



MOLES Internships 2013 Program Overview and Informational Packet

Niños de México
P.O. Box 309
Union, MO 63084

Phone: (636) 583-2000
moles@ninosdemexico.org
www.ninosdemexico.org

M.O.L.E.S. Program Overview

M.O.L.E.S.

Purpose . . .

The M.O.L.E.S. Internship Program (M.O.L.E.S.) is an extension of the purpose of Niños de México (NDM): Evangelism. The purpose of M.O.L.E.S. is to introduce students to cross-cultural ministry and to promote Christ-likeness in their lives.

Vision . . .

The vision of M.O.L.E.S. is that through internships, NDM will invest in potential cross-cultural workers, assisting them in effectively making a decision to dedicate their lives to cross-cultural ministry (in whatever form that may be). The end result is: 1) more workers are mobilized for the field; and 2) more Christians become “Global” Christians.

M.O.L.E.S. Stands For . . .

M - Mentoring, O - Observing, L - Learning, E - Experiencing, and S – Serving

Who . . .

M.O.L.E.S. is designed for college-aged people who are interested in missions and desire to experience and increase their knowledge of cross-cultural mission work first-hand.

Age . . .

18 years and older

Goals . . .

The Goals of M.O.L.E.S. are:

- 1) To introduce students to cross-cultural ministry in Mexico;
- 2) To introduce students to the daily functions of a multi-faceted missions organization;
- 3) To allow students to focus on a specific area of ministry within the organization;
- 4) To provide an introduction to the Spanish language;
- 5) To instill a passion for cross-cultural work, the care and discipleship of orphaned and abandoned children, prayer, and God’s work in the world; and
- 6) To assist students in determining how they will be involved in the Great Commission (serving as a cross-cultural worker, being a sender, etc.).

Time Periods . . .

***Summer M.O.L.E.S. (3 months)**

Timeframe: mid-May thru mid-August

***Fall M.O.L.E.S. (6 months)**

Timeframe: July thru mid-December

***Spring M.O.L.E.S. (6 months)**

Timeframe: January thru mid-June

***Year Long M.O.L.E.S. (12 months)**

Timeframes: January thru mid-June & July thru mid-December;

July thru mid-December & January thru mid-June

**Please contact: moles@ninosdemexico.org if seeking more flexible dates.*

The M.O.L.E.S. Internship Explained

College Credit & Cross-Cultural Experience . . .

Our program is designed for Bible College students, and those seeking to experience cross-cultural ministry, to receive college credit for their internship or to simply participate in cross-cultural missions. FOR THOSE DESIRING COLLEGE CREDIT: Please contact us AND your school's internship department to inquire about this possibility.

Areas of Ministry . . .

Each intern will be placed in one or more areas of ministry. If an intern will be receiving college credit for his or her internship, specific areas of ministry in relation to internship credit requirements will be considered; however, there is no guarantee that each requested position will be available. The areas of ministry are as follows:

Children's Home (see Appendix for example tasks) – for a 3, 6 and 12-month internship
Education (see Appendix for example tasks) – for a 6 or 12-month internship – *Fluency in Spanish is required*
Hospitality (see Appendix for example tasks) – for a 3 month internship, combined position

In each area, the intern will have a work supervisor. The work supervisor will not necessarily be the Internship Director. The intern will work under the work supervisor in his or her specific area of ministry each day. The intern will also be assigned a mentor. The mentor will meet with the intern to pray and to discuss the week's happenings, victories, and problems each week (more or less a weekly debriefing session). The mentor will commit to assisting the intern in both spiritual growth and cultural adjustments.

Application Process . . .

Each applicant will be required to fill out an application prior to being considered for an internship. This application is available online at: <http://www.ninosdemexico.org/support/soles-internships>, where the application can then be downloaded and returned via email to: soles@ninosdemexico.org.

The deadlines for applications to be returned are as follows:

Summer M.O.L.E.S. (mid-May thru mid-August) – November 15th
Fall M.O.L.E.S. (July thru mid-December) – January 1st
Spring M.O.L.E.S. (January thru mid-June) – July 1st
Year Long M.O.L.E.S. (January thru mid-June & July thru mid-December) – July 1st
Year Long M.O.L.E.S. (July thru mid-December & January thru mid-June) – January 1st

All applicants will be notified by email, mail, or phone of their acceptance or denial after the application has been processed. Please allow up to six (6) weeks for application processing.

The Intern's Responsibilities

Pre-field Expectations:

1. Each intern is required to raise his or her total support. *We encourage our interns to participate in support-raising as part of the missionary experience.* All support must be sent to the NDM Office in Union, MO, within one month prior to the intern's start date. If all support is not received by the Union Office before or on said date, the individual will not be permitted to go on his or her internship, and consequently due to IRS laws and regulations, the funds raised will not be returned to the individual or supporter. However, the applicant will have the opportunity to go on a later internship if desired - up to one (1) year from the initial internship starting date. Below is a table listing how much support must be raised, corresponding with time to be spent in Mexico (per person):
 - a. *Three (3) months: the accepted intern will raise a \$1,000 internship fee* and \$200 per month-room & board fee (Example: for a 3-month internship, you will raise the \$1,000 + \$600) – Total: \$1,600
 - b. *Six (6) months: the accepted intern will raise a \$1,000 internship fee* and \$200 per month-room & board fee (Example: for a 6-month internship, you will raise the \$1,000 + \$1,200) – Total: \$2,200
 - c. *Twelve (12) months: the accepted intern will raise a \$2,000 internship fee* and \$200 per month-room & board fee (Example: for a 12-month internship, you will raise the \$2,000 + \$2,400) – Total: \$4,400

***NOTE:** *The "Internship Fee" covers airfare, ground transportation, orientation, cultural outings and misc. administrative costs in relation to the Internship Program. The "Internship Fee" will be applied to the general "Internship Fund" and applied to all costs as mentioned above and any misc. costs of the Internship Program. It is subject to increase in the event of a sudden rise in airline prices. The 12-month internship requires two (2) plane tickets due to a Mexican VISA renewal trip. The room & board fee includes a stipend given to the intern weekly or monthly in Mexican Pesos. The "stipend" is for the intern to do with as he or she so desires. If the total stipend is more than \$600, the intern will be required by law to file Form 1099 with the IRS. Form 1099 will be provided at the end of the year.*

2. Each intern will arrange exact internship dates (arrival and departure) with the M.O.L.E.S. Internship Director. The M.O.L.E.S. Internship Director will arrange all flight-plans with VIP Travel. All tickets will be purchased through VIP Travel.
3. Each intern will be required to read on field two (2) books in relation to his or her internship: These will be provided to you on the field. Please contact the Internship Director for book titles.
4. Each intern will be required to seek out at least twenty (20) state-side prayer partners to begin praying each day for him or her throughout the internship: The M.O.L.E.S. Internship Director should be added to this list – and provided the list for his or her records.
5. Each intern will be required to send proof of health insurance (with international coverage) to the NDM Office in Union, MO. (P.O. Box 309, Union, MO. 63084) one month before the internship begins. Special International coverage insurance can be purchased at a reasonable cost if needed.
6. Each intern must complete the WAIVER AND RELEASE OF LIABILITY form and send it to the NDM Office P.O. Box 309, Union, MO. 63084 one month before the internship begins. This is a legal document and should not be taken lightly. If the WAIVER is NOT received one month before the internship begins, the intern will not be permitted to participate in his or her internship. Please contact the Internship Director for special exceptions to this rule.

On-Field Expectations:

1. Each intern will be required to complete all tasks, without question, when they are assigned by his or her Work Supervisor and the Internship Program in general: If something seems extreme or against the intern's ability, please communicate this with the Internship Director.
2. Each intern will be required to meet with his or her mentor each week for prayer and counsel: The intern is to communicate with the mentor on times, locations, etc. It is the responsibility of the intern to meet with his or her mentor. Please remain in good communication with the assigned mentor.
3. Each intern will be required to attend all NDM functions (meetings, parties, etc.) unless otherwise advised, and **MUST** be pre-approved prior to missing such events, due to sickness, personal issues, etc.
4. Each intern will be required to follow all NDM and Internship rules while on the field: Failure to follow said rules and regulations may be cause for internship termination without delay.
5. Each intern will be required to pray daily through the NDM prayer calendar: Intern may request an updated calendar at any time.
6. Each intern will be required to keep a daily experiential and prayer journal: the Internship Director must see this journal on a weekly basis. He or she will not read the journal, unless given permission by the intern, and will only check for entries made.
7. Each intern will be required to send out email updates once a month to all prayer partners and financial supporters: The Internship Director will also need to receive these updates.
8. Each intern will be required to eat ALL meals (breakfast, lunch and dinner) with his or her assigned family – Exceptions: There may be times when the intern is invited to a team member's home for dinner, a special event is planned, or on the intern's day off.

Post-Field Expectations

1. Each intern will be required to send a final report email or letter summarizing his or her internship experience to each supporting church and individual: The Internship Director must also receive this final report.
2. Each intern will be required to present a final report presentation to at least one supporting church: The Internship Director must also receive said presentation and record of dates given.
3. Each intern will be required to meet with a stateside mentor at least once for debriefing once he or she returns from Mexico: The Internship Director must be informed of the mentor's name and his or her contact information.

The Internship Program's Responsibilities

1. To complete the stated goals of the program;
2. To provide the intern with adequate briefing, mentoring, and debriefing;
3. To provide accountability to the intern in work ethic, spiritual life, and fund raising;
4. To place the intern in appropriate learning activities through learning and participation;
5. To provide language classes for the intern;
6. To arrange significant cultural immersion processes for the intern;
7. To involve the intern in actual mission work and provide supervision of this work;
8. To provide both housing and meals for the intern during his or her stay in Mexico; and
9. To give a final evaluation of the intern's overall progress to the intern and to the intern's college and/or home church.

Appendix

Example of Children's Home Intern's Tasks:

- 1) To assist the house parents in watching the kids;
- 2) To help wake up and dress the kids each morning;
- 3) To help with meals as needed;
- 4) To read with the kids and help any kids who may have homework;
- 5) To play with the kids inside and outside;
- 6) To be a part of the family as much as possible (i.e., eat dinner with the family, go to church with the family, etc.);
- 7) To organize and implement a weekly activity for the kids of the house;
- 8) To help get the kids ready for bed each night and pray with the kids each night; and
- 9) To practice Spanish and English with the kids.

Example of Education Intern's Tasks: (Proficiency in Spanish Required)

- 1) To serve as a classroom assistant;
- 2) To teach English classes;
- 3) To monitor recess;
- 4) To help with grading in any subject;
- 5) To give devotions as needed; and
- 6) To practice Spanish and English with kids.

Example of Hospitality Intern's Tasks:

- 1) To help prepare for groups by helping to clean guest rooms, prepare meals, etc.;
- 2) To watch Group Coordinator's children if needed;
- 3) To be a smiling and friendly face to all group participants;
- 4) To help plan meal menus, shop for food, etc.;
- 5) To help drive and help with group projects as needed; and
- 6) To practice Spanish and English with the kids.

Mexico Based Contacts for MOLES Internships:

M.O.L.E.S. Coordinator

Janet Ross
Ave. 2 de Marzo #51
San Vicente, Chicoloapan
Edo. de México, 56370, México
Phone: 011-521 (556) 012-1242
Email: Janet.Ross@ninosdemexico.org

Field Director

David Hernandez
Apartado Postal 51, Texcoco
Edo. de Mexico, 56101, Mexico
Phone: 011-521 (552) 717-3228
Email: David.hernandez@ninosdemexico.org

Administrative Assistant

Marcela Romero
Ave. 2 de Marzo #51
San Vicente Chicoloapan
Edo. de México, 56370, México
US Based Phone 314-499-4541
Phone: 011-52 (555) 921-5069
Email: marcela.romero@ninosdemexico.org

Code of Conduct for MOLES Interns*

1. You are prohibited to have in your possession illegal drugs, tobacco, alcohol, secular music (even if the kids listen to secular music, we ask that you NOT bring yours to Mexico), secular music t-shirts, or other items that people could interpret incorrectly: Failure to comply with this rule will result in dismissal from the internship.
2. You are forbidden to rob or be involved in fornication: Immediate dismissal will be the result of this offense.
3. Male interns may not wear earrings or body piercings of any type; nor may the male intern have a pony tail or long hair. He may not color or dye his hair (this includes arriving in Mexico like this or having this done while here). If the male intern has a beard when he arrives, he must keep it neat and trimmed. Ladies must maintain a natural hair color and may NOT have body piercings of any type she may have a maximum of two (2) earlobe-piercings ONLY. Please ask the Internship Director about rules in relation to tattoos if this applies to you.
4. You are prohibited from having a romantic relationship on the field (this includes other interns, young people of the homes, group members, ANYONE. unless you were previously engaged to be married prior to the internship) and are prohibited from having close relationships, with the appearance of intimacy, with the opposite gender. You are also prohibited from being ALONE in a room with the door closed or a vehicle with any NDM child, NDM team member (opposite gender) or ANYONE (opposite gender): NO EXCEPTIONS! You are never to enter a child's room or area of the opposite gender without a third party: Failure to comply with these rules will result in dismissal from the internship. The third party MUST be 18 years old or older and of the same gender as the child.
5. You are never to take food that you did not purchase with your own money from the refrigerator or storeroom of the house with out permission from the house parent/group leader: You are to eat everything offered to you by the house parent/group leader or ANYONE, unless you are unable to do so due to a food allergy – ALL food allergies MUST be noted in your application.
6. You are not allowed to give candy, gum, gifts or money to the children without permission from the house parents.
7. Your room and bathroom must be kept clean at all times. This is very important due to possible government inspections.
8. You must not allow children from the house to sleep in your room: EVER!
9. You may ONLY wear shorts for sports, outside games. NO "short-shorts":
All shorts must be NO HIGHER than three (3) inches from the top of the knee. Shirts must be worn at ALL TIMES during games and swimming (i.e. guys are not allowed to remove their shirts during sports, swimming, etc.).
10. For work in the school and for church attendance, the intern must wear business-dress attire. You may dress casual but modest in the children's homes and with groups (for any work in the homes or with groups, jeans/wind pants and t-shirts are acceptable). No pajamas or sweat pants are to be worn in the homes or with groups (only in your room). No tight-fitting clothes, shirts that show the midriff, tank tops, or ultra low pants. Make sure that ALL skirts and dresses come to the top of your knees. If swimming, NO "two-piece" swimming suits are permitted and they must be MODEST, ladies, and guys, need to wear t-shirts: If any part of this rule is broken, the intern will be asked to correct the situation immediately.
11. If you (ladies) want to exercise outside the walls of your house, you must be with a female house parent, an older girl, or another female NDM team member: NEVER ALONE!
12. Ladies, please do not leave NDM property alone. For both male and female interns, please check with the house parents/group leaders when leaving the house to make sure you are not needed somewhere else and so that your work supervisor knows where you are at all times. Do NOT be on the street after dark unless you are with an NDM team member: EVER!
13. Please advise the Internship Director if you are going to be leaving the house to spend time with other team members (off the property in San Vicente), if you will be leaving the house on your day off for any reason at all, if you happen to go on a long trip with the house or for any other reason at all.
14. **Curfew is 10:00pm** (in your room/apartment: you don't have to sleep, but you must be there by 10:00pm), unless you are on a house or group outing: NO EXCEPTIONS! The Internship Director must know where you are AT ALL TIMES.
15. You will do your laundry in the house where you reside: Do NOT ask to do laundry in other places, unless you have been specifically invited to do so by another NDM team member.
16. Please do not get in a taxi, bus, or any other public form of transportation without an NDM team member: EVER!
17. Anything outside of normal internship activities, all planning of parties, get-togethers, special outings among you and other interns, etc. MUST be pre-approved by the Internship Director BEFORE executing such events.

***NOTE:** These are the basic guidelines that will guide your time in Mexico. Please know that there may be situations that arise where a guideline may need to be adjusted or that a new guideline may need to be created: Dismissal from the internship at the intern's expense may be the disciplinary result if this Code of Conduct is not followed.

M.O.L.E.S. Frequently Asked Questions & Things You Need To Do!

...before you come to Mexico...

How do I begin to raise funds?

Begin your fund-raising ASAP! Remember you have until one month before your internship begins to raise ALL funds. Here are a few tips in fund-raising. First, schedule a meeting with your missions committee or board of elders to share with them your dream of missions and your internship. Second, send letters to family, friends, and other churches (with whom you have connections). Lastly, pray and relax. God will take care of the rest! It is very important for missionaries to be “sent” by His Church. This is the Church’s responsibility!

What other support do I need to gather?

Build a network of at least twenty (20) prayer warriors to whom you can send email updates regarding your personal or ministry needs (one of these will be the M.O.L.E.S. Internship Director). Make sure each supporting church is on this list. This list is to be sent to the Internship Director one month before the internship begins. NOTE: You will be required to send out an update email once a month to these people during your internship: NO EXCEPTIONS!

Where should my supporters send my financial support?

ALL supporters should be instructed to send ALL funds to the NDM Office: Niños de México, P.O. Box 309, Union, MO. 63084 All checks should be made out to Niños de México with a “post-it” note placed with the check stating that the check is to go towards YOUR internship (i.e., Internship Support for “John Smith”). Your supporters should NOT put your name on the check (this violates IRS rules and regulations).

How will I know how much money I have raised?

As funds for your internship begin to come into the Union Office, our office administrative assistant will send both you and the Internship Director a financial update via email as the funds arrive at the office.

By when does my support have to be raised?

ALL your support will need to be raised one month before the internship begins for you to be able to participate in the internship. As agreed upon beforehand, if it is not raised by then, you will NOT be able to come on the internship: NO EXCEPTIONS!

What about my airline reservations?

No worries here! AFTER ALL of your funds have been raised, the Internship Director will purchase your tickets (using money from the “General Internship Fund”, which is funded by the “Internship Fee” you raised). All plane tickets will be purchased through VIP Travel. Exceptions to this must be approved by the Executive Director!

Do I need international health insurance?

YES! Your existing health insurance company may provide international coverage. Please check to verify this BEFORE you send in proof of insurance. You are responsible for any medical care or hospitalization while on the field. There is excellent short-term care available at: <http://www.missionaryhealth.com/liaisonbro.htm>. This plan is available for about \$30 per month. Please remember to send a copy of proof of health insurance to our Union, MO Office one month before the internship begins: NO EXCEPTIONS!

When do I need to send the “WAIVER AND RELEASE OF LIABILITY” Form?

The Waiver and Release of Liability form needs to be sent to the Union, MO Office one month before you arrive in Mexico. This is a legal document and should not be taken lightly. If the WAIVER is NOT received one month before the internship begins, the intern will not be permitted to participate in his or her internship.

What books do I need to read/bring?

Please contact the Internship Director for the two (2) book titles. They will be provided to you in Mexico and will be read together in Mexico. You will also need a Spanish-English Bible.

(M.O.L.E.S. Frequently Asked Questions & Things You Need To Do! ...continued)

...before you come to Mexico...

What official documentation do I need to have with me?

You must have a passport to present to the airline representative in the United States (to board the plane and to return to the United States) and to the Mexican Immigration Officials (to obtain your Mexican tourist visa). If you do NOT have a passport, you will need to begin the process NOW (immediately) so that you will have it for your trip. Here is a helpful page for more information on how to get a passport: http://travel.state.gov/passport/passport_1738.html

Do I need certain shots before I come?

NO. However, a current tetanus booster is recommended. You can usually get one at your local health department.

How will I get my Stipend money?

Your stipend will be waiting for you at our Mexico Office in the form of Mexican Pesos. It will be given to you on a weekly or monthly basis. Please bring along any extra money you may want when you come.

Should I bring my medications?

YES. Be sure to bring any medications you may be taking (enough for the entire internship). If you use contact lenses, you will want to bring along a pair of glasses as well. We sometimes have blowing dust, and it can be pretty hard on contact lenses. If you are taking a prescription drug, please bring a copy of your authorized prescription slip.

Should I bring along my personal shampoo?

Shampoo, soap, toothpaste, etc. are readily available to purchase. However, if you "have to have" a certain brand you may want to bring these with you. (Some brands are very difficult to find and can be very expensive when you do find them.) You are responsible for purchasing these items. Remember to also bring your hairdryer, etc. along if you use one.

May I bring my laptop with me?

YES. You may bring your laptop; however, this is a privilege, NOT your right. If you begin to abuse this privilege by spending too much time on your laptop, we will kindly ask you to hand it over until the end of your internship.

May I bring a cell phone or other calling device with me for use while in Mexico?

NO. You may NOT bring a cell phone. We have an office phone with a US phone number that you can use for calling home from time-to-time. When necessary, you will be provided a Mexican cell phone for Mexico-side calling ONLY! If your laptop has calling software installed, such as Skype, this is fine, however we ask that you please limit the time you call home so that it might not be a distraction to your service as an intern. If it is brought to the Internship Director's attention that an intern has a cell phone or other external calling device (i.e., not computer based), the Internship Director will kindly ask you to hand over the cell phone until the completion of your time here.

Are there numbers where my family can reach me in Mexico in case of an emergency?

YES! Your family may call these numbers, and a message will be forwarded to you. You will then be given permission to call your family via a landline.

Niños de México – México Office Phone: US # 314-499-4541 Normally From 10 AM -4 PM Monday - Friday
MEXICAN 011-52 (555) 921-5069

Niños de México – U.S. Office Phone: 1 (636) 583-2000

If you have any doubts regarding your internship, PLEASE communicate those doubts with us. Email is the best avenue of communication for us: moles@ninosdemexico.org.

(M.O.L.E.S. Frequently Asked Questions & Things You Need To Do! ...continued)

...before you come to Mexico...

What will the weather be like?

Our weather during the summer is warm during the day but not hot (usually around 75°-85° F). The summer is the rainy season so there should be showers every afternoon/evening. This cools the air and makes the evenings cool. In the winter, the days are usually cool/warm (50°-70° F), but the evenings and nights can be very cold (30°-45° F) and there is no heat in the rooms!!! Please note that while in the sun during the winter months, it can feel quite warm, but being indoors can feel quite cool...so, bring a jacket along.

What type of clothes should I bring?

Jeans and t-shirts, clothes which you can work in (get dirty) and a few nice casual clothes. We will have at least two semi-formal events where guys will wear a coat and tie and the ladies will wear skirts and dresses (so bring clothes accordingly). Dress in the school is khaki-type pants, nice collared shirt and dress shoes or leather sandals (for ladies). Ladies, bring slippers for your dresses and skirts (no jean skirts). You will need to bring a sweater or a light-weight jacket. You will want to bring both warm weather clothes and cold weather clothes (for the winter). You may also want to bring your swimming suit (you will probably not use it but you may!!!) Ladies, NO "two piece" suits; guys, we do ask you to wear a t-shirt and modesty is KEY. Be sure to also pack your tennis shoes. You will want an umbrella and/or a rain coat.

Is there a dress code?

YES! For any work in the homes, jeans/sweat pants and t-shirts are acceptable. The same goes for work with groups. No pajamas or sweat pants are to be worn in the homes or with groups. (Shorts are permitted for sports, outside games and on days off.) No tight fitting clothes, shirts that show the mid drift, tank tops, or ultra low pants. Make sure that all skirts and dresses come down to the top of your knees.

How will I be able to fit ALL that stuff in my bag?

Good luck! ...One Hint: bring clothes that you can wear again and again in different combinations. It is also a good idea to only bring clothes that you will NEED to use regularly and NOT items you may simply want to use.

Do I need to bring my own bed linens?

NO. You will NOT need to bring bed linens, but you should bring your own towels and wash clothes.

Will I be able to do laundry in Mexico?

YES. You will have a time each week to do your laundry in your home. You are responsible for purchasing your own laundry soap, etc.

Will Uncle John be able to send me a package over the summer?

NO. It will take forever to get here! if it ever does. E-mail is the best form of communication. If you are on a 6-month internship or longer, your family and friends may send mail to the Office in Union, MO. Periodic work groups may be able to bring it down (but remember these groups sometimes do not come for two (2) months at a time and usually have to bring down many important ministry items).

I am really nervous about the traveling day to come to Mexico. Can you give me any tips?

Remember that you have to show your US passport at the airport in the US and in Mexico.

On your flight into Mexico City, you will be given a visa form and a customs form. Fill out as much information as possible and leave blank anything you do not know. For your destination, put "Niños de México", and "Texcoco, MEX, Mexico" for the address. The purpose of your trip is pleasure. If you are asked why you are coming to Mexico, you are on vacation and visiting a children's home here. You are NOT working at the children's home (legally you are not working with Niños de México in either the US or Mexico).

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(M.O.L.E.S. Frequently Asked Questions & Things You Need To Do! ...continued)

...before you come to Mexico...

(I am really nervous about the traveling day to come to Mexico. Can you give me any tips? ...continued)

Once your plane arrives in Mexico City, you will exit the plane into one (1) of two (2) international terminals. If you can wait to go to the restroom, do wait. You need to follow the crowd from your plane to the Immigration and Customs Area. If you get separated from the crowd, ask a security guard to help you. Most should speak some English!

Once you arrive in the Immigration Area, get in the line for foreigners (Extranjeros) When you get to the front of the line you will give your visa form to the officer. Here the officers will finish the tourist visa (keep this with you - you will have to turn it in when you leave Mexico).

After you get your visa, follow the crowd to the Luggage Area. This should be pretty familiar. Again with any confusion, just ask someone in a uniform.

Once you have your luggage, follow the crowds through to the Customs Station. Here you will pass through a "traffic light". If you get "red", you will be searched. (Don't worry through, they are only looking for stuff you should not have). If you get a "green light", you are free to pass through the area.

After you pass through this area, you will go through some automatic sliding doors. Congratulations, you have made it!!! After you are through the doors, stay near the glass doors, but out of the way of others, and do NOT move from that spot. We will be there waiting. If we are not there, please do not move from your location to look for us. We will find you! Just sit there with your luggage. We will be there! Also, do NOT let the valets take your luggage unless you want to pay them about \$5.00 USD or more.

If you happen to lose your luggage, please give this address to the airline company so that they can deliver it to you (Ave 2 de Marzo #51, Barrio San Antonio, San Vicente, Chicoloapan, Edo. de México, 56370, México).

SOMETHING TO THINK ABOUT...

All rules and regulations found within this document have been established to help maintain order and control in the Internship Program, to provide a safe-place for interns of all backgrounds (i.e., your personal security), and to remain above reproach in all that we do as followers of Christ.

*The M.O.L.E.S. Internship is a voluntary program.
No individual is ever forced to participate.*

If you cannot, in good faith and conscience, comply with ALL rules and regulations mentioned in the "Code of Conduct" document and throughout this "Overview Packet", please prayerfully re-consider applying for this internship.

WAIVER AND RELEASE OF LIABILITY

DISCLAIMER: CHILDREN OF MEXICO, INC. [DBA: NIÑOS DE MÉXICO] IS NOT RESPONSIBLE FOR ANY INJURY [OR LOSS OF PROPERTY] TO ANY PERSON SUFFERED WHILE PARTICIPATING IN A SERVICE PROJECT, AN INTERNSHIP, OR PERSONAL VISITS INVOLVING CHILDREN OF MEXICO, INC., ITS AGENTS, OR ITS EMPLOYEES, OR IN ANY OTHER WAY INVOLVED WITH THE MISSION FOR ANY REASON WHATSOEVER. THIS RELEASE INCLUDES ANY ORDINARY NEGLIGENCE ON THE PART OF CHILDREN OF MEXICO, INC., ITS AGENTS, OR ITS EMPLOYEES.

In consideration of my participation, I hereby release and covenant not-to-sue Children of Mexico, Inc. [DBA: Niños de México], its Board of Directors, its agents, or its employees from any and all present and future claims resulting from ordinary negligence on the part of Children of Mexico, Inc. or others previously listed for property damage, personal injury, or wrongful death, arising as a result of my participating in short-term service activities, internships, personal visits, or any other activities incidental thereto, wherever, whenever, or however the same may occur. I hereby voluntarily waive any and all claims resulting from ordinary negligence, both present and future, that may be made by me, my family, estate, heirs, or assigns.

Furthermore, I am aware that mission travel involves certain risks, including, but not limited to, death, personal injury, and property damage resulting from travel accidents, sickness, the uncontrollable nature of the encounters with other persons that may occur, and situations in the country or countries being visited, such as civil unrest, epidemics, and unstable governments. In addition, I understand that participation in mission travel may involve sites that may be remote from available medical assistance. I agree that the program sponsors, or other such directors, cannot guarantee my total safety since some risks are beyond their control. I agree to follow all instructions and guidelines given by them, and to act in a safe and responsible manner toward all participants and the others with whom I come in contact. I am voluntarily participating in all activities with knowledge of the danger involved and hereby agree to accept any and all inherent risks of property damage, personal injury, or death.

I further agree to indemnify and hold harmless Children of Mexico, Inc. and others previously listed for any and all claims arising as a result of my participation in a service project, internship, or personal visits, or any activities incidental thereto, wherever, whenever, or however the same may occur.

I understand that this waiver is intended to be as broad and inclusive as permitted by the laws of the State of Missouri and agree that if any portion is held invalid, the remainder of the waiver will continue in full legal force and effect. I further agree that the venue for any legal proceedings shall be held in the State of Missouri.

I affirm that I am of legal age and am freely signing this agreement. I have read this form and fully understand that by signing this form, I am giving up legal rights and/or remedies that may be available to me for the ordinary negligence of Children of Mexico, Inc. or any other parties listed above. Furthermore, I have read the Short Term Mission Trip Packet: "The Guidelines" AND/OR The MOLES Internship Packet AND/OR The General Guidelines Document and agree to abide by said guidelines at all times in respect for the mission and its programs and philosophies.

(Signature of Participant)

(Date)

(Signature of Parent/Guardian 1 - if participant is under 18 years of age)

(Date)

(Signature of Parent/Guardian 2 - if participant is under 18 years of age)

(Date)

NOTE: I understand that I am responsible for raising my individual funds required to participate in "Short Term Mission Trips", the "MOLES Internship Program", or "Personal Visits" and I agree to reimburse Children of Mexico, Inc. for extraordinary expense due to negligence, medical need or injury, or phone bills that may occur during my stay. Any money submitted to Children of Mexico, Inc. is non-refundable and will be designated for service projects, the internship program and/or used to defray visitors' expenses.

Participant Contact Information:

Full Name: _____
Last, First, M.I.

Postal Address: _____
Street, Apt. #, City, State, and Zip Code

Phone Number: (_____) _____ - _____ eMail: _____ @ _____ . _____

Emergency Contact Information:

Full Name: _____
Last, First, M.I.

Phone Number: (_____) _____ - _____ eMail: _____ @ _____ . _____

Alternate Number: (_____) _____ - _____

Sample Support Letter

[Your Name]

PO Box 309

Union, MO 63084

Friday, May 15, 2009

Dear [Recipient Name]:

Greetings to you in the name of Jesus!

Over the past several months I have been praying for God's direction in my life. Recently, I was accepted into the internship program of Niños de México near Mexico City, Mexico. Niños de México is an organization that operates four (4) children's homes, a Christian school, a medical mission's ministry, and a church planting ministry. Niños de México exists to evangelize the people of Mexico. While the organization has chosen to do this through the various ministries listed above, Niños' heart is caring for and disciplining the many orphaned, abandoned and abused children of Mexico.

Mexico City is one of the largest cities in the world (by some accounts the largest) with some estimates putting the number at 30 million (30,000,000) people. It is said that only 1.9% of these people are evangelical Christians. There are hundreds of thousands of street children who all need the love of Jesus. Since 1967, many of these underprivileged children have grown up to become doctors, ministers, teachers, and more, helping to spread the good news of Jesus Christ in Mexico.

The need is great, and God has opened a door for me to spend the [Your Time-Period, i.e., "summer, year, etc."] of [Current Year] in this incredible place. The internship program is designed to give interns a better understanding of cross-cultural ministry. While I will have tasks and jobs to complete, the main focus of my internship will be learning and listening to the Lord regarding my future on the mission field.

Will you partner with me in this task? Most importantly, I need to know that you will commit to praying for me during my internship. Please let me know at: [yourname@yourmail.com], that you will partner with me in prayer this [Your Time-Period, i.e., "summer, year, etc."]. Next, the total cost for me to go on my internship is \$[Total Cost] USD. This will cover my airfare, a scholarship of \$[Total Amount] USD that I personally will receive, and will also help with some other expenses of the internship program. Would you be willing to partner with me in this regard as well? All funds need to be sent to –

Niños de México, P.O. Box 309, Union, MO. 63084. All checks need to be made out to "Niños de México" - NOT "[Your Name]". However, you are asked to place a small "post-it" note on the check indicating your support of "[Your Name]" for [his or her] internship.

For more information regarding Niños de México and the internship program, you can visit: www.ninosdemexico.org or call Niños' U.S. Office at: (636) 583-2000. Thank you again for your concern and support!

Sincerely,

[Your Name]