

CRAM Worldwide, Inc. VOLUNTEER GUIDE



Telephone: 812-275-6476 or 800-455-6476
Fax: 812-275-6503
Email: cramwinc@cramwinc.org
Website: www.cramwinc.org



How do I volunteer with CRAM Worldwide, Inc.?

We are delighted by your interest in serving with CRAM Worldwide, Inc. 'on the mission field'. This Volunteer Guide identifies the CRAM forms and additional required paperwork and provides general information that will assist you in preparing to serve with us. We are continually in need of willing volunteers to commit for short or long terms of service. Be blessed in your prayerful decision to serve in Asia!

To volunteer with CRAM Worldwide in Asia, complete documents (typed or printed in dark ink) and return them to our business office promptly (documents must be on file at CRAM office a minimum of sixty days prior to your date of departure for China). Required documents include:

- ✝ Volunteer Application Form ([signature required](#))
- ✝ Letter of Introduction which includes:
 - Your testimony
 - The reason you want to serve with CRAM Worldwide.
- ✝ Current Resume
- ✝ Letters of Recommendation:
 - Church ([signature required](#))
 - Work ([signature required](#))
 - Personal ([signature required](#))
- ✝ Release of Assumption of Risk Form ([personal and notary signatures required](#))
- ✝ Valid Passport ([high resolution black & white preferred](#))

Completed documents may be submitted to CRAM:

- (1) In electronic format sent to cramwinc@cramwinc.org (ensure scanned documents include all required signatures) or
- (2) Hard copies or files **CRAM Worldwide, Inc.**
on CD mailed to: **PO Box 563**
Bedford IN 47421-0563
- (3) Online application forms are available through CRAM Worldwide website www.cramwinc.org.

Each volunteer group will identify a Team Leader to coordinate submissions and communications between CRAM Worldwide and your group. Required documents can be submitted as email attachments, as files scanned to a CD, or as hard copies mailed to the US CRAM office. Good communication between CRAM and the team leader is key to the team's visit going smoothly.

Upon receipt of the required information, the office will provide your documents to CY & Patricia Kim and they will carefully consider your desire to serve. Each individual applicant or appointed team leader will be mailed a confirmation letter extending the invitation to serve in Hunchun, China (and, as allowed, in North Korea). If you desire to serve more than three months, you must receive an official "Letter of Invitation" from the CRAM Worldwide China office prior to traveling to China (this letter will be required to obtain your China Visa).

Should you have questions or need further information, please contact the CRAM Worldwide office by telephone (800-455-6476) or email (cramwinc@cramwinc.org) or make direct contact with Patricia Kim (soundingthetrumpet@cramwinc.org).

INTERNATIONAL CONTACT INFORMATION...

Hunchun Special Education School
CY & Patricia Kim, Field Directors
PO Box 2
Jilin Province
Hunchun, China 133300

School Office: 011-86-433-755-9540
Fax Number: 011-86-433-755-3546
Cell Numbers:
C. Y. Kim 011-86-138-4337-0191
Patricia Kim 011-86-136-3067-5833

CRAM Worldwide, Inc. is currently serving China and North Korea in a variety of humanitarian endeavors. **In Hunchun, China**, our work at the Hunchun Special Education School is devoted to the care and education of children with disabilities; other programs include the Burning Heart Ranch, Hope Farm, Good News Bakery and Hope Foreign Language School. **In Rajin, North Korea**, projects include the Canaan Kindergarten, Canaan Daycare Center, three Medical Clinics, Good News Farm, Morning Star Children's Home, Sonbong Bread Company, and Sonbong Soymilk Company.

Volunteer Requirements

- A volunteer must be sent and supported by their local church.
- A volunteer must have a heart for missions.
- A volunteer must be flexible and open-minded, willing to serve in any capacity.

Length of Service

- Short Term - The recommended length of service is two weeks to three month terms (shorter terms of service are considered upon request).
- Long Term – A commitment extending beyond three months.

Overseas Travel

- A current passport valid for at least six months beyond your term of service.
- Airline tickets from the USA to Yanji, China, range from \$1,700.00 to \$1,800.00 depending on the time of year purchased (prices are subject to change).
- A Visa is required for travel to China. A one-month visa may be obtained from the Chinese embassy/consulate or from www.traveldocs.com. You will need to allow ample time to obtain the visa prior to your departure.

Please Note: A Chinese double-entry visa is required for any travel into North Korea (this ensures you can return to China from North Korea); this visa must be obtained in your home country.

SUGGESTED VISA CONTACT INFORMATION

- | | |
|---------------------------------|---|
| 1) TRAVEL DOCUMENT SYSTEMS | Website: www.traveldocs.com |
| 2) BUFORD INTERNATIONAL TRAVEL | Website: www.bufordtravel.com |
| Contact: <u>Nancy Lam</u> | Email: bufordtravel@hotmail.com |
| 2000 Clearview Avenue #203 | Telephone: 770-451-1212 |
| Atlanta GA 30340 | Toll Free: 800-390-2888 |
| 3) EXPEDITE PASSPORT EXPERTS | Website: www.passportexperts.com |
| Contact: <u>Cynthia Frausto</u> | Email: cynthia@passportexperts.com |
| 833 Atlanta Street | Telephone: 770-594-2259 |
| Roswell GA 30075-4425 | Toll Free: 800-970-2259 |

SUGGESTED TRAVEL AGENT INFORMATION

- | | |
|--------------------------------|---|
| 1) BUFORD INTERNATIONAL TRAVEL | Website: www.bufordtravel.com |
| Contact: <u>Nancy Lam</u> | Email: bufordtravel@hotmail.com |
| 2000 Clearview Avenue #203 | Telephone: 770-451-1212 |
| Atlanta GA 30340 | Toll Free: 800-390-2888 |
| 2) MTS TRAVEL | Website: www.mtstravel.com |
| Contact: <u>Kim Corwin</u> | Email: kimc@mtstravel.com |
| International Consultant | Fax: 717-733-1909 |
| 124 E Main Street FL 4 | Telephone: 717-721-7345 |
| Ephrata PA 17522-2776 | Toll Free: 800-418-2929 x81345 |

Financial Support

Volunteers provide or raise funds for their own personal support during their terms of service with CRAM Worldwide. Funding may be channeled through the volunteer's home church or, with appropriate prior arrangements, through the CRAM Worldwide office (note: either can provide receipts to contributors for tax-deduction purposes). To process financial support through the CRAM business office, contributor's check or money order must be made payable to "CRAM Worldwide, Inc" and must specify the volunteer's name on the Memo Line to ensure that donated funds will be identified for the designated volunteer and used only for their benefit. **PLEASE NOTE:** Any charges incurred for wires (domestic or international), fund transfers, and bank charges are the responsibility of the beneficiary (volunteer). Online Credit Card donations for Team China members can be accepted at www.cramwinc.org.

GENERAL INFORMATION

What special clothing do I need?

Winters begin in November (jackets will be needed in late September and October); the gusty Siberian winds make warm clothing a necessity. Jackets are also needed in the spring season until June. You can check the MSN weather website for current conditions in Hunchun. If working at the ranch or farm, bring an extra pair of work shoes and set of clothes to leave behind.

What items do I need to bring?

If using an appliance with 110V-120V, you will need a converter. Bring mini-rolls of toilet paper, soap, wet wipes, American toothpaste, and hand sanitizer. You can pack some photos of your home, family, and/or city for a conversation starter. A GSM/AT&T cell phone can be used if necessary; a SIM card will need to be purchased locally (one purchased in even a different province in China will not work).

What items are prohibited?

Do not bring any publications mentioning the Chinese government (in Chinese, English, or any language). Magazines with lewd content are not allowed. Do not bring tracts or more than ten Bibles per visiting group.

What currency do I need?

In China, the yuan is used; it is also referred to as RMB or kuai. One US dollar is approximately seven yuan (the exchange rate changes all the time). It is rare that you can use a credit card in Hunchun, but you can use a debit card to withdraw yuan from an ATM.

You must bring NEW \$10.00, \$20.00, or \$100.00 bills (without creases, folds, or pen marks) to be exchanged; the Chinese banks will not accept "used" currency.

Travelers' checks are not accepted in Hunchun at this time. Western Union is available, if necessary.

What immunizations do you recommend?

If staying in-country one month or longer, we suggest immunizations for tetanus, hepatitis A, and hepatitis B. We who live on the field have obtained these. Please check with your physician, health department, or the World Health Organization website (www.who.int) for more information.

Do I need insurance?

If you are staying longer than a month and are interested in insurance, some volunteers have used (and were pleased with) an insurance provider named **Seven Corners**. This company offers health insurance, emergency dental insurance, and a contingency evacuation plan. Check their website for information: <http://www.sevencorners.com/insuranceplans/travelmedical>).

What can I donate to CRAM?

Tax-deductible financial donations are always welcome. We also need unexpired medicines in bulk. Additional items needed include hand lotion; prenatal vitamins and multivitamins for children and adults; naproxen (Aleve); extra-strength Tylenol; antibiotic creams (like Bacitracin); cough medicines for children and adults; and anti-diarrheal, stomach, and indigestion medications. Upon request, we can provide a more detailed list of medicines needed for the disabled school in China and for North Korea.

Will I able to do laundry?

You will be able to use dry cleaning services for your laundry needs; it is inexpensive.

Can I bring my children?

The summer of 2008 was the first time visitors brought their children to Hunchun. We encourage you to bring your children with you when you visit ([volunteer paperwork is required for each child](#)).

What is the best way to reach CRAM, especially in an emergency?

The phone number for CY and Patricia Kim's office in Hunchun is 011-86-433-750-9540; the CRAM US office phone number is 800-455-6476. Contact Patricia Kim by email at soundingthetrumpet@cramwinc.org or the CRAM US office at cramwinc@cramwinc.org.

Planning to visit South Korea before or after your visit to China?

We encourage you to view www.visitkorea.or.kr/intro.html for helpful information to plan your travel.

ARRIVING IN CHINA

Costs identified in following answers are either the most recent known costs or estimated; they are not guaranteed and are subject to change without notice. The costs are provided for planning purposes only.

What do I need to be sensitive to as I enter China?

Please be mindful of Chinese law. You can read more about the law at the Chinese embassy's web site (<http://www.china-embassy.org/eng/>). The political conditions require that you always remember that you are entering a Communist country. There is no need to be in fear; you are going with the love of Christ. As far as religion, be careful as you email, visit websites, and make any kind of telephone calls. You cannot use any religious words.

Where is CRAM located?

CRAM Worldwide is located in Hunchun, China. Hunchun is in Jilin Province and has a population of around 150,000 who are mostly Chinese and Korean-Chinese people. Hunchun is a "triangle" city, strategically located and important to both North Korea and Russia. The Hunchun Special Education School is only a 30-minute taxi ride from the border with North Korea and only a 45-minute taxi ride from the border with Russia.

How do I get to Hunchun?

Coming from outside China, you will fly into Yanji (flight code YNJ), Jilin Province, China; a flight from the US to Yanji will cost around \$1,700.00 to \$1,800.00. Yanji is roughly a one-hour 45-minute ride from Hunchun; a CRAM China Team member will meet you and provide transportation for you from and to the Yanji airport. Individuals should have equivalent of 500 yuan for a taxi; groups will likely take buses that cost \$100.00 round-trip for the group. If you travel to Hunchun from another area of China, you can take a flight into Yanji or a sleeper train (i.e., from Beijing to Tumen).

What is the lodging situation?

You have a choice among three hotels ...

1. The Golden Garden Hotel is \$15.00 per night. Address: Le Yuan Alley, Xin An Street, Hunchun City, Jilin Province. Phone: 0086-433-7568006. Fax: 0086-433-7568008. Accommodations are two twin beds to a room with choice of continental or Korean breakfast included in the price. Hotel charges must be paid for in cash.
2. The Traders Hotel is a newer hotel owned by a graduate of the Hope Foreign Language School. The rate is \$22.00 per night. Address: Xiji Alley, Jinghe Street, Hunchun City, Jilin Province. Phone: 0433-6916333. Fax: 0433-6916222. Accommodations include refrigerator, hot water for tea, 110V and 220V outlets, hairdryer, robes, DSL (no wireless), laundry (no set cost because it's by a laundromat), and breakfast (time normally 7:30-9:00am). Traders Hotel accepts VISA and Mastercard.

Long-Term Housing. If you are staying in China three months or longer, we encourage you to rent a furnished apartment for approximately \$200.00 per month.

What will happen right after I arrive?

After getting settled in and resting, all individuals and groups will go through CRAM orientation. This orientation includes an introduction, testimonies, review of what to do and what not to do, a PowerPoint presentation, and information about the different CRAM Worldwide projects in China and North Korea.

What are the means of transportation within the city?

Hotels are within a short taxi ride or a 15-30 minute walk of the Special Education School and the Hope Foreign Language School. Taxis are usually 5 yuan to travel anywhere within Hunchun (up to three passengers included) or 10 yuan if the destination is slightly outside the city limits. There are cheaper tuktuks and rickshaws available and buses also run through the city.

What can I eat in Hunchun?

Meals in Hunchun are very inexpensive (starting at less than \$1.00). A Continental or Korean breakfast is provided at your hotel. Lunch and dinner are eaten with your group (usually in a restaurant). There are many Korean, Chinese, and a few Russian dine-in restaurants; American fast food restaurants are limited. Meals such as hand-drawn noodles, hot pot, and dumplings are readily available. Some people purchase food at a market.

Will we have time to learn any Chinese, Korean, or Russian?

We encourage learning limited conversational Chinese, Korean, and Russian. In fact, the Hope Foreign Language School offers lessons.

What are the weekend meeting times?

At 6:00am on Saturday mornings, we gather in the Upper Room at the Hunchun Special Education School for a meeting of Bible study and prayer. After the meeting, we eat breakfast together. On Sundays, visitors are encouraged to visit a Chinese church, a Korean church, or the special needs church. As a team, we meet on Sundays at 4:00pm for Bible study, prayer, and Communion.

When do we have free time?

A typical week day begins with group devotions and breakfast, followed by the day's work assignment. If working at the ranch, you will take food with you; otherwise, you may order a bowl of noodles or dumplings for lunch. The workday will end around 5:00-5:30pm and the evenings are free. This schedule is subject to change based on the 'needs' communicated between CRAM and your Team Leader.

What can we do in our free time?

What you can do in free time depends on the season. There are a few night markets and several Chinese/Korean/Russian souvenir stores. We can take teams to sightsee at historic places such as the China-North Korea border, the China-Russia border, the Broken Bridge, and the Tumen River area (where you can see the China-North Korea border and purchase souvenirs). Extra spending monies are required for these trips.

If your team wants to visit Beijing or Changbai Shan (a famous volcanic lake), we suggest that you set aside two or three days after your work with CRAM to visit these sites.

Where can I serve?

CRAM Worldwide areas of service in Hunchun, China:

Hunchun Special Education School. There are 120 children at this school. It closes for the winter usually from Christmas through February and for the summer usually July through August. You may teach English to the disabled children, be involved with arts and crafts and classes, and manual labor. The school can use occupational, speech, and physical therapists. Dieticians and medical professionals can also help out at the disabled school and the local disabled church.

Good News Bakery. Disabled children who are not severely disabled are trained to make breads for the disabled school and North Korea. The bakery can always use volunteers to bake bread (a hands-on, working-together ministry).

Hope Farm. The farm is seven acres and has more work in the summer. Opportunities at the farm include planting and harvesting. The farm rotates crops (corn, soybeans, and other vegetables).

Burning Heart Ranch. In the summer, there are building projects such as mending fences, working with the horses, and doing Hippotherapy (physical therapy using a horse). Hippotherapy takes place during the spring and fall seasons. There are also around 20 beef cows. The ranch can always use the assistance of veterinarians. The winters are severe, so mostly general labor is done in the winter. The ranch is 230 acres of hilly land ... it is an excellent place to meditate and fast.

Hope Foreign Language School. This is a school where enrolled students can study English, Korean, Chinese, and Russian with native speakers. You can teach English here or possibly at the local middle school. Native English speakers who are interested in teaching English long-term must have a four-year degree with two years of teaching experience (can be any type of teaching). ESL certification is beneficial to the teacher but (as of September 2009) is not necessary to receive an "expert" certificate from the Chinese Government. English class term schedules are generally mid-January through end-March; early April through late June; end-June through early September; and mid-September through end-November.

The Big Little Theater. We invite theatrical groups to come and perform for the Hope Foreign Language School students and the community. If you have a talent, we can use you! We are interested in hosting events such as festivals where groups perform music or do face painting.

CRAM Company areas of service in Rajin, North Korea:

Traveling Into North Korea. *We cannot guarantee the government will allow an applicant to enter North Korea. Anyone desiring to go into North Korea as a skilled laborer must have a double-entry China Visa (this ensures you can return to China from North Korea). Volunteers who travel into North Korea are required to stay at a hotel for \$15.00 per night (includes breakfast). Additional funds are needed for in-country travel and meals (approximately \$500.00 per person per visit; costs subject to change).*

Medical. We have three clinics in North Korea. Physicians, nurses, dentists, and medical professionals are needed to educate and to facilitate health care at medical clinics.

Veterinary. Veterinarians are needed to assist in the care of cows and goats in North Korea.

Skilled Laborers. Skilled carpenters, plumbers, and builders are always welcome to come and assist with the various building projects.