

## VOLUNTEER/FELLOWSHIP

As part of a conscious approach to communicate innovative strategy to reach the poor with both financial and non-financial services simultaneously, and as part of efforts to alleviate abject poverty in poor communities in Cameroon and around the world, GHAPE provide learning and experience sharing opportunities for scholars and service providers through its volunteer & fellowship program. The words volunteer, fellows and interns have been used here interchangeably. Securing the participation of scholars and practitioners is essential to the understanding and teaching of microfinance and the provision of services to the poor. Our hope is that as participants on this fellowship pursue their academic or professional goals they will advocate for the poor, replicate GHAPE activities, advise governments and institutions, collaborate with service providers, encourage programs to integrate components of GHAPE holistic packages in existing poverty alleviation program, provide practical advise in the development and planning of activities for the poor. The program will also offer national and international participants an opportunity to live a life different from what they know, appreciate what they have, experience the impact of combined services, learn new life skills, and challenge personal stereotypes and biases. The program will farther offers students studying finance, microfinance, gender development, peace building, foreign markets and international issues opportunities for further professional growth and be part of the solution of a bigger problem, poverty.

### INTERNATIONAL FELLOWSHIP POLICY

International fellows are unpaid foreign nationals who come to work, learn or conduct research at GHAPE and constitute part of the staff while at GHAPE. The word intern, fellow and volunteer have been used here interchangeably.

#### **Processing Fees**

From August 1, 2009 international fellows shall pay a non-refundable processing fee of \$185.00. Because of the increase in the volume of applicants and the limited positions we have in a year, GHAPE will review application only upon receipt of processing fees.

#### **Requirements**

Participants will submit

1. International Fellowship Application
2. Resume,
3. Statement of purpose. Statement of purpose must state in very specific terms what the candidate will like to be able to do and/or know by the end of the internship. Candidates must highlight among other things their availability for work while at GHAPE, what they intend to do with the experience gained from GHAPE and how long they intend to stay, specifying the start and end dates.
4. Receipt of processing fee from GHAPE
5. Receipt of accommodation (if applicable)

#### **Responsibilities**

- a) Volunteers shall be responsible for their own transportation, accommodation, laundry, feeding, supplies and all other expenses related to their fellowship at GHAPE.
- b) All foreign candidates are advised to stay in GHAPE provided home-stay accommodation.
- c) Candidates shall be responsible for the transport fare of staff accompanying them to unscheduled sessions outside staff regular schedules
- d) Fellows' time might be split between our multiple offices/branches. The amount of time spent in a branch depends on a number of factors determined by the GHAPE field Manager.

- e) At the end of the program, candidates will provide a photograph of themselves, summary of their experiences at GHAPE, which shall be posted on our website and/or album or used in other GHAPE activities accessible by the public. Suggestions shall be highly welcomed.
- f) Fellows shall be given an attestation of service in GHAPE. The attestation shall specify candidate's name and period of services.

### **Procedure**

- Review of application materials/requirements
- Communication of final decision. We will inform applicants within 14 business days as to the final decision. If you are rejected the reasons of rejection will be outlined
- Selected candidates will be issued Letter of Acceptance.
- Upon receipt of Letter of Acceptance candidates are expected to pay Accommodation fees
- In the event that the candidate has been identified by a partner organization, the candidate is required to pay the processing fees and accommodation fees at the same time
- Upon receipt of accommodation fees an Invitation Letter shall be sent to the candidate within 14 business days. This document is required to apply for visa.

Applicant's Names (last, first, Middle) \_\_\_\_\_ Sex (Male, Female, others specify)

Name of institution-----

Type of institution (College, non-profit, others –specify)

Place of Birth \_\_\_\_\_ Date of Birth (dd/ mm/ yyyy) \_\_\_\_/\_\_\_\_/\_\_\_\_

Citizen of \_\_\_\_\_ Passport # \_\_\_\_\_

Place issued: \_\_\_\_\_ Date issued: \_\_\_\_\_ Expiration Date \_\_\_\_\_

Home: Address:

Street \_\_\_\_\_ Appt # \_\_\_\_\_ City \_\_\_\_\_

State/Province/Region \_\_\_\_\_ Zip Code \_\_\_\_\_ Country \_\_\_\_\_

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Telephone (Home) \_\_\_\_\_ (Mobile) \_\_\_\_\_ Work \_\_\_\_\_ Email \_\_\_\_\_

**Emergency Contact:**

Name \_\_\_\_\_ Title: (mr/mrs/ms/dr/rev) Relationship \_\_\_\_\_

Address: Street \_\_\_\_\_

Appt #-----City -----State/Province/Region -----Zip Code -----Country

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Name \_\_\_\_\_ Relationship \_\_\_\_\_

Address \_\_\_\_\_

Telephone (enter country and area code)(Home) \_\_\_\_\_ (Cell) \_\_\_\_\_ Work \_\_\_\_\_ Email \_\_\_\_\_

Type of Accommodation: (GHAPE Home-Stay Accommodation, Others- specify)

Duration of Stay

Start date \_\_\_\_/\_\_\_\_/\_\_\_\_ End date \_\_\_\_/\_\_\_\_/\_\_\_\_

I have read, understood and agreed to the terms and conditions on the National Fellowship Policy. To the best of my knowledge the information provided on this form is true and correct.

\_\_\_\_\_/\_\_\_\_/\_\_\_\_  
Signature of Applicant Date

**FOR OFFICIAL USE ONLY**

**Fee: \$185.00**

**INITIALS/ID# \_\_\_\_\_ Date \_\_\_\_\_**