



Strengthening Canada's Communities / Des communautés plus fortes au Canada

Create Action

Host Organization Application Form

Organization: _____

Contact Person: _____ Position: _____

Number of full time equivalent employees: _____

Mailing Address: _____

City: _____ Province/Territory: _____ Postal Code: _____

Telephone No: _____ Fax: _____

Email: _____
(CCEDNet will use this email for future correspondence.)

Website: _____

Is your organization a CCEDNet Member?: Yes No

Does your organization mainly work with the following communities?:

Aboriginal	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Immigrant	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Northern or remote	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Rural	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Employment of Participant:

Participant job title: _____

Name and title of mentor(s): _____

The host organization application package must be submitted to CCEDNet no later than July 20th, 2009, 12:00 pm Pacific Standard Time. It must include the following documents:

- Completed application form
- Letter of intent describing in detail:
 - why your organization is interested in mentoring a work experience participant
 - how this work experience will benefit your organization and/or your community
 - your past experience in hosting work experience participants
 - how you will recruit the work experience participant (specifically Aboriginal and person with disability)
 - a synopsis of the internship proposed for the work experience participant
 - how you will help the work experience participant meet learning objectives
- Completed checklist of criteria (see below)

Please submit this completed checklist with your application.

- We will provide career advice, regular feedback and guidance to the work experience participant for the duration of the work placement.
- We are members of CCEDNet or willing to become members of CCEDNet if successful in this application.
- We will set aside approximately a day a week for the work experience participant to engage in the National Youth CED engagement initiative organized by CCEDNet.
- We will set aside a minimum of days for the work experience participant to engage in the National Intern Gathering CCEDNet in late October 2009.
- We will develop, in collaboration with the work experience participant, a set of learning objectives to be achieved during the work placement.
- We will commit to weekly meetings with the work experience participant to support the learning objectives. (CCEDNet will provide tools to develop reflective practice & community economic development learning materials.)
- We will commit to providing CCEDNet with monthly reports as required by Service Canada and to report on outcomes at the end of the work experience.

Administrative Office - services administratifs : 211-620 View St., Victoria BC V8W 1J6

Phone – téléphone: (250) 386-9980 Fax – télécopieur : (250) 386-9984

Toll Free – sans frais : (877) 202-2268

info@ccednet-rcdec.ca

www.ccednet-rcdec.ca

- We will commit to national quarterly host organisation check-in calls, approximately an hour in duration.
- We are able to recruit a work experience participant who will meet the criteria as defined by Service Canada (see participant criteria below).
 - University graduate from a recognised Canadian university
 - between 15 and 30 years of age (inclusive) at the time of intake/selection;
 - out of school;
 - a Canadian citizen, permanent resident, or person on whom refugee status has been conferred²
 - legally entitled to work according to the relevant provincial/territorial legislation and regulations;³
 - not in receipt of Employment Insurance (EI) benefits;⁴ and
 - in need of assistance to overcome employment barriers.