



Participant Roles and Responsibilities:

If selected to participate in CDF's Women's Mentorship Program you agree to (please review and check the appropriate box):

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Obtain approval from board of directors to participate in the program and travel to Canada for one month.
<input type="checkbox"/>	<input type="checkbox"/>	Ensure you have informed the national credit union or co-operative apex association in your country of your application to the program.
<input type="checkbox"/>	<input type="checkbox"/>	Arrive in Ottawa no later than April 21, 2019 and stay for entire duration of program (depart on May 17, 2019). <u>Lateness will not be tolerated.</u> Being late is disruptive to the organizers and facilitators of the program and it affects the rest of the group. <u>A Canadian visa must be in hand by February 15, 2019.</u> CDF will arrange your international flights. There are no personal stops allowed on the way to Canada or on the way back home to visit relatives or friends. No travel to the USA is permitted.
<input type="checkbox"/>	<input type="checkbox"/>	Be in excellent health. You will be required to provide a doctor's note stating that you are fit to travel. If you have been ill/sick one month prior to the program, <u>you should not travel to Canada.</u> Please contact CDF organizers immediately. Travelling long distances on airplanes can make medical conditions worse. Please note that successful applicants who discover a medical condition or discover that they are pregnant just before start of program, can defer their participation to next year's program.
<input type="checkbox"/>	<input type="checkbox"/>	Come prepared to learn. This is an education and training program for MANAGERS working on day-to-day operations of a financial co-operative. The focus of your time in Canada will be the WMP program – not visiting friends or relatives in Canada.
<input type="checkbox"/>	<input type="checkbox"/>	Participate in all aspects of the one-month training program. Do not make plans to attend an exam/course or visit friends in Canada during classroom time or during the credit union placement. You are coming to Canada to participate in the mentorship program – not for other purposes. Please inform your family that you may not always have access to internet or long-distance telephone calls and for them not to expect daily contact.
<input type="checkbox"/>	<input type="checkbox"/>	Be open to experiencing a different culture and trying new food. Please note that food you will be eating in Canada will be different than what you are used to eating at home. Be prepared to eat a variety of food such as meat (chicken, beef, and pork), potatoes, rice, seafood, salads, vegetables, soup, etc. It is difficult to obtain ingredients for African & Asian dishes in Canada. Raw and cooked food in Canada is safe to eat and tap water is safe to drink.
<input type="checkbox"/>	<input type="checkbox"/>	Submit a written/oral report about your training experience in Canada to your credit union's national apex organization/association as well as the board of directors of your financial co-operative upon returning home.
<input type="checkbox"/>	<input type="checkbox"/>	Follow all program protocols set out by CDF staff and be supportive and respectful to

		everyone involved in the program: other participants, facilitators, co-ordinators, credit union staff, hosts and yourself.
<input type="checkbox"/>	<input type="checkbox"/>	Speak to CDF Ombudsperson if anything or anyone during the program makes you feel uncomfortable.
<input type="checkbox"/>	<input type="checkbox"/>	Be an ambassador for your credit union, your apex organization and the Canadian Co-operative Association.
<input type="checkbox"/>	<input type="checkbox"/>	Keep CDF, your apex organization and your Canadian credit union host informed on a regular basis (at least semi-annually) of the changes you have implemented at your financial co-operative.

If selected to participate in the CDF Women’s Mentorship Program, I _____
accept the roles and responsibilities stated above. (Print name)

Applicant Signature

Date