

INTERNSHIP AGREEMENT



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PROJECT MAÑANA INTERNATIONAL | ProjectManana.org



Project Mañana's Mission Statement

We exist to share the gospel and help break the cycle of poverty by investing in impoverished children, their families and communities through clean water, nutrition, education, and discipling projects.

Project Mañana's Cultural Values

Our Cultural Values include: LOVE People Like Jesus Does; LEARN Constantly; INVITE Others to Participate; SHARE Open-Handedly; INNOVATE Toward Sustainability; ADMINISTER Resources With Excellence

Project Mañana's Statement of Faith

Project Mañana is rooted in Christian values, which means We Believe:

- God is the Father Almighty, Creator of all things visible and invisible.
- Jesus Christ is God's one and only son, our one and only Savior.
- Jesus was born in Bethlehem, both fully human and fully divine, conceived of the Holy Spirit and the virgin Mary.
- Jesus suffered and was crucified under Pontius Pilate.
- Jesus died, was buried, and rose from the dead in bodily form on the third day.
- Jesus ascended into heaven and now sits at the right hand of the Father.
- Jesus will return to earth to judge both the living and the dead.
- The Holy Spirit is an active and operative part of the triune God; dwelling within every Christian.
- The Bible is God's Holy Word and Scripture. We believe God inspired the autographs (original writings) of the Scripture and those autographs were consequently without error.
- The Bible is the final authority for all matter of faith and practice.
- The Bible teaches that man, created by God, willfully sinned against God and is consequentially lost and without hope apart from Jesus Christ.
- The Bible teaches salvation—the forgiveness of sins—is only by grace through the blood of Jesus Christ.
- The Bible teaches that one receives God's grace by putting faith in Christ, repenting of sin, confessing Christ and being immersed into Christ, but that none of these is sufficient in and of itself for the assurance of salvation.
- The Church of Jesus Christ was founded on the day of Pentecost and consists of all Christians everywhere.

I have read and understand the Mission Statement, Cultural Values, and Statement of Faith; and I agree to follow them in my capacities with Project Mañana International and all of its international affiliates.

Intern's Initials: _____

Parent/Guardian Initials: _____



Project Mañana Intern Financial Agreement

Project Mañana Interns are responsible for payment of their internship fees no later than **30-Days** prior to their agreed-upon arrival date in the Dominican Republic. Airfare funds must be paid to Project Mañana prior to booking airfare.

The intern, their parent(s) or guardian(s), or other third-party who donate to Project Mañana on behalf of the intern should understand these payments made to participate in the intern program will be processed as charitable donations, not as a fee for payment of services. Each donor will receive a donation receipt for tax purposes upon processing of their donation.

DEPUTIZED FUNDRAISER

It is critical to understand the IRS (2010) guidelines outlined below for personal support raising, officially known as Deputized Fundraising.

According to the IRS, donations that are received by our ministry for the support of a particular person generally qualify as a charitable contribution *if* the ministry exercises sufficient discretion and control over the gift. To do this, the following provisions must be met:

1. All contributions made to Project Mañana International must be made so that the nonprofit may carry out its purpose. Donations intended to support a specific person will be held in preference for that individual, but Project Mañana retains full control and discretion over the use of the funds.
2. In order to demonstrate that Project Mañana has full control and discretion over the use of contributions, and is indeed using those contributions to carry out its purpose, the following statement **MUST BE INCLUDED** in *any and all* solicitations for contributions to Project Mañana International, including those for personal support:

“Contributions are solicited and received with the understanding that Project Mañana International has complete discretion and control over the use of all donated funds. (IRS guideline, 2010)”

(Include this statement in all personal support raising communications.)

3. No deputized fundraiser shall solicit donations in any way that would suggest or imply anything contrary to the contents of these guidelines.
4. All donations must be payable to Project Mañana. For paper checks, donors may write “in preference for” along with the intern’s name so that Project Mañana understands the preferred intention of the gift.

Project Mañana International is a 501(c)(3) charitable nonprofit corporation and retains full control and discretion over the use of funds received from donors. **All funds are wholly owned and recognized as charitable contributions to Project Mañana and will *not* be refunded, transferred, or distributed to the intern for other reason. Interns are Deputized Fundraisers of Project Mañana International.**



OVERAGE OF FUNDS

To remain in compliance with IRS guidelines, no funds will be distributed to interns for any reason. All funds will be used to further the nonprofit mission of Project Mañana.

It is the intern’s responsibility to monitor the total amount of funds they have acquired as a deputized fundraiser. To help with this, Project Mañana will provide weekly reports to the intern.

In the event that more funds are received than is required to participate in the Intern Program, it is important to understand that those funds will not be refunded or transferred to the donor; or disbursed to the intern.

AIRFARE

Airfare payments made to Project Mañana are non-refundable or transferable. Project Mañana will serve as the intern’s liaison with the airlines by pricing, booking, and managing the intern’s airfare. With prior approval from Project Mañana, interns may book and manage their own airfare directly with the airlines.

CANCELATION

In the event of cancellation, for any reason, the Registration Fee will be forfeited. Any funds (beyond the Registration Fee) that were raised for the intern to participate in the Intern program will be held in preference for *one calendar year* and may be applied to a future internship or mission trip. If the intern is unable to travel within the following calendar year, Project Mañana reserves the right to use the funds, as necessary, to further its nonprofit mission.

If airline tickets have already been purchased, the intern will need to contact the airline to cancel their trip and seek a credit or refund directly from the airline.

If questions arise regarding the handling of donations for the Internship program, please contact Project Mañana’s Intern Coordinator.

I have read and understand this Project Mañana Intern Financial Agreement; and I agree to follow it in my capacities with Project Mañana International and all of its international affiliates.

Intern’s Initials: _____

Parent/Guardian Initials: _____



Project Mañana's Lifestyle Expectations & Discipline Structure

Project Mañana desires for all interns to have a healthy and successful experience while serving with Project Mañana in the Dominican Republic. To ensure that all parties have an understanding of what success entails, please review the below Lifestyle Expectations.

INTEGRITY

A person of integrity is living rightly, not divided, nor being a different person in different circumstances. A person of integrity is the same person in private that he/she is in public. (Proverbs 10:9)

1. **Lordship** – Maintain a growing relationship with Jesus Christ in your personal life and as you serve Him and His church.
2. **Relationships** – Interns will maintain integrity in how they communicate with staff, other interns, community members, visitors, and others.
3. **Stewardship** – Exercise control and responsibility with your time, talents, resources, finances, health, etc.
4. **Morality** – Including but not limited to, a commitment to live above reproach, including adherence to sexual purity, exhibiting morally upright behavior (examples: no smoking, no drinking (even if of age), no use of profanity), etc.

CHRISTIAN LIFESTYLE & CULTURAL BEHAVIOR

Each intern should be engaged in ongoing personal Christian spiritual growth through prayer, bible study, and service, and as it applies to Project Mañana's Statement of Faith.

Interns will attend weekly Sunday church service at *Iglesia Evangélica Punto Central* (Center Point Christian Church) in San Pablo, Dominican Republic. They may also participate in mid-week activities. If an intern wants to attend activities outside of Project Mañana, they must seek approval from the Intern Coordinator.

Within the conservative Dominican culture, Christians must refrain from smoking, vaping, consuming alcohol (even if of age), use of profanity, or other liberal behaviors that may be acceptable in the United States.

RELATIONSHIPS

Interns may not engage in a romantic relationship, of any type, during their internship with Project Mañana. This includes, but is not limited to, flirting, displays of affection, overly-private chat or telephone conversations, or spending time alone with the opposite sex.

LEADERSHIP

Each intern should remain mindful that when they are serving with Project Mañana, they are leaders. They must maintain a level of integrity and character at all times. Interns should model a Christian example which is culturally sensitive to the Dominican Republic.

APPEARANCE

All interns will dress appropriately and with modesty in mind. Please be conscious of what you are wearing and where you are wearing it. Staff reserves the right to ask you to change and/or not to wear certain items of clothing. Bathing suits must be one-piece and dresses/skirts must be, at a minimum, mid-thigh length.



CONFLICT RESOLUTION

If conflict arises, interns should work to resolve the conflict peacefully and swiftly according to the Matthew 18 Principal. If a conflict cannot come to a resolution of understanding, forgiveness, and reconciliation: the appropriate supervisor will address the issue and take necessary steps to resolve the conflict in a healthy manner.

ZERO-TOLERANCE ACTIONS

Project Mañana has a zero-tolerance policy for any intern engaging in: illegal drug use, fornication, pornography, participation in religious activities other than biblical Christian beliefs, or other actions identified as illicit or illegal. Any intern found engaging in such actions will have their internship terminated and be asked to return home immediately.

MISCONDUCT

If staff, interns or volunteers demonstrate behavior that is not in accordance with Project Mañana's Lifestyle Expectations, Project Mañana will take the appropriate action using its Discipline Structure.

DISCIPLINE STRUCTURE

1. *Personal Caution*
 - a. A verbal warning to an individual that a violation in general or specifically of the Lifestyle Expectations has occurred and that continuing or repeating the behavior may result in additional disciplinary action.
 - b. An accumulation of repeated Personal Cautions will result in an Official Warning.
2. *Official Warning (aka "Write Up")*
 - a. Assessed for an accumulation of repeated Personal Cautions, patterns of misconduct, or violations that are more serious in nature.
 - b. An Official Warning indicates that if immediate changes in behavior do not occur, the individual will begin to lose some of the privileges associated with being an intern.
3. *Dismissal*
 - a. Termination of the internship and dismissal will occur when there are: (a) unresolved patterns of misconduct, (b) refusal to submit to less punitive forms of correction in a spirit of repentance, (c) blatant disregard for Project Mañana's Lifestyle Expectations, (d) behaviors with potential to significantly impact the spiritual, physical, or emotional well-being of other members of the community, or (e) behaviors that endanger the safety and security of other interns, staff, community members, visitors, or others.
 - b. Dismissal can be immediate or at a designated time; Project Mañana reserves the right to send an intern home without a refund of any trip fees paid, as outlined in the Financial Agreement.

I have read and understand Project Mañana's Lifestyle Expectations & Discipline Structure; and I agree to follow it in my capacities with Project Mañana International and all of its international affiliates.

Intern's Initials: _____

Parent/Guardian Initials: _____



Intern Job Description

The general role of an intern is to support the overall work of Project Mañana and its full and part-time staff. While this Job Description is intended to convey essential information about the scope and requirements of an internship, it's not intended to be an exhaustive list of qualifications, skills, duties or responsibilities associated with the role. Interns will be assigned tasks other than those specifically listed in this job description in order to further the goals of the organization.

Please initial acceptance for every section.

During your internship, you will perform various support and ministerial roles including, but not limited to:

1. Missionary Staff Support
 - a. Shadow the staff & missionaries in their work and participate, as requested _____ (Initial)
 - b. Provide reasonable assistance to staff & missionary families (i.e. watching children, running errands, basic household labor)
 - c. Participate in activities unrelated to short-term teams (i.e. camps, special events, meetings)
2. Short-Term Team Support (if applicable)
 - a. Prepare mission teams for the day (i.e. helping organize materials, direct people, keeping to the schedule) _____ (Initial)
 - b. Prepare for and/or lead projects under the direction of staff
 - c. Help mission team members engage with projects, community members, and staff throughout the day
 - d. Interns are NOT a Short-Term Team guest; they must serve as an official representative of Project Mañana and assist in the coordination of activities as instructed by the Intern Coordinator or Team Host.
3. Guest House Hospitality
 - a. Support food service staff while short-term teams are in residence (i.e. meal preparation, clean-up, wash dishes) _____ (Initial)
 - b. Maintaining the cleanliness of the Guest House on a weekly rotation or as needed during short-term team use
 - c. Take out trash (daily during short-term team use; or weekly for individual use)
4. Ministry Assignments (if applicable)
 - a. Report to your assigned work location on time, prepared for the day and ready to accomplish pre-determined work assignment _____ (Initial)
 - b. Communicate with your Supervisor regarding issues or support needed to accomplish assigned work
5. Other Activities
 - a. Communicate with Intern Coordinator on a regular basis _____ (Initial)
 - b. Maintain a time of personal bible study and devotion
 - c. Participate in missiology, discipleship, language acquisition and cultural training (as applicable)
 - d. Attend church weekly with Project Mañana staff
 - e. If completing college or university requirements, maintain responsibility for your program and any actions required of Project Mañana staff



Intern Agreement

By your expressed interest in serving as an intern with Project Mañana International, you agree, in its entirety, to Project Mañana's:

- **Mission Statement, Cultural Values, and Statement of Faith**
- **Intern Financial Agreement**
- **Lifestyle Expectations & Discipline Structure**
- **Intern Job Description**

If you have questions regarding anything stated in any of these documents, or disagree with anything noted, DO NOT SIGN this agreement and contact Project Mañana.

I have read and understand Project Mañana's Mission Statement, Cultural Values, Statement of Faith, Intern Financial Agreement, Lifestyle Expectations & Discipline Structure, and Intern Job Description; and I agree to follow them in my capacities with Project Mañana International and all of its international affiliates.

Intern Acknowledgement:

Signature

Printed Name

Date

Parent/Guardian Acknowledgment:

Signature

Printed Name

Date