



Intern Guidebook

A Kindling Kiribati Internship



Kindling Kiribati

THE SMALL BUSINESS DEVELOPMENT OF KIRIBATI

Rule and Guidelines

- Curfew: Be home and in the flat by 10 pm each evening
- Buddy System: do not travel alone, be with another intern or Kindling Kiribati employee at all times
- Dangerous activities: Do not engage in any dangerous activity including but not limited to surfing, scuba diving, paragliding/sailing, driving or riding on motorcycles, or the consumption of alcohol
- Responsibility: You are an ambassador for Kindling Kiribati, Utah State University, and the United States in general. Conduct yourself in a professional manner. Be gracious and appreciative of your hosts. Know you are constantly being watched and your actions will reflect directly on our program.

To Do Before Traveling

- Get Typhoid vaccination (shot or pills)
- Get credit card with no foreign transaction fees
- Get debit card with low ATM fees
- Review packing list
- If needed, consult with a doctor about your extended stay
- Read banker to the poor
- Sort out college credit if desired
- Buy SOS Insurance and contact Liz Allred at USU
- Unlock phones with sim card
- Sign and return SBDK waiver
- Attend Kindling Kiribati training before departure

Videos to Help You Prepare

<https://www.youtube.com/watch?v=OcJzgcODJjg>

<https://www.youtube.com/watch?v=HaEOVaHCwuo>

<https://www.youtube.com/watch?v=vGjgNYIxNG8>

<https://www.youtube.com/watch?v=pAHIFiIHdIs>

<https://www.youtube.com/watch?v=L6kTWTzq6hM>

Packing List

Travel Docs

- Itineraries
- Printed email from Kiribati Government saying no Visa is required to enter the country
- Passport
- 2 Physical copies of passport (and take a picture so you have it on your phone)
- Driver's License
- 500 AUD in cash (will be cheaper to get in the US from your local bank)
- SOS Insurance information
- Docs for potential Visa
 - Printed resume
 - Copy of last semester schedule or something official saying you are a USU students
 - Extra passport picture (just the picture)
 - Marriage certificate
- Recommend getting a credit card with no foreign transaction fees and a debit card with cheap ATM fees

Clothes

- Light clothing (It's very hot there)
- Hats
- Sunglasses
- Swimsuit
- Sweat rag to carry around
- Comfortable shoes for walking
- Sandals
- Rain poncho

Medical kit (3 month supply of everything)

- Bug spray
- Sunscreen
- Personal medication
- First Aid Kit - there are limited medical resources in Kiribati
 - Ibuprofen
 - Acetaminophen
 - Antihistamine / allergy meds
 - Inhaler
 - Band-Aids
 - Neosporin
 - Sewing Kit
 - Body Wrap
- Typhoid vaccine or pills
- Toiletries - it will be difficult to find anything there

- Razors / shaving cream
- Deodorant
- Feminine products
- Toothbrush / Toothpaste
- Hair products
- Any hair dryers, electric razors, straighteners, etc., will probably fry from the voltage. Bring a voltage converter along with the plug adapters if you are planning to bring any of these items
 - Electrical outlets in the U.S. output between 100-120V, while many other countries output between 200-240V

Household items

- Change of sheets (queen)
- Pillow
- Flashlight
- Water filter
- Water bottle
- Hammock
- Bug net for sleeping
- Mouse traps
- Roach spray

For the Internship

- Intern Packet
- Personal laptop (voltages usually don't affect complex electronics; you'll notice they get hot if plugged in for long amounts of time)
- Camera/tripod
- Spare batteries / battery charger for camera and other electronics
- Gifts for people - small candies work well, or something else that represents the US
- Banker to the Poor

Entertainment

- Lots of books! Hardback or downloaded to an electronic reader
- Cards / Board games
- External hard drive with movies, music, and anything else (lots of pirated movie discs in Kiribati)
- Speaker
- Radio (to listen to the local Kiribati music!)
- Electronic converters (Australian)

Food

- Water Bottle / Camelback (stay hydrated!)
- Granola bars
- Beef Jerky

- Candy / Treats
 - They have PB, bread, canned meats, fresh fish, some cereals, flour, sugar, breadfruit, rice

Program to provide:

- Workbooks for students
- Pencils and pencil sharpeners
- Small whiteboard and markers
- Need to get a water filtration system

Emergency Contacts

Ruth Cross

- Owner of flat you will be living in, Australian ties, Rotary member
- Facebook messenger and Whatsapp +61 430 994 663

Teemari Amayam Tanentoa

- Our Kiribati translator, speaks great English
- Facebook messenger

Enii Togisala

- Our backup Kiribati translator, speaks great English
- Facebook messenger

Eritai Kateibwi

- Founder of the hydroponics project, BYU-H grad, great English as well
- Facebook messenger

Lily Brechtefeld Kumkee

- Works in the Women's Ministry also the program director of Nei Mom
- Facebook Messenger

Andrea Gooch

- Program director
- 1-435-760-3998, andrea@kindlingkiribati.org, or FB messenger

JD Borg

- Board Member: Intern relations
- 1-435-201-7583, jd@kindlingkiribati.org

Assignments

Intern weekly to dos:

- Text nightly updates
- Teach class per the schedule outlines for each class cohort
- Deliver training that is uplifting and makes them feel empowered
- Take stats of each class and individual mentorship
 - Number attending each class
 - Number or individual mentorship sessions
 - % of loans made to women
 - # of families impacted
 - Repayment rate
 - Amount loaned out

Update the curriculum

- After each lesson sit down with Teemari or Enii and makes changes of what went well and what didn't
- Make sure the concepts are clear, amend the Kiribati workbook if needs be

Take 30 pictures (people, landscapes, activities, classes, etc.)

Log every working hour of every day and provide to board

- Teaching
- Volunteering
- Content creation (writing, pictures)
- Operations
- Networking
- Other?

Email update to board weekly

Weekly blog post

Weekly phone conference with member of board (Andrea or JD)

3x social media post

Volunteer 5-10 hours a week (teaching English, at medical centers, at schools, community events, clean up, etc.)

Document any strange situations or cultural anomalies for the Board to know and consider for future interns

Track costs and expense every week

- bus fares
- groceries / food
- internet

Regularly attend rotary meetings

Coursework:

Read Banker to the Poor & additional assigned readings

Weekly blog posts / journal entries

3x week social media posts

Research paper about doing business in Kiribati?

- government processes / licenses
- workday culture
- types of businesses / unique businesses
- familial expectations / cultural expectations
- money management
 - How do they save?
 - Access to bank accounts?
 - What expenses are they working toward paying? (School, medical, living expenses, etc.)

One Time to dos:

Week 1-2

- Follow up with current loanees
 - Teach short 5 min review lessons and discuss challenges with each group
 - Collect and track loan payments
- Follow up with setting up a bank account (will give more details)
 - Review ledger and funds help by Ruth and ensure accuracy
- Reach out to and schedule classes prepared by past interns
- Hold a ceremony welcoming participants to the class. Make it a big deal. Give them materials for the class and celebrate the new exciting beginning. Inspire them!
- Follow up with Teemwari and Enii and ensure they are fully paid
- Find places you would like for your volunteer time (schools, churches, government, hospitals, etc.)

Week 3-5

- Look into loan sharks and how much they charge and who they are
- Do at least one interview for the Pacific Women's network with their questionnaire outline, you could also draft a post highlighting our work
- Visit Eritai and the Hydroponics project and lend support where needed
- Review and edit curriculum for loanee meetings

Week 6-8

- Review and edit the test last used at the end of the course
 - The main focus is to ensure they understand if they apply for a loan what we expect of them but also want to see what they have absorbed
- Look into other good places to teach in the future and help set up classes for the next semester
 - Create a radio advertisement for the next round of classes if needed
 - Establish relationships with KPC (Kiribati Protestant Church) leaders and Catholic leaders for them to recruit for future classes.

Week 9-10

- Administer test to class (allow for oral option if needed)
- Hold a graduation ceremony for the class. Present certificates. Make this a BIG deal
- Present to board recommendation for loan applications including a small business plan
- Award loans where applicable
- Interview each loan applicant on video and pictures

Week 11-12

- Get contact information of each loanee and detailed descriptions of where they live
 - Asses their living conditions (pics and write up)
- Ensure Teemari is prepared to continue classes as well as collect and track loans
- Provide helpful feedback on how to improve class material
- Provide helpful feedback on other things we could be doing
- Create helpful content for future interns
 - Updating the packing list
 - What you wish you would have known
 - Getting around, ect
- Create compelling videos:
 - Create videos for donors
 - Create a video for the class or to entice people to take a class
 - First-class pump-up video
- Provide estimate of total program costs
- Attend and help with post loan classes

FOOD & BEVERAGE SAFETY FOR THE INTERNATIONAL TRAVELER

What's Safer & What's Not

Unclean food and water can cause travelers' diarrhea and other diseases. Travelers to developing countries are especially at risk. In otherwise healthy adults, diarrhea is rarely serious or life-threatening, but it can certainly make for an unpleasant trip. Take steps to avoid diarrhea when you travel.

TRAVELERS' HEALTH
TRAVEL SAFE. TRAVEL SMART.

U.S. Department of Health and Human Services
Centers for Disease Control and Prevention



Water, sodas, or sports drinks that are bottled and sealed (carbonated is safer)

Hot coffee or tea

Hard-cooked eggs

Food from a factory sealed package or container

Pasteurized dairy products like milk

"Dry" foods like bread or crackers

Meat that is cooked all the way through

Fruits and vegetables you have washed in clean water or peeled yourself

Food that is cooked and served hot

Fountain drinks

Food served at room temperature

Raw or undercooked (rare) meat or fish

Unwashed or unpeeled raw fruits and vegetables

Unpasteurized dairy products

Water or ice made from the tap or a well

Raw or soft-cooked (runny) eggs

Flavored ice or ice pops

Food from street vendors

"Bushmeat" (monkeys, bats, or other wild game)

Salads

BE PREPARED FOR A TSUNAMI

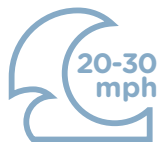


FEMA

FEMA V-1011/May 2018

A tsunami can kill or injure people and damage or destroy buildings and infrastructure as waves come in and go out.

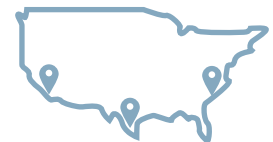
A tsunami is a series of enormous ocean waves caused by earthquakes, underwater landslides, volcanic eruptions, or asteroids.



Travels 20–30 miles per hour with waves 10–100 feet high



Causes flooding and creates problems with transportation, power, communications, and drinking water



Can happen anywhere along U.S. coasts; coasts that border the Pacific Ocean or Caribbean have the greatest risk

IF YOU ARE UNDER A TSUNAMI WARNING



If caused by an earthquake, Drop, Cover, and Hold On to protect yourself from the earthquake first.

Get to high ground as far inland as possible.



Listen to emergency information and alerts.

Be alert to signs of a tsunami, such as a sudden rise or draining of ocean waters.



Evacuate: **DO NOT** wait! Leave when you see any natural signs of a tsunami OR hear an official tsunami warning.



If you are in a boat, go out to sea.

HOW TO STAY SAFE WHEN A TSUNAMI THREATENS

Prepare NOW

If you live near or visit a coastal area, learn about the tsunami risk. Some at-risk communities have maps with evacuation zones and routes. If you are a visitor, ask about community emergency plans.

Learn the signs of a potential tsunami, such as an earthquake, a loud roar from the ocean, or unusual ocean behavior, such as a sudden rise or wall of water or sudden draining showing the ocean floor.

Know and practice community evacuation plans and map out your routes from home, work, and play. Pick shelters 100 feet or more above sea level or at least one mile inland.

Create a family emergency communication plan that has an out-of-state contact. Plan where to meet if you get separated.

Sign up for your community's warning system. The Emergency Alert System (EAS) and National Oceanic and Atmospheric Administration (NOAA) Weather Radio also provide emergency alerts.

Consider earthquake insurance and a flood insurance policy through the National Flood Insurance Program (NFIP). Standard homeowner's insurance does not cover flood or earthquake damage.

Survive DURING

If you are in a tsunami area and there is an earthquake, first protect yourself from the earthquake. Drop, Cover, and Hold On. Drop to your hands and knees. Cover your head and neck with your arms. Hold on to any sturdy furniture until the shaking stops. Crawl only if you can reach better cover, but do not go through an area with more debris.

When the shaking stops, if there is a warning, either natural signs or an official warning, move immediately to a safe place as high and as far inland as possible. Listen to the authorities, but do not wait for tsunami warnings and evacuation orders.

If you are outside of the tsunami hazard zone and receive a warning, stay where you are unless officials tell you otherwise.

Leave immediately if you are told to do so. Evacuation routes are often marked by a wave with an arrow in the direction of higher ground.

If you are in the water, grab onto something that floats, such as a raft, tree trunk, or door.

If you are in a boat, face the direction of the waves and head out to sea. If you are in a harbor, go inland.

Be Safe AFTER

Listen to local alerts and authorities for information on areas to avoid and shelter locations.

Avoid wading in floodwater, which can contain dangerous debris. Water may be deeper than it appears.

Be aware of the risk of electrocution. Underground or downed power lines can electrically charge water. Do not touch electrical equipment if it is wet or if you are standing in water.

Stay away from damaged buildings, roads, and bridges.

Document property damage with photographs. Conduct an inventory and contact your insurance company for assistance.

Save phone calls for emergencies. Phone systems are often down or busy after a disaster. Use text messages or social media to communicate with family and friends.

Take an Active Role in Your Safety

Go to **Ready.gov** and search for **tsunami**. Download the **FEMA app** to get more information about preparing for a **tsunami**.



FEMA

FEMA V-1011
Catalog No. 17233-12

From: Ella Henry visaofficer@mfa.gov.ki
Subject: Re: Kiribati Visa Requirements
Date: February 24, 2019 at 7:41 PM
To: Andrea Barlow andreabarlow90@gmail.com



mauri,
Visa is an entry pass for nationals who require visa to Kiribati,
this permit allows the person to stay on a visitors permit without allowing them to engage in any
kind of activities,
US nationals does not require visa to enter and can stay in Kiribati for up until 120days without
engaging in any kind of activities,

ko rabwa,

On Sat, Feb 23, 2019 at 4:23 AM Andrea Barlow <andreabarlow90@gmail.com> wrote:

Mauri Moa,

Kain Amerika a kainnanoia te visa ngkana a na tiku I-Tarawa 90 te bong?

Do people from the USA need a visa if they are going to stay in Tarawa 90 days?

Ko bwati n rabwa,

Nei Andrea

--

Ella Henry (Ms)
Visa officer
Immigration Division
Ministry of Foreign Affairs and Immigration
Bairiki, Tarawa, Kiribati
Phone: (686) [75021342](tel:75021342), [75021368](tel:75021368)

**ACCIDENT WAIVER AND RELEASE OF LIABILITY
SMALL BUSINESS DEVELOPMENT OF KIRIBATI (SBDK)**

I HEREBY ASSUME ALL OF THE RISKS OF PARTICIPATING IN ANY/ALL ACTIVITIES ASSOCIATED WITH THIS EVENT, including by way of example and not limitation, any risks that may arise from negligence or carelessness on the part of the persons or entities being released, from dangerous or defective equipment or property owned, maintained, or controlled by them, or because of their possible liability without fault.

I certify that I am physically fit, have sufficiently prepared or trained for participation in this activity, and have not been advised to not participate by a qualified medical professional. I certify that there are no health-related reasons or problems which preclude my participation in this activity.

I acknowledge that this Accident Waiver and Release of Liability Form will be used by the event holders, sponsors, and organizers of the activity in which I may participate, and that it will govern my actions and responsibilities at said activity.

In consideration of my application and permitting me to participate in this activity, I hereby take action for myself, my executors, administrators, heirs, next of kin, successors, and assigns as follows:

(A) I WAIVE, RELEASE, AND DISCHARGE from any and all liability, including but not limited to, liability arising from the negligence or fault of the entities or persons released, for my death, disability, personal injury, property damage, property theft, or actions of any kind which may hereafter occur to me including my traveling to and from this activity, THE FOLLOWING ENTITIES OR PERSONS: The Soil Ecology Society, (SES) and/or their directors, officers, employees, volunteers, representatives, and agents, and the activity holders, sponsors, and volunteers;

(B) INDEMNIFY, HOLD HARMLESS, AND PROMISE NOT TO SUE the entities or persons mentioned in this paragraph from any and all liabilities or claims made as a result of participation in this activity, whether caused by the negligence of release or otherwise.

I acknowledge that SBDK and their directors, officers, volunteers, representatives, and agents are NOT responsible for the errors, omissions, acts, or failures to act of any party or entity conducting a specific activity on their behalf.

I acknowledge that this activity may involve a test of a person's physical and mental limits and carries with it the potential for death, serious injury, and property loss. The risks include, but are not limited to, those caused by terrain, facilities, temperature, weather, condition of participants, equipment, vehicular traffic, lack of hydration, and actions of other people including, but not limited to, participants, volunteers, monitors, and/or producers of the activity. These risks are not only inherent to participants, but are also present for volunteers.

I hereby consent to receive medical treatment which may be deemed advisable in the event of injury, accident, and/or illness during this activity.

I understand while participating in this activity, I may be photographed. I agree to allow my photo, video, or film likeness to be used for any legitimate purpose by the activity holders, producers, sponsors, organizers, and assigns.

The Accident Waiver and Release of Liability Form shall be construed broadly to provide a release and waiver to the maximum extent permissible under applicable law.

I CERTIFY THAT I HAVE READ THIS DOCUMENT AND I FULLY UNDERSTAND ITS CONTENT. I AM AWARE THAT THIS IS A RELEASE OF LIABILITY AND A CONTRACT AND I SIGN IT OF MY OWN FREE WILL.

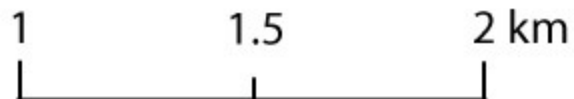
Participant's Signature

Date

Participant's Name
(Please print legibly.)

Age

Bikenibeu



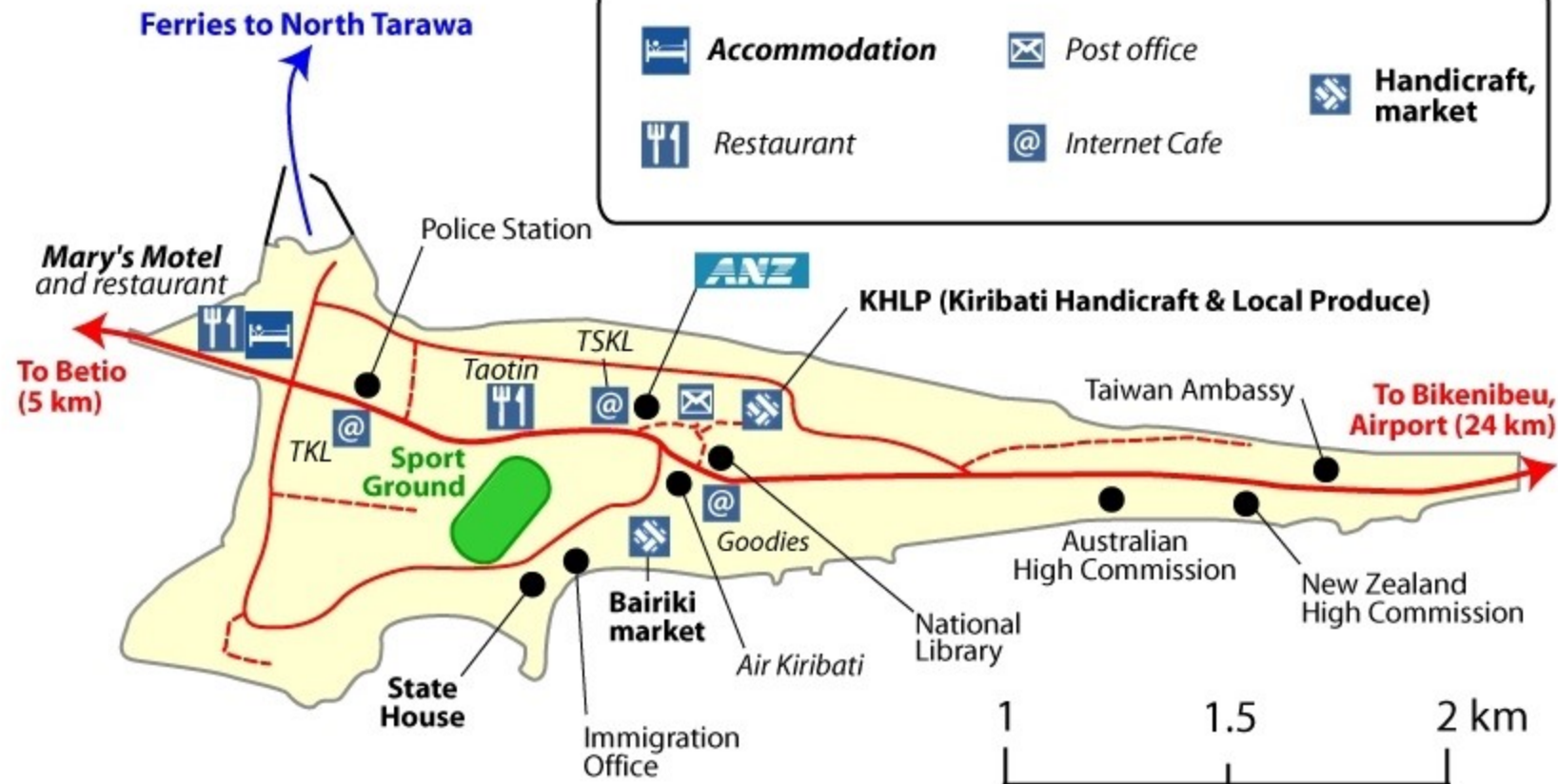
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|---|---------------|---|---------------|---|--------------------|
|  | Accommodation |  | Post office |  | Sights |
|  | Restaurant |  | Internet Cafe |  | Handicraft, market |

Betio

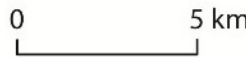
-  **Accommodation**
-  **Restaurant**
-  **Bar**
-  **Visitor Information Center**
-  **WW2 relics and memorials**
-  **Post office**



Bairiki



South Tarawa



Accommodation	Handicraft	Visitor Information Center
Restaurant	Swimming	Sights
		Internet Cafe

