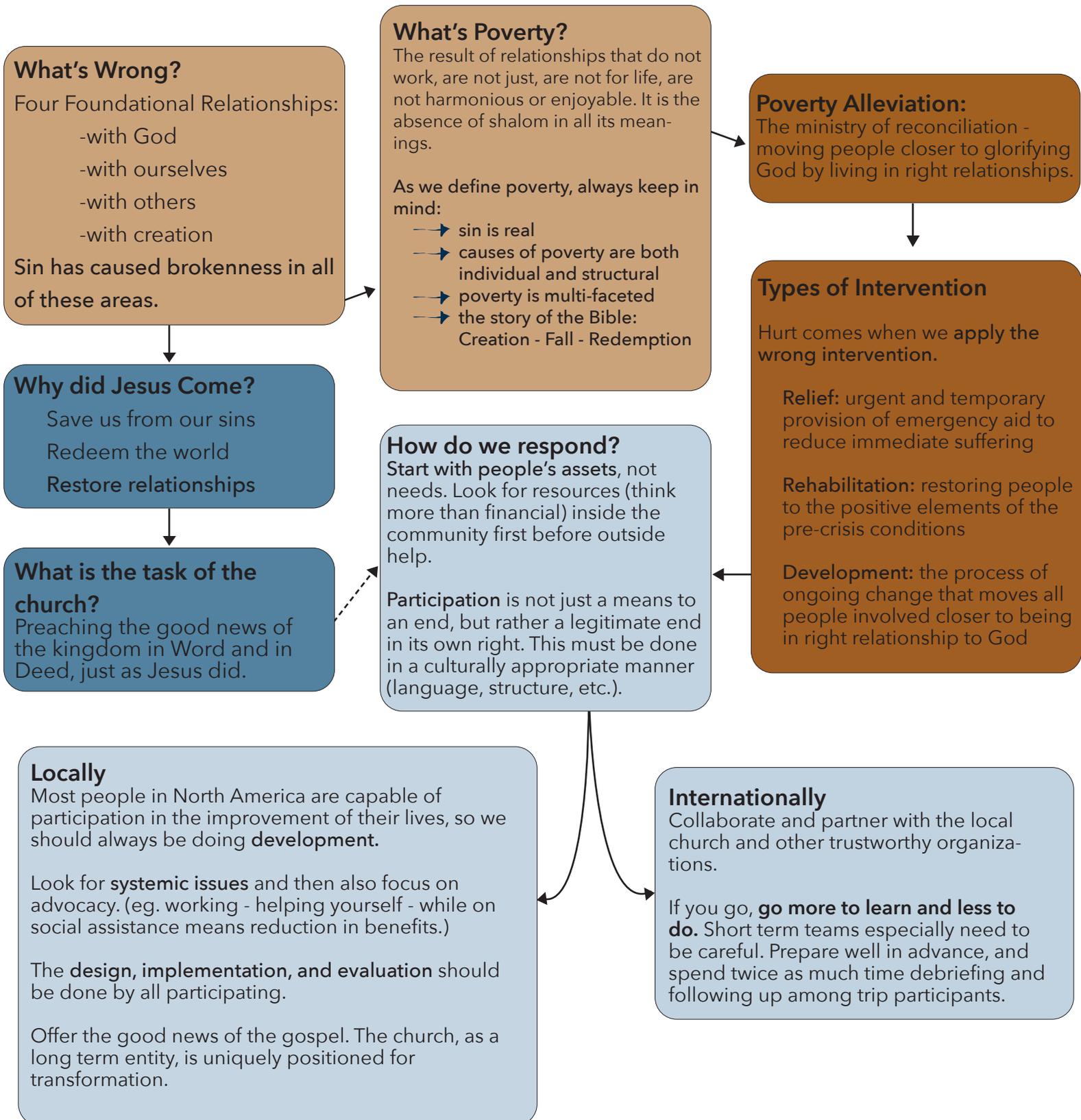
Each day with Kairos will be loosely scheduled. As mentioned on the previous page, you will be asked to partner with Kairos on agreed upon responsibilities 3 work days each week, as well as an internship with a partner organization. Some days will be more scheduled than others. Be prepared to be flexible.

### **Will I be allowed to have "off" days?**

Absolutely! If for any reason you need a time of reprieve, please communicate with Kairos leadership. We want to give you time and space to explore Uganda, have refueling, and grow relationships.

# WHEN HELPING HURTS SUMMARY

Responding to Poverty: When Helping Hurts (visual summary)  
(compiled by Crystle, CRWRC)



# FINANCIAL

## Monthly Budget for Interns

Housing, propane, and electrical are fixed prices. The remainder of the monthly budget is an estimation. **Please keep in mind that your expenses may be more or less than what is listed.**

Item	Cost (in USD)
<b>Housing / Rent</b> Housing is a furnished apartment with refrigerator and stove for intern use.	\$150
<b>Propane / Electricity</b> Electricity is prepaid each month. Kairos will load a set amount electricity onto your meter. If more is needed, the cost will be the responsibility of the intern.	\$30
<b>Food</b> This estimation includes both groceries and eating out. This cost is largely based on food preferences and lifestyle, however, it is possible to eat well for less if you practice your chef skills.	\$350
<b>Transportation</b> Public transportation will be the most common way for interns to travel. We recommend safe boda and uber.	\$160
<b>Data/Wifi</b> There are many different bundle packages available. Data is preloaded each month for your desired number of gigs. This estimation is for 30gb/month.	\$30
<b>Laundry Services</b> The intern housing does not have a washing machine, therefore laundry must be washed by hand. This cost is for hiring someone once a week.	\$30
<b>Monthly Total</b>	\$750

## One-Time Expenses

Single Entry Visa	\$50
Volunteer Work Visa	\$250
Transport to/from Airport	\$60
Ugandan Phone/Sim	\$30
Safari (optional)	\$500
Airfare	\$1,500
<b>One - Time Total</b>	\$2,360





# Fun Things to do

There are many fun activities available around Uganda and we want you to take full advantage of your time on this side of the globe. We believe in well deserved time off to explore and care for your emotional and mental health. Below are some suggested activities you may wish to budget for.

## Weekend in Jinja

Jinja is a city about two hours East of Kampala. It is most known for being home to the Source of the Nile River, adventure activities, and water sports. It's a great outdoorsy weekend getaway from city life. There are a few campsite locations to enjoy a quiet day by the Nile, or you could choose to be a bit adventurous and explore the Nile's rapids!

Activity	Cost
Nile River Camp (sleeps 2)	\$30/night
Transportation (private)	\$75/each way
Transportation (public)	\$15/each way
Transportation around Jinja	\$20/person
Food	\$20/day
Rafting the Nile	\$160/person
Kayaking the Rapids	\$160/person
Open water Nile Kayaking	\$35/person
Bird Watching Tour	\$30/person
ATV Tour	\$50/person

## In/Around Kampala

There are fun activities to enjoy in the city of Kampala that don't require you to leave the city. We highly encourage you to make time for yourself to do activities that are enjoyable to you!

Activity	Cost
Kick-boxing Classes	\$40/month
Yoga Classes	\$6/class
Public Swimming Pool	\$4/day
Acacia Movie Theater	\$6/ticket
Ndere Center/Dance Show	\$30/person
Bicycle Tour to Lake Victoria	\$50/person

## Safari

There are a few different tour companies to book safaris. Negotiations can be made in-country.

Activity	Cost
Murchison Falls Safari	\$500/person
Queen Elizabeth National Park	\$350/person

## Weekend in Fort Portal

Fort Portal is a city about four hours from Kampala in Western Uganda. Fort Portal is known for its beautiful crater lakes, colder weather, and mountainous terrain.

Activity	Cost
Lodging	\$35/night
Transportation (private)	\$100/each way
Transportation (public)	\$20/each way
Transportation around FP	\$15/day
Guided Hiking Tours	\$20/person
Boating/Kayaking the Lake	\$15/person





# Uganda 101

Uganda is a beautifully diverse East African country. Before you travel, we highly encourage that you read more about the land you'll be living on. These facts are only small pieces, but we hope it serves to give you more insight into Uganda.

<p>Uganda is land-locked, with 5 bordering countries (Kenya, South Sudan, DRC, Rwanda, and Tanzania). It is located on the Equator, about 3,600ft above sea level.</p>	<p>GEOGRAPHY</p>
<p>Kampala</p>	<p>CAPITAL</p>
<p>Uganda has a warm, tropical climate with distinct rainy and dry seasons. The average temperature is between 77-85 degrees Fahrenheit. The hottest months are December to February, which peak in the 90s.</p>	<p>CLIMATE</p>
<p>Uganda has very diverse terrain of rolling hills in the west, grasslands in the north, and tropical terrain toward the east. The Nile river flows from South to North throughout Uganda.</p>	<p>TERRAIN</p>
<p>Uganda has one of the fastest growing populations in the world, with a rate of 3.3% annually. The population of Uganda has grown from 9.5 million in 1969, to 41.5 million in 2016. Projections are expected to reach 75 million by 2040. The average number of children for women in Uganda is 5.9.</p>	<p>POPULATION</p>
<p>The Ugandan economy is negatively affected by its political instability, which has greatly contributed to the economic decline. Uganda is among the world's poorest and least-developed countries.</p>	<p>ECONOMY</p>
<p>English is the official language of Uganda, however, there are dozens of local and tribal languages throughout Uganda. In Kampala, Luganda is the most common of the local languages.</p>	<p>LANGUAGE</p>
<p>Uganda is home to many different tribes and religions. Though only 10% of the population actively attends church, 80% of the population consider themselves Christian. The next largest religious group is Islam, which comprises about 14% of the population.</p>	<p>RELIGION</p>
<p>Uganda is the most youthful country in East Africa, and one of the youngest countries in the world. The median age is estimated at 16 years old, with 55% of the population below the age of 18.</p>	<p>DEMOGRAPHICS</p>

# TRAVEL MEDS, PASSPORT + VISA

As soon as a commitment is made for your internship in Uganda, begin getting your travel medicine, passport, and visa in order so that everything will be ready by your departure date.

## *Travel Medicine*

We recommend that you consult your family doctor regarding the recommended and required vaccinations for Uganda at least *4 months* prior to your scheduled trip.

The most commonly required and recommended medications/vaccines are as follows:

**Malaria Meds** - We highly recommend that you take prophylaxis medication for malaria. Though it is very common to acquire malaria, it is easily treatable when the symptoms are caught early. While there is still a possibility of getting malaria while on prophylaxis, it lessens the intensity of the symptoms.

**Yellow Fever** - The yellow fever vaccination is required before entering the country. Please make sure you set an appointment with your physician to assure the vaccine is available.

You can also find out more information about travel medicine for Uganda here:

- <https://www.cdc.gov/globalhealth/countries/uganda/default.htm>

## *Passports*

You will need a valid US Passport to travel to Uganda. If you do not currently hold a passport, you will need to begin the process immediately to avoid paying high fees to expedite the process. If you already have a passport, please check to make sure it will be **valid for 6 months AFTER the RETURN date of your trip**. It is recommended to renew your passport 9 months before it expires.

## *Visas*

The single entry visa for Uganda is \$50 USD. It is recommended that you obtain an E-visa before traveling to Uganda. While it is not a requirement, it usually makes the process a bit shorter and smoother through customs.

- Apply online here: <https://visas.immigration.go.ug>

You will apply for your volunteer work visa through Kairos during your 2nd month in Uganda. Kairos Leadership will help with this process.





# SAFETY IN UGANDA

When living in a different country and culture, it's always important to be more aware of your surroundings and actions. We emphasize the importance of using wisdom and discernment in your daily interactions with anyone you encounter while traveling and when living in UG.

## ***Safety when traveling internationally:***

When traveling anywhere in the world, there is always a higher possibility of crime and theft to take place. Never leave your bag unattended! Make sure you know exactly where your passport, money, and travel documents are at all times. Place these documents in a deep, hard to reach pocket in your carry-on bag. Make sure you have a flash drive with copies in a separate location in your carry on just in case.

## ***Healthcare in Uganda:***

In the case of sickness or an emergency, Kampala has many good options for healthcare. It is your discretion if you choose to invest in medical travel insurance, however, compared to the US, healthcare in Uganda is very affordable. Kairos has a list of well-known doctors and hospitals in the event that one may be needed.

## ***Petty Crime/Theft in Uganda:***

Petty theft is unfortunately very common in Uganda, especially in the city of Kampala. Usually, this comes in the form of crafty pick-pocketers. There are much fewer cases of being accosted for the intention of theft. It's much more common to reach in your pocket/purse and find they're empty. Be wise when traveling, even with a group. We ask that you take the following suggestions to avoid sneaky pickers: Never keep anything in your back pockets, hold your purse in front of you rather than at your side, avoid traveling after dark, wear bags strapped across the body rather than on one shoulder, and hold backpacks in front of you when traveling on a boda. We also want to emphasize: there is a difference between wisdom and paranoia. Uganda has an incredible culture and we challenge you not to be in fear or skepticism of your neighbors!

### ***Pro Tip!***

Download these Apps as soon as you set up your phone SIM in Uganda for easy travel.



## ***Transportation in Uganda:***

Public Transportation in Uganda can be dangerous. Boda boda's (motorcycles) are the fastest and most common mode of transportation. Often, local boda drivers can be careless in their driving. We HIGHLY recommend that you download the Safe Boda and Uber Apps on your smartphone. These businesses train their drivers in first aid, require you to wear a helmet, travel at slower speeds and abide by traffic laws.

# PACKING LIST

Please read the clothing expectations while in Uganda and pack accordingly. When visiting another culture, it is important to respect and follow the appropriate dress code.

## DO

- Pack light, breathable fabrics
- Have a variety of outfits that mix & match
- Pack for special events (weddings, graduations, etc)
- Keep your shoes clean (Ugandans are very particular about clean shoes!)
- Dress modestly, covering chest and thighs at all times

## DON'T

- Wear shorts/skirts/dresses that fall above the knee
- Leave home with revealing clothing
- Wear tight fitting leggings for daily wear (acceptable for working out)

## Suggestions for Packing ... less is more

Please note that all items with an \* CAN be purchased in Uganda. Take note of these things so you don't over pack items that can be purchased in-country.

### Carry-On

- Bible - pen - journal
- Book
- Intern Handbook
- Folder of Documents (pg 23)
- Passport + ID
- Cash
- Change of Clothing
- Jacket
- Ear buds
- Electronics
- Battery packs
- Charging cables + adapters
- Snacks
- Medications

### Toiletries

- Toothbrush + Toothpaste \*
- Dental Floss \*
- Soap \*
- Deodorant \*
- Shampoo + Conditioner \*
- Face Cleaner \*
- Lotion \*
- Sunscreen
- Brush + Comb\*
- Contact lenses + Solution
- Razors\*
- Make up
- Feminine Hygiene Products (tampons unavailable in UG)
- Tweezers
- First Aid Kit
- Insect Repellent
- Hair Ties + Headbands

### Checked Bag

- Underwear
- Socks
- Bras/sports bras
- Sleepwear
- Clothing for church
- Clothing for 12 days
- Clothing for workouts
- Rain Jacket
- Sweatshirt/light jacket
- PJ's & clothing for relaxing
- Swimsuit
- Hat + Sunglasses
- Shoes
- Towels (2)
- Washcloths (2)
- Twin Sheets (1 set)
- Voltage Adapter(s)
- Books/eBooks
- Chapstick
- Empty water bottle
- Eno/Hammock
- Solar Lantern
- Paper + Pens\*
- Bluetooth Speaker
- Cards + reminders of home

You can purchase adapters in UG, but make sure you order a few on Amazon so you have them on arrival!  
(Type G Adapter)





# DAILY LIFE IN UGANDA

## **Water**

Water is not fully treated, and therefore is not drinkable from the tap. Intern housing has a water filter that's very easy to clean and use. Using water from the tap to brush your teeth, wash off veggies, and do the dishes is perfectly fine.

## **Credit Cards + Bank + ATM**

Most grocery stores and larger restaurant chains have card paying options. It is often unpredictable as to whether the network is working, the card readers are functioning, etc. Because of this, you cannot always rely on credit or debit cards as ways of payment.

Withdrawing from the ATM is the most convenient way to get access to your funds. Before leaving, make sure you notify your bank that you will be traveling internationally so they don't put a block on your debit card. Check with your bank to verify the cost for international withdraws so you can budget accordingly. To avoid multiple withdraws and the fees that come with them, we recommend that you withdraw the maximum amount (typically \$500 USD per day) and budget it out accordingly.

## **Transport**

Public Transportation will be the most common use of travel for interns. There are a few different transportation options, but we recommend that you exclusively use Safe Boda or Uber for travel.

## **Phone**

We recommend that you purchase an unlocked smart phone before leaving the US. If you come with an unlocked phone, the SIM card can simply be removed and replaced with a Ugandan SIM. When you arrive in Uganda, one of your first tasks will be to get connected. You will be assisted to go to the local phone store to get a phone and/or SIM card.

## Wifi

We will ensure you have enough data to contact family and friends upon your arrival in Uganda. Once settled, you will be assisted in setting up your phone/data with the local phone store. Data in Uganda is sold in bundle packages that are loaded onto your smart-phone. There are daily, weekly, and monthly options available. The system is easy to learn once in country.

## Food

### **Grocery**

Kampala has many supermarkets that resemble American grocery stores. While grocery trips usually involve going to 3 or 4 stores to shop for all the things you're looking for, you can find yogurt, meats, cheese, vegetables, fruit, spices, and canned foods. There are, however, a few items that aren't as readily available in Kampala. We recommend that you bring snacks that remind you of home!

### **Cooking**

Interns will have access to a furnished kitchen with a refrigerator and an oven. Interns will be responsible for their own meal prep. Our recommended budget accounts for eating two of your three meals from home.

### **Eating Out**

There are several nice restaurants in Uganda that offer Western food. While it is more expensive to eat out, it's nice to know the options are there when you're having a craving!

### **Traditional Food**

When attending a large Ugandan function, the typical meal includes: rice, beans, spinach, matoke (mashed + steamed plantains), meat (goat or chicken), and fruit. Different regions offer different "staple" food items. When you're invited for a meal and served, we highly encourage that you show respect to your hosts by eating what you're dished. It's a great way to respect and honor your hosts as well as experience the culture's hospitality first hand.



## Laundry

There are no washing machines available in the intern housing, therefore, laundry must be done by hand. You may choose to wash on your own or hire one of the ladies from our area to wash once a week. It is culturally unacceptable to have anyone wash underwear. Those items will need to be washed by you, and hung to dry *inside* your living space.

## Camera + Taking Photos

Please feel free and comfortable to bring your camera! We know that you are excited about capturing your experiences. We do ask that you take extra care to take photos tastefully and respectfully. Based on your roles within Kairos, photographs will be an essential component of your work and we want to assist in the best way to accomplish this.

When you first arrive, the temptation will be to take photos of everything. We highly encourage that you refrain from taking a lot of photos in the first week. This helps you see and understand the culture without hiding behind a lens. It also allows you to experience relationships and being intentional rather than being immediately labeled as a tourist.

When you do take photos of general scenes: in the marketplace, chaos of traffic, or scenery, do so discreetly. Don't lean out of windows, or take pictures while walking down the street.

When taking photos of individuals, always ask permission. It is never ok to pull out your phone or camera and snap a picture without their knowledge or permission. If you wouldn't want someone to do it to you, don't do it to them.





# TRAVEL TIPS

The key to a smooth trip to Uganda is having a clear understanding of what can be expected during travel. This outlines some tips to help you prepare.

Each ticketed passenger is allowed to carry-on one bag and one personal item, which includes a purse, briefcase, laptop, or diaper bag, without charge.

Check with your airline regarding fees for checked bags. Flights to Uganda usually allow **2 checked bags with a maximum weight of 50 pounds per bag**. Maximum size, without charge, for each piece of checked baggage must not exceed 62" in overall dimensions (L+W+H).

We suggest that you travel with totes or crates instead of typical luggage, *but it is certainly the traveler's preference*. Crates are versatile and can be used in country for storing food, bedding, or miscellaneous items without attracting bugs, rats, or other unwanted critters.



## ***During travel:***

### **DO**

- Keep a close eye on your bags
- Make sure your documents are in an **inside pocket** of your carry-on
- **Remain FLEXIBLE!** God is in control through missed flights, delays, and changed plans.
- Communicate promptly to Kairos about travel updates & changes
- Answer TSA and airline personnel quickly, kindly, and honestly

### **DON'T**

- Give your passport or any identification to anyone except TSA or airline personnel
- Leave your bags unattended
- Make jokes or comments that may endanger your trip or be offensive
- Panic when changes arise
- Lie or provide too much information to customs officer, TSA, or airline personnel
- Drink water from any tap during travel





## Customs

Either before landing, or immediately on arrival you will be given a customs form. Fill out the information in full. Note the following for your in-country address:

**Mbuya, Nakawa District  
Kampala, Uganda**

Smile when approaching the customs officer and be sure you hand them the following: **passport, yellow fever card, your printed e-visa, the customs form, and \$50 USD (if you haven't already paid via the online portal)**. They will then proceed with fingerprints, a photo, and a few simple questions.

When asked for the duration of your stay, inform them that you will be in country for 3 months (the length of the tourist visa). *Note: Be sure you specify specifically 3 months. Legally you cannot stay longer until your volunteer visa is submitted; this process will be started at a later date.*

Answer any and all other questions to the best of your ability and with honesty!

## Baggage Claim

Once you are through the customs counter, you will enter the baggage claim area. While waiting for your bags, use this time to grab a trolley and send a quick message to Kairos Leadership, friends, and family about your safe arrival (the airport has wifi you can connect to).

Before exiting the airport, it is typical procedure for airport personnel to open and check all bags with a scanner and by hand. Don't be alarmed if airport security asks to open and look through your items at the exit.

### *If you are missing a bag:*

Go to the Customer service counter and give them the needed information. Request that when the bag arrives, **it remains at the airport, and the following number is called - 0783 620 684.**

## Exiting

Once you have all of your items and go through your final checks, you will exit the airport. You will walk out into a large waiting area where your driver will be waiting for you.





# DOCUMENTS CHECKLIST

Due to the length of the intern's stay, the listed documents will be required to apply for a visa through Kairos. We highly encourage that you create two organized folders with all the documents listed. One folder should be given to a family member as a back-up, and the other will travel in your carry-on bag.

**Make sure you have all of the following documents printed for travel:**

- Passport
- Printed copy of visa
- Yellow Fever Card
- Pertinent Immunization records
- Copy of social security card
- Copy of Driver's License
- 2 passport photos
- Flight itinerary
- Copy of Health Insurance Card
- Travel Insurance Card (if applicable)
- Contact info for Kairos
- US emergency phone numbers
- Background check
- Copy of diplomas and degrees
- Copy of birth certificate
- Flash drive with soft copies of all the documents
- \$50 cash for Visa

## Take Note!

In Uganda, they will only accept \$50 and \$100 bills that were printed in 2006 or later. They will not accept or exchange any bill smaller than \$50 USD.





# EMERGENCY CONTACT INFORMATION

In the event of an emergency, we want you to know who to contact and how. We request that you give this information to your emergency contact in the US while you are gone.

If for any reason, there is a need for your appointed contact to reach you while in Uganda, please contact Allison or Nzinga. Please note that when calling internationally, it is much cheaper to call over a wifi connection through whatsapp, facetime, skype, facebook messenger, or zoom. For all wifi calls, use the US numbers are listed below. In the event that it is necessary to call without wifi, remember to use the appropriate area code before dialing.

Allison Hopper, Director

Calling from US to Uganda  
US + 1 (859) 536 - 5755  
UG +256 783 620 684

Calling within Uganda  
UG 0 783 620 684

Nzinga Donovan, Director

Calling from US to Uganda  
US + 1 (502) 681 - 4084  
UG +256 778 914 137

Calling within Uganda  
UG 0 783 620 684

It is imperative that our leadership has a general idea where interns are at all times. While there will certainly be a healthy level of autonomy, we want to be aware of our interns' location for safety purposes.

