

Women's Mentorship Program



Participant Roles and Responsibilities:

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

Yes No

- Obtain approval from board of directors** to participate in the program and travel to Canada for one month.
- Ensure you have informed the national credit union or co-operative apex association in your country** of your application to the program.
- Arrive in Ottawa no later than September 10, 2017** and stay for entire duration of program (depart on October 6/7, 2017). **Lateness will not be tolerated.** Being late is disruptive to the organizers and facilitators of the program and it affects the rest of the group. **A Canadian visa must be in hand by August 29, 2017.** CCA 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.
- 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, **you should not travel to Canada.** Please contact CCA 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.
- 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.
- 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.
- 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.

- 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.
- Follow all program protocols** set out by CCA staff and **be supportive and respectful to everyone involved** in the program: other participants, facilitators, co-ordinators, credit union staff, hosts and yourself.
- Speak to CCA Ombudsperson** if anything or anyone during the program makes you feel uncomfortable.
- Be an ambassador** for your credit union, your apex organization and the Canadian Co-operative Association.
- Keep CCA, 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 CCA Women's Mentorship Program, I _____
 accept the roles and responsibilities stated above. (Print name)

 Applicant Signature

 Date