



intern
HANDBOOK
updated June 2022

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Welcome to the Kairos International Internship Guide. This guide contains much of what you need to know to work with Kairos in an internship capacity in Uganda. We look forward to working together!

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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?



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or

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Define: **KAIROS**

- : a time when conditions are right for the accomplishment of a crucial action
- : the opportune and decisive moment
- : God's opportune time

mission

The mission of Kairos International 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 and are given the tools to realize their God-given potential.

FOUNDERS & DIRECTORS OF KAIROS

Nzinga and Allison met in undergrad, and instantly connected of a shared love of international development and youth. The two moved to Uganda together in 2016, and the need for sustainable & practical next steps for young adults was overwhelming. The vision of Kairos International grew over years of research and exposure to the need. Kairos was founded in 2018, and began with the first inaugural class of youth in Kampala, Uganda in January 2020.



Allison Hopper

Allison Hopper has lived and served in different capacities overseas since 2011. She holds a degree in Education from Transylvania University, has a passion for young adults, and a love of international sustainable development. Allison now actively serves as one of the co-founders and Executive Directors of Kairos, living in Uganda with her husband and children.



Nzinga Donovan

Nzinga Donovan is the co-founder and serves as one of the Executive Directors of Kairos International. She studied International Affairs in college, and has used her knowledge of the global network to guide her since her collegiate days. Uganda has been "home" since 2016, working to develop and grow the Kairos program.

KAIROS STAFF

Kairos is proud to have a fully Ugandan staff at our Kampala offices. Meet our staff members online at www.kairosinternational.org/staff



Helen Fuambe,
National Director



WHAT WE DO

PROGRAM HIGHLIGHTS

12 MONTHS

The Kairos Program is 12 months in length, with intentional time set aside for entrance preparations and exit strategies. Our expectation is that each youth completing the program has targeted next steps for their future upon graduation. Kairos youth are required to commit to the entire duration of the year-long program.

18-25 YEARS OLD

The Kairos Program targets young adults 18-25 years old. Our demographic are young adults aging out of children's homes, heads of household, and other vulnerable populations. This age range encompasses critical life stages that are often overlooked. Through investment, the Kairos youth will have the knowledge and resources available to pursue the dignified work they are passionate about.

3 PROGRAM FOCUSES

Kairos seeks to invest in a youth's whole self through three outlets: mentorship, business education, and vocational training. By pairing all three components, the program offers not only practical steps to move toward dignified work, but also the emotional tools and support to sustain it.

1 DESIRE

We want to create a space where young adults feel safe, equipped, challenged, empowered, encouraged, loved, and worthy of living purpose filled lives. In this space, we desire to provide the tools necessary, enabling each youth in our program to break the cycle of poverty in their lives.



FOCUS OF INTERNSHIP

If you are not coming to Kairos through a specified internship in relationship with a University, we have a number of internship focuses offered. Our internship program is an evolving process. Roles and responsibilities may shift during your internship in Uganda. The categories below serve to give a general understanding of your potential responsibilities. If your internship is coordinated with your University, roles will be assigned in alignment with your course/university expectations. If you are a university intern, you will receive additional information about specifics of your role with Kairos.

Media Management

This role includes all social media management (facebook, instagram, etc) for Kairos to inform supporters about what we do. This also entails capturing photos to accompany stories, use for promotional material, and document progress of youth before, during, and after the program.

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.

Co-teaching Kairos Business Courses

Our business courses are each three days per week for four weeks. Co-teaching a specified course would involve working alongside a Ugandan lecturer in a specified topic, and sharing in the content and delivery of the material at an understandable level to the demographic of young adults.





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 living abroad can be more challenging than the physical. This list expresses the character traits we are looking for in a Kairos intern.

We are looking for interns with the following qualities:

Self-starter: If you see a need, don't be afraid to use your talents and communicate your ideas with Kairos leadership. We would LOVE to engage in conversation about your ideas because we value your opinions and know that Kairos is constantly evolving because of these ideas.

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

Mature: We are serving in Uganda to support our students and staff in tangible and sustainable 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, occasional lack of water, and a variety of other daily "normalcies" are luxuries in Uganda. This requires patience, understanding, and a go-with-the-flow attitude to keep from frustrations. On the other hand, as much as we understand flexibility, when it comes to office hours and work, we are "counter-cultural" in that we value time and efficiency, and expect all Kairos interns, staff, and youth to keep time.

Self-sufficient: Once a routine is established, you are given 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 safety, responsibility, and not being afraid to ask questions!

Strong communication skills: We value open, honest, clear, and direct communication with Kairos leadership and staff. When feelings arise and are not dealt with in a timely manner (especially within a workplace environment), it results in hurt feelings, damaged relationships, and lack of productivity. 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.

 **KAIROS**
INTERN GUIDELINES

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

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

- Come with an attitude of humility and respect for the people of Uganda.
- Come with a willingness to work and cooperate with others.
- Behave in a manner that is consistent with the philosophy of the organization. This includes agreeing to:
 - Not abuse the use of alcohol or tobacco
 - Avoid the use of drugs
 - Dress in a respectful manner; consistent with the suggestions made (pg. 15)
 - Consult Kairos leadership before giving any items away
 - Complete intern responsibilities as agreed upon in a timely manner
 - 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.



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 give a glimpse, but we hope it serves to give you more insight into Uganda.

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.	GEOGRAPHY
Kampala	CAPITAL
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.	CLIMATE
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.	TERRAIN
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.	POPULATION
The Ugandan government is democratic with a presidential system. The acting president of Uganda, Yoweri Museveni was elected in 1986. We encourage you to read more here! https://freedomhouse.org/country/uganda/freedom-world/2021	POLITICS
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.	LANGUAGE
Uganda is home to many different tribes and religions. The majority (roughly 80% of the population) consider themselves Christian. The next largest religious group is Islam, which comprises about 14% of the population.	RELIGION
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.	DEMOGRAPHICS

Culture IN UGANDA

culture: the ideas, customs, and social behavior of a particular people or society.

As you travel to any country that is not your own, it is important to read and consider cultural differences. Culture plays a huge role in everything we do - dress, language, structures and systems can all be identified in our interactions as individuals. As you prepare to travel, begin to read and open your mind to understand different ways of life so you are in the best place to welcome conversations or experiences that may require you to step out of your comfort zone.

SOCIAL LIFE

Uganda has a very communal culture. Events and gatherings (such as weddings, holiday get-togethers, etc.) are typically very large in size. Most events are open invitation, so it is not uncommon to only know a fraction of people at your own gathering. Loyalty to neighbors and tribes runs deep. Many stereotypes exist between tribes, therefore tribalism can present a social barrier at times.

GREETINGS

In Uganda, it is custom to begin almost every conversation with "Hello! How are you?", whether it is just greeting a stranger, making a simple phone call, or entering a meeting. It is considered rude to walk up to someone and begin a conversation without greeting them beforehand. When traveling outside of the city, the importance of greeting people with a wave and verbal recognition is even more important.

FAMILY

Families are very large in Uganda. The average number of children for each mother is 6. Family units usually involve aunts, uncles, grandparents, parents, cousins, and other extended relatives. It is a very communal culture in the way children are raised in the household. Many times immediate families are separated due to needs for work.

DRESS

In the village, men wear pants and women wear modest tops and long (below the knees) skirts and dresses exclusively. In the city, the dress code is a bit more "western," however, revealing clothing & shorts for both women (above the knees) and men are frowned upon.

ECONOMY

A large percentage of Ugandans remain below the global poverty line. In more recent years, this percentage increased significantly as a result of the covid-19 global pandemic. To learn more about Uganda's present economy, we encourage you to read more here: <https://www.worldbank.org/en/country/uganda/overview>

SPORTS

Football (soccer) is a way of life for many people. Children, especially boys, are raised playing in their villages. Watching football matches gather huge crowds.

FINANCIAL

Daily Per Diem for Interns	One Intern	2 + Interns
<p>Housing Our intern housing is a furnished guesthouse with kitchen access. Included under this housing per diem are the following amenities:</p> <ul style="list-style-type: none"> • 24 hour compound security • wifi • laundry services • cleaning services • electricity, water, propane • 3 meals per day • transportation to and from your internship responsibilities as well as intermittent errands 	\$100 day/person	\$80 day/person

One-time Expenses	Estimated Cost
<p>Flight When your internship date is agreed upon, Kairos will facilitate the purchase of your airline ticket. We have a relationship with a travel agent that allows us cheaper airline rates with other amenities such as additional baggage allowance.</p>	<p>\$1100 - \$1800</p> <p>*Airline tickets vary greatly, but the average is roughly \$1,500 USD.</p>
<p>Entry Visa There are 2 visa possibilities, one allows clearance and travel exclusively within Uganda (single entry visa), the other allow travel to other East African countries without additional visa expenses (East African Tourist Visa). A visa is paid online and required prior to departure from the US.</p>	\$55 - 120
<p>Tourism It is obviously not a requirement to participate in tourist activities, but it is highly recommended. The next page provides a short list of common activities that interns desire while in Uganda. Kairos can assist in arrangements of certain activities (ie. safari, rafting, etc) however, funds for these activities are paid directly to the service provider.</p>	<p>Varies</p> <p>*We recommend a minimum of \$500 USD for tourism activities; these funds are meant for personal use, NOT paid to Kairos</p>

Other associated costs with traveling abroad vary greatly. Other costs to consider are: travel medication, travel insurance, passports, and other required documentation for travel.

FUN THINGS TO DO

Uganda is incredibly beautiful. There are many adventures and experiences available that we want you to take full advantage of! We highly encourage you to maximize your time on weekends or scheduling trips intermittently throughout your internship. This compilation is a very small list of different adventures available within Uganda.

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! We highly encourage at least one Jinja getaway to invest in Uganda's tourism.

Activities

- Camping
- Rafting the Nile
- Kayaking the Nile Rapids
- Open water Nile Kayaking
- Bird Watching Tour

You can find a more comprehensive list and pricing of different activities available here:
<https://www.raftafrica.com>

In & Around Kampala

There are fun activities to enjoy within 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!

Activities

- Kickboxing Classes
- Swimming Pools
- Ndere Center/Dance Show
- Bicycle Tour to Lake Victoria

Safari

Uganda is home to elephants, giraffe, zebras, lions, leopards, hyenas, hippos, crocodiles, buffalo, and hundreds of bird species. We highly encourage a safari while you're here! It's an unforgettable experience.

Details

There are a few different Safari packages available. It is easiest to plan your safari once you arrive in Uganda!

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.

Activities

- Guided Hiking Tours
- Boating
- Kayaking the crater lakes
- Chimpanzee Trekking

TRAVEL MEDS + PASSPORT + VISA PROCESS

As soon as a commitment is made for your internship in Uganda, begin getting your travel medicine, passport, and visa to be prepared 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. You can also find out more information about travel medicine for Uganda here:

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

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

Malaria Prevention - 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 Vaccine- 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.

Covid-19 Vaccine - Your vaccination card *or* a negative PCR test is **required** before and upon entry to the country. These requirements are constantly changing, please check current requirements with Kairos before travel.

PASSPORT

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.

VISA PROCESS

There are a few different visa options available to foreigners for short-term stays. Please contact Kairos leadership so you can be best advised on which visa option would work best, and we will help obtain the papers necessary for your application. A visa is **required** by the airline before boarding your first flight. **Apply for your visa no later than 2 weeks before departure**. Apply online here: <https://visas.immigration.go.ug>

Option 1: Uganda Ordinary/Tourist Visa. This visa for Uganda is \$50 USD + processing fees. It allows one entry into Uganda for up to three months.

Option 2: East African Tourist Visa. The East African tourist visa is \$100 USD + processing fees. This visa allows you to travel to the neighboring countries of Kenya and Rwanda without incurring extra visa charges. This visa option is ideal for those who are planning travel before or after your scheduled internship.

For both options, if your internship is scheduled to last longer than 12 weeks, you will apply for an extension or your volunteer work visa through Kairos after your arrival.

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 in your daily interactions with anyone you encounter while traveling and when living in Uganda.

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 during travel. 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 and affordable options for healthcare. Kairos provides a list of medical recommendations that are posted in the intern housing. If it is not required through your university, *it is your discretion* if you choose to invest in medical travel insurance.

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 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 stolen items: 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 public transportation. 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 constant fear or skepticism of your neighbors!

Pro Tip!

Download these Apps for easy travel in Uganda!



Transportation in Uganda:

Public Transportation in Uganda can be dangerous. Boda boda's (motorcycles) are the fastest and most common mode of transportation. 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. Your transportation for intern responsibilities will be coordinated by Kairos, however, there will be other times that you will most likely use public transportation.

DAY TO DAY IN UGANDA

Daily life things to know as an
intern ...



Water

Water from indoor plumbing is not fully treated in Uganda, and therefore is **not** drinkable from the tap. Intern housing has filtered water available as part of your per diem. Using water from the tap to brush your teeth, wash off veggies, and do the dishes comes with some risk.

Credit Cards + Bank + ATM

Uganda is predominately a cash-based society. However, most grocery stores and larger restaurant chains have card paying options. It is sometimes 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, so it is wise to always have some cash on hand.

Withdrawing from the ATM is the most convenient way to get access to your funds. Before leaving the US, 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 maximum) and budget it out accordingly.

Transportation

Kairos will assist in coordination of your travel for your internship responsibilities as well as periodic grocery runs and errands. During your stay, you will likely have to use public transportation on occasion. There are several different transportation options, but we recommend that you exclusively use Safe Boda or Uber for travel. These apps track your route and add extra precaution to ensure safety.

Phone

There are a few different options to ensure you have constant ability to communicate.

1. Invest in an international plan with your current US phone plan.
2. 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.
3. Purchase a small nokia phone in Uganda and be sure you travel with both phones at all times while in the country. Please note with this option, you will only have access to data when connected to wifi.

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

You will have access to wifi at our Kairos Office as well as at the guesthouse. If you do not have an international phone plan, 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.

Food

Three meals a day are covered in your per diem cost to Kairos. However, if you have restrictive dietary needs it may incur additional cost. For additional meals or snacks outside of the meals prepared, notate the following food options for packing and planning purposes.

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. We recommend that you bring snacks that remind you of home such as granola bars, fruit leathers, crackers, etc.

Cooking

Interns will have access to a furnished kitchen with a refrigerator and an oven. You will have access to this space for your snacks or additional meals you would like to prepare.

Eating Out

There are several nice restaurants & coffee shops 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

At our Kairos office, we eat traditional Ugandan food for the prepared lunch. Additionally, when attending a large Ugandan function, the typical meal includes: rice, beans, spinach, matoke (mashed + steamed plantains), meat (beef, 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.

Laundry

Laundry services are included in your per diem costs. Culturally, it is frowned upon to have others wash your underwear. We kindly ask that you would wash those items separately and hang them to dry indoors.

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 may be an essential component of your work and we want to assist in the best way to accomplish this.

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 acceptable 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.



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 complete the internship, we ask that you communicate with Kairos leadership as soon as possible. We want to ensure that communication lines are open at all times. Kairos International is a tax-deductible organization, therefore if you have given funds through Kairos' donation platform, they are nonrefundable.

What if I have agreed to come for __ weeks, but need to leave my commitment early?

No matter the length of the internship with Kairos, we hold a conversation with the intern after the third week to ensure both parties are meeting expectations. The intention of this conversation is to give both Kairos and the intern the chance to touch base and modify responsibilities if needed. For that reason, *we ask that interns commit to Kairos for a minimum of 3 weeks*. We are aware that challenges may arise that may require your internship commitment to be shortened. Communication is key!

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

If an excess of funds are generated for your stay in Uganda, and the money has been paid through a Kairos donation platform, those funds may be applied to the trip costs for another intern, an approved intern project, or to the Kairos general fund. Due to the non-profit tax regulations, Kairos may not return funds received. If your support is given through another 501c3 to Kairos, it will be the discretion of those parties.

Will each of my days be scheduled?

Each day with Kairos will be loosely scheduled. Your responsibility is to follow through with the commitment agreed upon between your university and Kairos. In Uganda, some days will be more scheduled than others, but completion of tasks and consistency are valued above the number of hours spent in the Kairos office. Be prepared to be flexible.

Will I have "off" days?

We value hard work, but we also value rest. If for any reason you need a time of reprieve, please communicate with Kairos leadership. Our goal is for interns to have a holistic experience, and that involves a balance of completing responsibilities and seeing the beauty of Uganda, having time to rest, and growing relationships.

TRAVEL TIPS

The key to a smooth travel experience 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**. * Based on your ticket with our travel agent, your ticket may allow 3 check-in bags. Maximum size, without charge, for each piece of checked baggage must not exceed 62" in overall dimensions (L+W+H). Depending on the nature of your internship, you may be requested to use one of your checked bags for organization materials.

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 pests.



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!** Missed flights, delays, and changed plans and are expected during international travel
- 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
- Drink water from any tap during travel



PACKING LIST

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

DON'T:

- Wear shorts, skirts, or dresses that fall above the knee (exposing too much of the thigh is considered inappropriate in Ugandan culture).
- Leave home with revealing clothing (avoid spaghetti straps).
- (Men) Wear shorts in professional capacities

Suggestions for Packing

Clothing

When packing for Uganda, be sure to pack for a variety of occasions.

The dress code at our Kairos office should be "smart casual" meaning neat and stylish, but not too formal.

Dress code for daily life in Kampala can be casual wear. Jeans, t-shirts, and leggings are perfectly fine.

Dress code for outside of Kampala should be more modest. If you plan to travel around Uganda be prepared with a few more modest outfits.

Have a formal wear outfit ready as well in case of a special occasion or event.

Carry-On

- Books
- University materials
- Intern Handbook
- Documents (pg 23)
- Passport + ID
- Cash
- Change of Clothing
- Jacket
- Ear buds
- Electronics
- Battery packs
- Charging cables
- Snacks
- Medications

Other Considerations:

- Hiking boots
- Rain Jacket
- Swimsuit
- Sunscreen
- Books/eBooks
- Water bottle
- Eno/Hammock
- Bluetooth Speaker
- Cards / Games
- Voltage converter
- Type G Adapters

The guesthouse has adapters available, but make sure you order a few so you have them on for travel!

(Type G Adapter)



If you're traveling with small electronics or a laptop, you will want to purchase a voltage converter to ensure your items are protected.

ON ARRIVAL

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**

You will enter a line where they will check the following documents:

1. Yellow fever vaccination card
2. Covid-19 vaccination card
3. Passport Photo ID page

Next you will move to a line to process your information with the customs officer. They will check: **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: By requesting 3 months, you will avoid additional visa fees if your flight were to be delayed beyond your intended stay.*

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 - 0778914137**

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 outdoor 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 organized hard copy and soft copy folders the documents listed. One folder should travel in your carry-on bag, the digital copy remaining in an easily accessible location on your phone.

Make sure you have all of the following for travel:

- Passport
- E-Visa
- Yellow Fever Card
- 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 information for Kairos
- US emergency phone numbers
- Background check
- Cash

Take Note!

In Uganda, it is ideal to bring \$50 and \$100 bills that were printed in 2009 or later. They will accept bills smaller than \$50 USD, however the exchange rate is not favorable.

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, 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 and note that standard international costs will apply.

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 0 778 914 137