

Pre-Trip Planning Timeline

Six Months Prior:

- 1) Application received (letters of reference must be received before processing).
- 2) Determination letter will be sent within three weeks (after review and interview process).
- 3) After receiving confirmation you will be emailed materials including next steps.
- 4) Within three weeks of receiving acceptance please remit a non-refundable \$250 deposit and the signed agreement letter.
- 5) Begin the passport process (if you already have one, make sure it does not expire within fifteen months of the end of your internship).
- 6) Develop a support base (click here for fund-raising materials).

Three Months Prior:

- 1) Send photocopy of passport, immunization record, and visa to Breakthrough Partners.
- 2) Training sessions are scheduled and reading list is discussed.
- 3) 1/3 of total cost of internship must be remitted to Breakthrough Partners.

Two Months Prior:

- 1) Read training material and other pertinent information.
- 2) 2/3 of total cost of internship must be remitted to Breakthrough Partners.

One Month Prior:

- 1) Formal training is completed.
- 2) Insurance, liability waiver, and emergency contact information have been submitted.
- 3) Final support has been raised and remitted to Breakthrough Partners.

On The Field:

- 1) Breakthrough Partners contact will meet you at the airport.
- 2) Settle into your pre-arranged housing (with host family, guesthouse or other housing made available by the local organization).
- 2) Weekly check-in to assess needs, problems, prayer requests, etc. with field partner and/or Breakthrough Partners as necessary and practical.

Post-Internship Follow-Up:

- 1) Within one week of finishing the internship an evaluation and re-integration time will be arranged with Breakthrough Partners to help you assess your experience and to make a smooth transition back into your pre-trip environment. Your feedback is valuable and necessary to the future quality and impact of our internships.
- 2) Other assessment and/or coaching may be set up as needed.