



Ciudad de Ángeles is blessed by dozens of volunteers each year. These volunteers provide support for Ciudad de Ángeles in numerous ways in both the United States and Mexico. Most of our volunteer work in Mexico is for one week or less and is accomplished by visiting mission or construction groups.

There are also longer-term, multi-year volunteer opportunities and even some one-time internship projects that become available from time to time. Longer-term volunteers serve one to eight weeks in the same role year after year. These positions are filled by the President at his discretion based on the person's past volunteer contributions and talents and the needs of Ciudad de Ángeles.

Ciudad de Ángeles will consider written proposals from individuals interested in becoming interns. Proposals for intern positions may be presented by adults aged twenty one and older. A commitment of no less than sixty days and no more than 180 days in a twelve month period is expected to be covered by the proposal. These positions do not provide a stipend.

Applicants for internships should submit a proposal at least six months before the suggested start date. Proposals should include the following areas to be considered:

- A detailed statement of the skills you can provide Ciudad de Ángeles based on education or experience. Our typical needs are for academic tutors, administrative help, coordinators for mission teams and hosts for day and vacation visitors. Tutors are generally needed during the active school term. We do consider other proposals.
- Those applying for tutoring or administrative positions must provide proof of fluency in Spanish. This requirement may be fulfilled by conversing fluently in Spanish during the interview portion of this application process. Spanish fluency is also helpful, but not required for other intern positions.
- Proposals should include a history of your involvement with Ciudad de Ángeles. All applicants should have made multiple trips to serve Ciudad de Ángeles. You should also exhibit a clear understanding of the mission, history, operation and goals of Ciudad de Ángeles. Familiarity with the island and culture of Cozumel is also essential.
- Interns will be expected to cover all of their own costs. These costs will include (but are not limited to): passport, visa, transportation, housing, food, entertainment and all other living expenses. The estimated expenses are \$1500- \$2500 per month, but vary by your lifestyle and which tourist season that you visit. Proposals should include your anticipated budget (see examples at the end of this document) as well as your sources of expected funding. Budgets should include at least two housing options. (Ciudad de Ángeles is unable to provide or organize housing for any volunteers.)
- Upon approval of your application, you will be expected to show proof of a current passport, the appropriate visa and travel insurance (including medical coverage) before you may begin your position in Mexico. Cozumel has some of the best medical services



in Mexico, but standards of care that are common in the United States cannot be guaranteed. You will need to invest in medical evacuation insurance. We suggest that you check with your doctor and/or the State Department website to make sure you have all recommended vaccinations. We also suggest you bring any prescription medications.

- Applicants should provide a minimum of three reference letters sent under separate cover. Upon acceptance of your proposal, you will be asked to pay for a criminal records check (about \$50). We will also need to sign the liability waiver attached to this document and confirm that you agree to abide by the entirety of this Policy and Guidelines document.

Completed proposals should be mailed to:

Internship Proposal
Ciudad de Ángeles, Inc.
5240 Roswell Rd. NE
Marietta, GA 30062

Proposals submitted by potential interns will be considered by the Executive Committee of the Board of Directors. A telephone and/or face to face interview may also be required before the committee makes its final decision.

Volunteers are extremely important to the continued growth and vitality of Ciudad de Ángeles. We look forward to working with you as a volunteer or intern to Ciudad de Ángeles and the children that we serve.



Sample of expenses that volunteers may anticipate, based on a three-month internship.

Category	Period	Low Estimate	High Estimate	3-Month Total (Estimate)
Airfare	One time cost	\$450	\$850	\$ 600
Medivac Insurance	One time cost	\$100	\$100	\$ 100
Rent	Monthly	\$350	\$850	\$1,500
Utilities (if using A/C)	Monthly	\$ 75	\$150	\$ 500
Transportation	Monthly	\$100	\$300	\$ 600
Restaurant	Weekly	\$ 50	\$100	\$ 900
Grocery	Weekly	\$ 75	\$150	\$1,000
Miscellaneous	Weekly	\$ 50	\$100	\$ 800
TOTAL				\$6,000

LIABILITY RELEASE

I, _____, have volunteered to assist Ciudad de Ángeles, Inc., a 501.c.3 non-profit organization, organized and existing under the laws of the State of Georgia. I have volunteered my time and services because of my support of Ciudad de Ángeles, Inc (in the United States of America) and the orphanage that the organization funds in Mexico. The legal name and identity of the organization in Mexico is Ciudad de Ángeles, IAP. In this document these organizations (either together and/or separately) are referred to as “Ciudad”. I understand that my activities as a volunteer may entail a risk of physical injury or death, and I may be exposed to certain hazards including, by way of illustration but not limitation: dangerous weather conditions, the risks of violence or civil unrest in a foreign country, poisonous or dangerous plants or animals, unusual diseases and limited or low-quality medical care, risk of work related injuries or strenuous labor conditions that are not covered under America safety laws, OSHA, or accepted workplace practices, or incarceration due to suspected violations prior to investigation or proof of guilt. I understand and assume all such risks. Because the assertion of claims against Ciudad for personal injury occurring during my volunteer service would be antithetical to my support of the organization and its goals and would reduce the ability of Ciudad to accomplish its charitable purpose, I am granting this release.

I agree to abide by all rules and regulations of Ciudad regarding safety, dealings with staff and children in Mexico, use of any and all equipment, to include the general civil laws in Mexico. I understand that no drugs or alcoholic beverages are to be consumed by volunteers at any time while in Mexico. I understand that I will be asked to leave the country for any violation of rules or policies.



On behalf of myself, my estate and the personal representative thereof, my heirs and assigns, I hereby forever release Ciudad, its officers, directors, employees, independent contractors and agents, from any and all costs, claims, losses, liabilities or damages arising from or in any way related to, my service as a volunteer for Ciudad. I intend this release to be effective, regardless whether the claim of liability is asserted in negligence, strict liability in tort, or other theory of tort recovery. For myself, my estate and the personal representative thereof, my heirs and assigns, I covenant and agree to make no claim, nor to institute any suit, action or proceeding against the Ciudad, its officers, directors, employees and agents, relating to any accident, incident or occurrence arising out of or in connection with, my volunteer activities.

In addition, I have read the Policy and Guidelines document attached hereto and understand their entirety, including that all costs associated with my volunteer service, including airfare, residence, passports, visas, food, and other travel and living costs are my personal financial burden.

IN WITNESS WHEREOF, I have executed this release as of _____, 20__.

Signature: _____

Print Name: _____

Address: _____

Phone: _____

Emergency Contact: _____

Please list any health problems, limitations or allergies? _____