

Logistical Information

COPIER USE



There is a copier in the Correll Administration Building that you are welcomed to use (see Correll Admin. map, A-4). It is located by the participant mailboxes and costs 15¢ for black and 35¢ for color per pass through (per side – letter size paper). There is a coin container on the counter for payment of your copier fees. If you have a large copy job and would like to pay by check, please see Loretta in the finance office. This copier also has a USB connection for printing documents in PDF format.

CIT MAPS



You should have received a copy of the campus map via email and also in your packet when you arrived (see Anne if you need one). It will show the location of some of the items referenced in this handbook. In addition to the campus map, you will find a map of the Correll Administration building in this handbook (A-4). This will note the locations of staff offices, classroom, childcare, KIT, copier, etc.

MAIL, POST OFFICE, UPS, ETC.



Each person/family here has a “mailbox” in the Correll Administration Building (see Correll Admin. map, A-4) with your name on it. Your mail (addressed to you, c/o CIT, P.O. Box 250, Union Mills, NC 28167) will generally be delivered to your box by 3:30, Monday through Friday. There is no mail distribution on Saturday. CIT office hours are 8:00 a.m. to 5:00 p.m. Monday through Friday.

The Union Mills Post Office is located at **3733 US 221 Hwy N., Union Mills, NC 28167**. Hours of operation: Mon-Fri 10:00 a.m. – 1:00 p.m. and 1:30 p.m. – 4:30 p.m. If you prefer to mail something from here, there is a basket on the counter in the back hallway that is for outgoing mail. For small mailings you are very welcome to put your outgoing mail there. If you have concerns about a specific piece of mail, please talk to the receptionist.

If you are expecting a delivery via UPS, FedEx, or other ground service, you will need to use our physical address (addressed to you, c/o CIT, 6494 Hudlow Rd., Union Mills, NC 28167). Please do **not** use this address for shipments and general mail using the USPS. Use the PO Box listed above.

When your packages arrive, you can pick them up on the floor of the hall directly across from the bathrooms in the Correll Administrative building (marked “UPS pickup” on your Admin. map, A-4).

There is no scheduled pick-up for ground service. If you need to ship something you can: a) pay an approximate \$5 pick up fee and schedule it with UPS (or whomever), b) take it to Staples (in the Walmart Shopping Center , there is no charge for this service, or c) take it to Postage Express, 1495 US Hwy 74A bypass, Spindale. (phone 288-1100). There is a charge for this service.

MAINTENANCE NEEDS



In case of an **urgent maintenance need**, please first contact Andy. If no answer, contact Warren or Art (numbers listed on phone list). For general maintenance needs, please complete a work order form located above the mailboxes. You may leave it in Warren's mailbox, or give it to Anne at the front desk.

MEDICAL & EMERGENCY INFO



We have included two sheets in this handbook that contain several emergency and/or medical numbers (A-6, 7). Additionally, they provide access numbers to some of the CIT staff should you need to contact someone after office hours (i.e., for maintenance).



There are First Aid boxes located all over campus in case of need. The locations are:

- ▶ Admin Building
 - Café Closet
 - Pre-KIT wing
 - KIT Teacher Workroom
- ▶ Boyer Laundry Room: Behind door
- ▶ Cafeteria: Left wall
- ▶ Kitchen: Top shelf
- ▶ Community Center: Kitchen counter
- ▶ Pool House: Inside
- ▶ Sorenson Dorm: Hallway in each wing
- ▶ Fitness Room: AED machine on back wall

NOTARY SERVICES



CIT provides free notary services to staff, participants, volunteers and SOWERS. If you need something notarized, see Anne Parton who is a NC Notary Public.

SHOPPING AND PLACES OF INTEREST



In the back of the handbook (A-1-3) we have included some maps for your convenience, as well as a partial listing of other area shopping and restaurant options.

In the lobby of the Correll Administration Building, you will find a number of brochures showing some of the places of interest in Rutherford and surrounding counties. If you visit other places that you enjoyed, please feel free to bring back brochures to place in the display.

Looking to exercise outside here at CIT? We highly recommend the cemetery track at Round Hill Baptist Church right up the road, or a 5 minute drive to Gilkey gets you on the "Rails to Trails" path, great for walking, jogging and biking. Please practice the buddy system when you go out, and please don't exercise outdoors after dark."

Rutherfordton has the Purple Martin Greenway:

<http://rutherfordtontrails.com/purple-martin-greenway/>

For area tourism info:

<https://www.visitncsmalltowns.com/>
www.romanticasheville.com

TUITION AND FINANCES



Within a few days of your arrival, you will find your initial invoice for the courses for which you have registered in your mailbox. Please go over this invoice carefully and let Loretta (in the finance office) know as soon as possible if there are any corrections or adjustments that need to be made. When everything is correct, we will send it on to your agency/church or arrange for payment. Other miscellaneous charges (such as CIT vehicle rental) are paid directly to Loretta.

CIT VEHICLE USE



CIT has two vans that are available for participant use on a first-come, first-served basis at 30¢ per mile. (Fuel is included in this price). There is a sign-up sheet for each of these vehicles at the front desk. You can also get car keys from the receptionist. (See CIT Vehicle Policy Guidelines for more information in this handbook, A-5.) If you wish to use a vehicle, sign your name on the appropriate day. Please keep track of your mileage and take that information to Loretta for payment in the finance office. Keys should be returned to the receptionist.

CIT Campus Information

BREAK ROOM, SNACKS & COFFEE



Directly across the hall from the classroom is the “CIT Café” where you will find snacks, water, hot drinks, and soda . Prices for each are posted in the break room. CIT staff will purchase and make the snacks available as needed. You are welcome to bring your own coffee, soda or snacks, we just ask that you not store them in the refrigerator due to limited space.

Coffee is generally kept in the cabinet and participants make it themselves, as they want it. There is a cup beside the coffeemaker for participants who use the coffee and tea to contribute to replenish supplies. As the coffee (or coffee condiments) run out, we ask that one of the coffee drinkers replenish the supplies from the coffee fund as needed. Feel free to bring in milk/cream to keep in the fridge for all to share.

CAFETERIA



Currently we provide 3 lunches per week in the cafeteria as well as the first Sunday evening dinner of each module.

CLEANING AND PAPER SUPPLIES--APARTMENTS



When you arrive, there should be enough cleaning and paper supplies (paper towels, TP) in your apartment to get you started. As these items run out, it is each participant’s responsibility to replace them as needed. If you have questions about this area, please talk to Gloria.

COMMUNITY CENTER



The Community Center is located across the walk bridge between the swimming pool and the Boyer Apartments. You will find a pool table as well as a ping-pong table, air hockey game and foosball game in this room. There are also shelves of books to borrow. Behind the building is a volleyball court. Please read and follow the guidelines we have included in this handbook (see A-8).

FITNESS CENTER



The Fitness Center, available free to CIT participants, is located in the room directly off the Cafeteria/Kitchen (through the double doors under the overhang). The key to access this room from the outside is located inside the keypad. The code is 8996.

Please be considerate of others as you use this facility by returning all free weights to their place and making sure the lights are off and the heat/AC is turned back when you are finished. Further, never leave children unattended in the room because of the risk of injury. *

Equipment should not leave the fitness room at any time. For those interested in CrossFit, there is a place in town that offers a facility for this. Let us know if you're interested and we'll supply additional information.

There is an AED (Automatic External Defibrillator) unit installed on the back wall of the fitness center. If you have interest in learning how it should be used, see Debbie for a short, instructional DVD.

BICYCLES



There are bicycles of various types and sizes in the storage area under the kitchen that have been donated to us. CIT does not maintain them, so parents, please check any bikes your children may use for safety. We ask that children not ride bikes in the parking lot until after 5pm when the staff is generally gone and delivery trucks are no longer coming in.

INTERNET ACCESS AND EMAIL



We have wireless internet throughout the whole campus, available throughout all of CIT's buildings and accommodations and is open to all CIT participants, guests, volunteers and SOWERS. **The password is 20ethnocenter16.** If at anytime you have recurrent connectivity problems, please let Chad Lynch know. See Appendix for very important usage guidelines.

Be aware that when many people are using the internet, the speed is likely to be reduced for all. This has been particularly noticeable in the evenings when more are likely to be on it at the same time.

LAUNDRY



There is a laundry room beside the Boyer Building just across from Apt. 4 for your use. Also, additional washers and dryers are located in the laundry room of Sorensen Hall between the B and D wings and in the basement of the Triplex apartments. Laundry facilities are free, but you'll need to provide your own detergent, etc.

COMPUTER ROOM



The Computer Room has a computer with connections to the internet and a printer. Please be considerate of others in your usage.

We have two main guidelines that we ask that you strictly adhere to: 1) please do not load anything onto the computers, and 2) adult participants only are allowed access to the computers. **No children** under 18 years please, under any circumstances. Parents, please be aware that since the computer room is not normally locked, it may be accessed by children if they are playing in the community center. Your vigilance is appreciated. Thank you.

LOST AND FOUND



Any items found around campus should be put in the Lost and Found box located on top of the coat rack across from the restrooms in the Correll Admin Building.

SAFETY AND SECURITY



Please be aware of fire extinguisher locations. If the smoke alarm in your apartment is not working, please contact Gloria or Warren for batteries/repairs.



In the event of extreme weather notification, go to the following designated areas for your safety:

- ▶ Correll Admin Bldg: Conference Room
- ▶ Cafeteria/Kitchen/Fitness Ctr: Basement
- ▶ Community Center: Downstairs bathroom
- ▶ Boyer Apartments: Bathroom
- ▶ Sorensen Rooms/Apartments: Laundry Rm (B & D wing)
- ▶ Phillips Hall: Center of commons area away from windows

In an emergency, if evacuation of buildings is necessary, proceed to the picnic pavilion behind Boyer. If off-site evacuation is needed, report to the parking lot of Round Hill Baptist Church, 6585 Hudlow Rd. (across from cemetery.)

SEPTIC SYSTEM



CIT owns and operates its own septic system; therefore, it is very sensitive to what is put into it. Since major clogs and repairs are expensive and can also cause a shutdown of the system over all or part of the campus, (which has happened) we ask that you **not flush anything** down the toilets except toilet paper. The state requires that any other items including diapers (baby & adult), feminine products (pads, tampons, etc.), medications (pills or liquids), and/or chemicals (cleaning supplies, paints, pesticides, poisons, etc.) fats, oils, or grease may not be flushed or put down any drain. Put these items in the trash. Thank you for your help – you will be glad you did!!

TRASH & RECYCLING



Beside the kitchen entrance, behind the white fencing, you will find a dumpster and cans for recycling. Paper, plastics, cans, bottles, boxes, etc can all be intermingled in the recycling cans with the exception of soda cans. Please keep these separate.

STRANGERS ON CAMPUS



If you notice anyone on campus that appears to be unauthorized, please report this to the mayor, Andy, Art, or George, even during non-business hours (see staff contact sheet.) If you are expecting visitors, please notify Debbie for communication to the CIT community.

If you feel uncomfortable with someone you don't recognize on campus, feel free to ask the person their name and relationship to CIT. If they are unrelated to CIT, you can tell them this is private property and encourage them to leave. If at any time you feel danger, you are encouraged to **call 911** to report a trespasser. All of these situations should be reported to Andy, Art or another CIT staff member.

HOUSING POLICIES



Please keep the following in mind:

- No pets under any circumstances.
- Participants should not put nails in walls or make any other structural changes to campus buildings.

- Children under 14 should be supervised by an adult while in the Community Center.
- There is a NO SMOKING policy on the CIT campus.
- If you move furniture during your stay here, please put it back to the original location before leaving.

SWIMMING POOL



Be sure to bring your swimsuit from late spring to early fall (modest please) to enjoy the pool! The swimming pool is open to CIT participants and staff and their guests...**only**. For insurance purposes, it is required that a parent-signed release form (obtainable from the receptionist at the front desk) with each child under 18 listed is kept on file at all times.* Combination to the lock is "1127." Obviously, please do not share this with anyone outside of CIT staff/participants. **If there is a problem concerning the pool, please contact Brian Robertson.** (Phone number on list)

We ask that you exercise common sense when it comes to electrical storms and lightning at the pool. Please seek shelter away from the pool area at the first thunderclap of a storm. "If you can see it, flee it; if you can hear it, clear it."

Please make SURE that the gate is LOCKED when you leave!!

**PLEASE NOTE that no child under 18 is allowed in CIT's Fitness Center or swimming pool under any circumstances unless accompanied by a parent or designated adult. Children over the age of 14 may use the Community Center and Boyer Commons with parent's permission and "indirect" supervision.*

General Participant Affairs Information

CIT ON FACEBOOK



To help us all stay connected, like us on Facebook. You'll see interesting articles, info and of course, cartoons. 😊

COMMUNITY



Sometimes living in community can be challenging and no doubt we will each have the opportunity to stretch and grow through these challenges. We encourage you to look up and memorize Colossians 3:12-14.

COMMUNITY ACTIVITY



One of the mayor's responsibilities is to plan and coordinate a community activity each week. We ask the entire CIT participant community to plan to share in this weekly event. You are free to use the cafeteria or the grill for an outside cookout. When there are no RVs in the tennis court, you are also welcome (and encouraged) to use that area.

QUIET HOURS



Out of consideration for fellow participants and CIT's neighbors, we ask that quiet hours be maintained between 10pm and 6am both inside and outside of the campus buildings.

EXIT INTERVIEWS



At the conclusion of the term, each participant with a partnering agency will be given an exit interview. This is to assess how your needs and expectations were met and to provide you with the opportunity to evaluate the program and your time here. It also provides a time for processing areas of growth that have arisen during your time here.

ITEMS FOR SALE



There are books available for purchase from time to time in the lobby. Please give payment for these to Loretta.



CIT T-shirts, hoodies, baseball caps and cups are available in the conference room for purchase. Prices are posted and payment should go to Loretta. There is also a rack with a variety of greeting cards available to be purchased with a container nearby for payment.

KIT (KID'S INTERCULTURAL TRAINING) & YIT (YOUTH INTERCULTURAL TRAINING)



At CIT we believe that children need to feel secure and better informed about their role as a third-culture kid (TCK), so we've designed KIT (Kid's Intercultural Training) and YIT (Youth Intercultural Training) as a means to enjoyably introduce children and teens to some of the issues they will face when entering their new culture.

MAYOR RESPONSIBILITIES



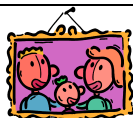
Each week one (or two) of you may have the opportunity to be "Mayor" of the CIT community. In this handbook (see A-9, 10) is a list of responsibilities, some of which include being responsible for the CIT facility key ring and coordinating community events. If your mayoral responsibilities fall on a week that is difficult for you and you trade with someone else, please notify Andy.

NAMETAGS



Each of you has been provided with a nametag. We encourage you to wear them for at least the first week of each new module, especially where new participants will be in attendance and until you feel certain that the instructors have a solid grip on the class names. Then, before you leave permanently, if you would kindly return your nametag holder to the bin at the back of the classroom, we would appreciate it.

PRAYER CARDS



If you have prayer cards of you and your family, please share them with us! You can put them on the table in front of your mailboxes.

General Program Information

CERTIFICATES



Each CIT participant will receive a certificate on the final day of their final module that will be inclusive of all the courses taken.

HISTORY GIVING



Another part of our spiritual formation focus here is something called History Giving. Each participant attending the Equipping and/or SLA class will have an opportunity to tell their story in such a way as to trace the general themes and lessons throughout your life.

HOM GROWTH GROUPS



Part of your training will include a spiritual formation component called Heart of the Missionary (HOM). For those attending the Equipping class, this will include three devotionals a week at the beginning of class and one afternoon a week in a small group to which you have been assigned.

SNOW DAYS



The public school system in Rutherford County does close school for snow and ice. Because it doesn't snow that often (or last that long) in this area, the equipment is somewhat limited in keeping the roads safe for travel.

At CIT however, classes are usually NOT cancelled. Often the instructors are on site so class will go on as scheduled. In the event of a power outage or if an offsite instructor cannot get to the campus, we will notify you of the cancellation.

PARTICIPANT DEVOTIONALS/MUSIC



Some mornings, we will at times provide opportunities for participants to help us with worship. If you have any musical giftedness and are willing to help, please let one of the staff or the facilitator of that particular module know.