



CHILDREN'S FOUNDATION

# Internship and NutriTours Participant Manual



## INTRODUCTION

We are excited to have you involved with the Liahona Children's Nutrition and Education Foundation (LCF) as an intern or a participant in our NutriTours. This handbook is designed to be a guide as you prepare for your international experience. Our main goal is to help you develop a passion for working to solve the problem of malnutrition and help children lead healthy, productive lives. You will have the opportunity to work on a specific project designed to further the goals of LCF and to assist local communities.

You will also experience a new culture and gain appreciation for the way other people live. Your time in another country will be a time of learning and adventure. It is imperative that you remember that while traveling in your host country that you are a representative for LCF and that you maintain high moral standards, show tolerance of cultural differences, and exhibit kindness and civility to the people with whom you work and interact. We hope this experience will develop in you a lifelong commitment to humanitarian endeavors.



# POLICIES FOR INTERNS/NUTRITOUR PARTICIPANTS

As an intern or participant in our NutriTour programs, you serve as a representative of LCNEF. Therefore, it is of great importance that you abide by our policies regarding conduct and dress. Any participant not abiding by the Code of Conduct will be returned home at the participant's expense immediately with no reimbursement of deposit or intern fees.

1. You are not to invite visitors into the host families' homes without their permission. Nor are you to invite visitors into the homes of program participants without the permission of the participants and LCF program directors.

2. You are never to be alone with a child behind closed doors. No sexually explicit behavior or discussion is allowed.

3. You are never to discipline a child verbally without the permission of parents and LCF program directors. You are never to discipline a child physically or harshly.

4. Use of alcoholic beverages, tobacco, or illicit drugs is strictly forbidden during your internship with LCF.

5. Modest, neat and clean grooming is expected of both men and women interns. Clothing should be modest in fabric, fit, and style. No short shorts, mini-skirts, tank tops, sleeveless, or revealing clothing allowed.

You may wear appropriate and modest sports attire for activities such as running, swimming, basketball, soccer, etc. while involved in those activities.

6. No dating or sexual relationships of any kind with other volunteers, program participants, or local people are allowed during your internship.

7. We expect all interns to be tolerant and accepting of the religious beliefs of other volunteers, program participants, and local people.

8. Please follow safety guidelines included in your internship or NutriTour packet. Travel in groups. No hitch hiking. No travel on mopeds allowed.

9. No inappropriate pictures of volunteers or children allowed.

10. Use clean language.

11. These rules may be modified at any time. Participants will be notified of such changes.



## TRAVEL

Outings will be planned by your local supervisor and program coordinators. Feel free to suggest ideas if there is a place you would like to see.

### **UNAUTHORIZED TRAVEL**

Travel without a chaperone should not be undertaken by program participants. For your safety you should always travel with other volunteers as you participate in foundation related activities.

### **MODES OF TRANSPORTATION**

You should only use regular public transportation for your independent travel. Renting cars or motorbikes is not allowed, nor is hitch hiking allowed.

### **PASSPORTS**

In order to participate in an international volunteer program, you must have a valid passport. Passports must be valid for at least six months after your in-country arrival date. No visa is required for US Citizens traveling to Guatemala, Peru, or Ecuador for stays of less than 90 days. If your stay is longer than 90 days, you can check the Department of State's website for further information on obtaining a visa ([http://travel.state.gov/travel/travel\\_1744.html](http://travel.state.gov/travel/travel_1744.html)).

## POLICIES/EXPECTATIONS

### **HOUSING**

Typically, volunteers will live in the homes of local program participants and volunteers. The host family will provide you with a room, linens, and two meals a day. You are expected to be courteous to your host family at all times.

### **DATING**

Dating between participants or dating locals of the host country is not allowed.

### **VIOLATIONS OF LOCAL LAWS**

You are expected to obey the laws of your host country. If you break the local laws and are apprehended, LCF will not be able to request special dispensation for you.

### **POLICY INFRACTIONS**

If you are unable to abide by the Code of Conduct as outlined in this handbook, then you should not apply for a Nutritour/internship experience with LCF. LCF reserves the right to terminate you from the program if you do not conform to these standards while traveling with us as a Nutritour/internship participant. Any monies collected or due to you at the time of termination will not be refunded. You will be responsible for all costs of an early return.



The payment schedule for your program will be sent to you when you are accepted to a program. Please make checks to LCF and mail to:

LCF, P.O. Box 1415, Spanish Fork, UT 84660

Late fees will be charged on late payments according to the information provided on your payment schedule. Once you have been accepted as an intern or Nutritour participant and then decide not to participate, you must notify us in writing of this change.



## SAFETY INFORMATION

As you make your final travel preparations, please take time to follow the steps listed below and review the associated information. This information may help you reduce and manage security and health risks, as well as make you aware of what to do and who to contact for help in the event of an emergency crisis:

- Register with the U.S. Embassy and they will update you via e-mail with any pertinent security, health, and current event information that could affect you.
- Review your health insurance coverage for the time you will be abroad.
- Review the Centers for Disease Control and Prevention Traveler's Health web site (<http://wwwn.cdc.gov/travel/default.aspx>) for specific information on immunizations, health risks, medical care, and emergency procedures for your international destination. Additional medical/health information can be found at the Department of State web site ([http://travel.state.gov/travel/travel\\_1744.html](http://travel.state.gov/travel/travel_1744.html)). State's website for further information on obtaining a visa ([http://travel.state.gov/travel/travel\\_1744.html](http://travel.state.gov/travel/travel_1744.html)).
- Once in-country, take time to familiarize yourself with local police, fire, and medical emergency numbers, as well as your program's in-country contacts and the nearest embassy or consulate representing your citizenship. It is a good idea to carry this information with you at all times.
- Collect the following information:

a. Copies of the photograph page and any visa stamps in your passport. Take both the original and copies with you, but keep them in separate locations. Always carry a copy of the photograph page of your passport with you at all times.

b. The numbers and phone numbers of your credit cards and passport. Keep these numbers separate from your original cards and documents.

c. Always take another form of identification with you.

- It is a good idea to also leave copies of this information, along with a detailed travel plan, at home with your family or friends.
- Pay particular attention to the ways to reduce being a target of crime: Always travel with a companion, avoid traveling after dark, etc.
- Take note of current political and social issues in the country you are visiting.
- Become familiar with potential food and water health risks peculiar to your destination.



## MEDICAL INFORMATION

### **HEALTH INSURANCE**

LCF does not provide health insurance for participants in its travel programs and is not liable for any expenses you may incur while traveling to and from the host country or while in the host country. Please review your personal insurance plan and familiarize yourself with its policy regarding coverage while in a foreign country. Bring this information with you and your insurance card. You can also consider buying insurance if desired that provides emergency coverage while abroad.

### **EMERGENCY CONTACT NUMBERS**

If an emergency occurs, please contact your local coordinator. They will be able to contact the appropriate people at LCNEF as well as your family members.

### **EYEGLASSES & CONTACT LENSES**

If you wear contacts or eyeglasses, consider bringing a second pair. Contact lens solutions may not be available in less-developed countries. So bring enough for the length of your trip.

### **PRESCRIPTION MEDICATIONS**

If you travel with prescription drugs, always have the medication in a pharmacy container with the label bearing your name, the doctor, and the pharmacy on it or take the prescription. Customs officials may question medications that are not clearly labeled. Be aware that in many countries it is illegal to possess medication containing narcotics. Consult with your physician to determine if your medication contains narcotics. Depending on the type of prescription or the amount of medication you bring, you may want to ask your physician for a letter validating your need of such medication. Please bring a sufficient quantity of your medications to last through your international study program.

### **FOOD SAFETY**

Eat foods that are well cooked and hot, and peel all vegetables and fruits.

### **VACCINATIONS**

For country specific information, visit: <http://wwwnc.cdc.gov/travel/>



# PACKING INFORMATION

## GENERAL RECOMMENDATIONS

When planning your wardrobe, consider the weather, clothing care requirements, and the limited luggage space available. Choose clothing that is neat, comfortable, easy to care for, and appropriate in your host country. As a general rule, clothing that requires dry cleaning should be left at home. Also, remember that in many less-developed countries, dryers may take longer to dry clothes so light weight clothing is more easily laundered. Pack light! You will need to carry your own luggage at airports and on field trips. We recommend bringing the following items:

- laundry bag
- towels
- batteries
- passport holder or money belt
- travel alarm clock
- umbrella
- grooming needs such as travel hair dryer, curling iron, etc.
- electrical outlet converter kit
- any medication or prescription you are currently taking
- small gifts for host families
- small flashlight (pocket size)

## ELECTRICITY ABROAD

If you are taking electrical appliances or devices, check to see if they have dual voltage. The U.S. uses 110 volts and most countries use a standard of 220 volts. If your appliance or device is not dual voltage you will need to bring a converter. Check each item carefully. Laptops, ipads, cell phones, and battery chargers for cameras are usually dual voltage; hairdryers, razors, and irons are usually not.

Remember to purchase a converter rated for the same (or higher) wattage than the appliances or devices you use. For example, if your blow dryer uses 1500 watts, make sure your converter is suited for at least that amount. You will most likely need a plug adapter when abroad. The type of plug (adapter) used in different countries may vary greatly. If you do not know the standard plug used in a country, it is best to buy a conversion kit that has adapters for a variety of countries.



## PACKING TIPS

- Don't take jewelry, clothing, or electronic items that are of high monetary or sentimental value.
- Label your suitcases—both inside and outside—with your name and address.
- Always have your passport and other entry documents on your person—never pack them in your checked luggage.

## MISCELLANEOUS INFORMATION

### ***MONEY TIPS***

- Plan a place(s) to conceal your valuables. When you carry your passport, money, credit cards, etc. conceal them in several places rather than putting them in one wallet or pouch.
- Avoid handbags, fanny packs, and outside pockets that are easy targets for thieves. Inside pockets and a sturdy shoulder bag is somewhat safer. But the safest place to carry valuables is typically a pouch or money belt that you wear under your clothing. Carry a small amount of money in a more easily accessible pocket for daily use.
- Do not reveal large amounts of money when paying a bill. Make sure your credit card is returned to you after each transaction.
- Be cautious with your ATM code. Only use ATM machines that are near areas with frequent human traffic and visibility.
- Notify your bank and credit card companies prior to your departure of your travel plans to avoid a hold being placed on your transactions.

### ***COMMUNICATING WITH HOME***

International calls may be made from most destinations by purchasing a local phone card which will allow you to call from a pay phone. You may also choose to purchase local cell phone which can also be used to make international calls. In addition, you can usually find Internet cafes that will allow you to communicate via the internet and via Skype.

### ***FLIGHT ARRANGEMENTS***

You are required to make your own travel arrangements to and from the host country. We will try to arrange for most of the group to be on the same flight from the US to the country. We will arrange for travel to your host home at arrival at the airport.





By signing below, I, the applicant, acknowledge that I have read the application form, the Code of Conduct, and Financial Disclosures and agree to all terms and conditions set forth by the Liahona Children's Nutrition and Education Foundation related to their NutriTour program. I agree to live by the Liahona Children's Nutrition and Education Foundation's Code of Conduct while participating in the NutriTour experience. I hereby certify that all information I have provided on this application is true and complete.

I am aware and acknowledge that the work of LCF may involve hazardous or dangerous activities and that my participation in such work may subject me to the risk of injury, illness or death. I have volunteered to participate in the work of LCNEF in a foreign country. I understand and acknowledge that I may be subject to a number of additional risks and dangers involved in transportation to, from and in the foreign country, the risk and danger that adequate medical facilities may not be available should I require medical attention, and the risks and dangers of residing in and being subject to the laws of a foreign country. I have been made aware of the conditions that presently exist in the foreign country, specifically, but not limited to, social and political unrest, and unsanitary and unsafe health conditions in camps, villages, and other municipalities, including the risk of hepatitis, malaria, cholera, polio, dengue fever and other diseases. I voluntarily agree to assume all of the above risks, and all other risks associated with my participation in the work of LCF, whether known or unknown.

In consideration for the opportunity to volunteer with LCF, I hereby release, acquit, and forever discharge LCF and its respective officers, directors, shareholders, members, managers, representatives, employees, counsel, insurers, parent organizations, subsidiary organizations, agents, heirs, and assigns from and against any and all claims, including those in law or equity, demands, rights, obligations, debts, expenses, liabilities, defenses, or causes of action, whether or not currently asserted, fixed or contingent, known or unknown, which may arise from or in connection with my participation or involvement with LCF and its programs, work, mission, fundraising, or travel. I further indemnify and hold LCF harmless of any and all claims of real or perceived injury or loss I may sustain during my association with the LCF. I voluntarily, knowingly, and unconditionally give the LCF the right to keep my parents or next of kin updated on emergency or safety conditions that may affect me, or changes in my itinerary or travel plans. I understand that LCF has the right to accept or reject my application in its own discretion.

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Applicant's Signature

Date

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Parent/Guardian Signature (if under 18 years of age at time of applying)

Date

Please retain a copy for your records.