

## 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 at the front desk. This copier also has a USB connection for printing documents.

### CIT MAPS



You should have received a copy of the campus map via email and also in your packet when you arrived (see Debbie 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 lunch time 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 (located approx. 1/2 mile east on Hudlow Rd.) is open from 10:00am to 1:00pm and 1:30-4:30 pm Monday through Friday. They are closed Saturday. There is a box/space on the counter across from your mailbox that is for outgoing mail. For small mailings you are very welcome to put your outgoing mail there. The mail is taken to the PO at approximately 2:00 p.m. For larger mailings (20+ pieces), we ask that you personally take it to the Post Office—it should be taken at least one hour before closing to assure adequate processing time. The Post Office also asks us to be sure that all outgoing packages be labeled and sealed and ready for shipment before coming to the PO desk.

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 by, Spindale. (phone 288-1100). There is a charge for this service.

## MAINTENANCE NEEDS



In case of an urgent maintenance need, please contact Art Reagle (numbers listed on phone list). For general maintenance needs, please complete a work order form located above the mailboxes and put in Art’s mailbox. If your need is not taken care of in a timely manner, please see Loretta at 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
- ▶ Student Center: Kitchen counter
- ▶ Pool House: inside
- ▶ Sorenson Dorm: Hallway in each wing

## NOTARY SERVICES



CIT provides free notary services to staff and participants. If you need something notarized, see Debbie Wagner 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.

## 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 (front desk) 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 vehicles that are available for participant use on a first-come, first-served basis: A 15- passenger Ford Van, and a Ford Windstar minivan. The usage fees are: 56.5¢ per mile for the large van and 20¢ per kilometer for the minivan. (fuel is included in this price). There is a sign-up sheet for each of these vehicles at the front desk. If you wish to use a vehicle, sign your name on the appropriate day. Take a vehicle use form (near the sign- up sheets) and complete the lower half (only) of the form and turn it in to Loretta at front desk after you have completed your trip. You can also get car keys from her. (See CIT Vehicle Policy Guidelines for more information in this handbook, A-5.) Please turn in a form after every trip. Keys should be returned to Loretta.

## 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 towel, 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.

## **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 above the door, behind the nameplate.

Please be considerate of others as you use this facility. Also, kindly make 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.\*

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.

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.

## 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. **The password is 20ethnocenter16.** If at anytime you have recurrent connectivity problems, please let Tim Wagner know. See Appendix for very important usage guidelines.

We ask that you not stream videos or movies on campus as it greatly reduces the speed for the whole community and can significantly increase CIT's internet usage costs.

## 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 two computers 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 student 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 Art 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  
Student 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 pavillion behind Boyer. If off-site evacuation is needed, report to the parking lot of Round Hill Baptist Church, 6585 Hudlow Rd. (across from cemetery.)

If you notice anyone on campus that appears to be unauthorized, please report this to the mayor 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.

## 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!!

## STUDENT CENTER



The Student 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 foos ball 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).



On the lower level of the Student Center, (pool side of building, outside entrance) there is a small Prayer Room available for your use.

## 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.

## 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 yrs should be supervised by an adult while in the Student 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 "8996." Obviously, please do not share this with anyone outside of CIT staff/participants.

***\*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 Student 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.

## 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**



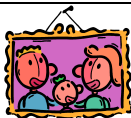
Each week one (or two) of you may have the opportunity to be "Mayor" of the CIT community. In this handbook (see A-9, 10) is a list of responsibilities, some of which include being responsible for the CIT facility key ring and coordinating community events. If your mayoral responsibilities fall on a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

## **NAMETAGS**



Each of you has been provided with a nametag. Please wear them for at least the first few days 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!

# 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 of the courses taken.

## HISTORY GIVING



Another part of our spiritual formation focus here is something called History Giving. Each participant attending the SLA and/or Equipping 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, we do not have the equipment to keep 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



On mornings when we do not have our HOM devotionals, 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.