

## Internship Guidelines

These guidelines are to be followed with utmost integrity and in your time with Love In Action as an intern we expect you to remain teachable and your training at all times is being monitored.

1. Your living accommodation is to be paid for either prior to arrival or as soon as arriving at LIA base.
2. **Payment Plan:** An Intern's payment plan is agreed upon in correspondence with our LIA office upon acceptance of your application and is to be paid prior to or upon arrival at our facilities.  
This payment is to be made either two or four weeks in advance.  
This will be your payment plan during your training with LIA.
3. All living, travel and other external expenses are covered by the intern. At no time are you to expect LIA to cover your costs.
4. Ruth Golder, LIA president must not be expected to personally escort or drive you to your appointed duties or personal activities.
5. Ruth must be given her privacy and by no means is an intern permitted to invade her personal home and space.  
All contact with Ruth while living at our team facility is to be made within office hours only.  
This contact can be made through Ravy, Ruth's secretary. Office hours are 10am – 4pm.
6. Love In Action is responsible for your safety and care while you are in our facilities.  
Communication of your whereabouts while living in our facilities must be made known at all times.  
You are required to be in our facilities before locking of the gates unless prior arrangements are made.  
This must be communicated for safety reasons. LIA does not take responsibilities for your safety after working hours.
7. Discretion and Privacy are to be observed at all times as mentioned in our Long Term Commitment and Protocol forms signed by the intern.
8. Our Australian office together with our President has oversight of your training and will communicate any necessary information with you during your period of internship.
9. Our Cambodian Staff are to be respected and not relieved of any duties unless permission is given by our President or Australia Office.
10. As an intern you are expected to care for your own belongings.
11. Our team house must be respected and the intern is expected to care for LIA property. If property is damaged due to lack of care by the intern you will be expected to cover the cost of replacing the said property.
12. You will be expected to partially live amongst any of our facilities or amongst teams at any time.  
As part of your training this is all necessary for your development.

**Intern Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

***Open your mouth for the speechless and plead the cause for the poor and needy !***