

## WPI-State 2018-19 Applicant Requirements Agreement

Both the Applicant and the Applicant's employer/supervisor must **initial each requirement and sign at the bottom of the form** to indicate that they understand and agree to the requirements. The Applicant Requirements Agreement must be uploaded under the corresponding section in the online application form.

If the Applicant is selected to participate in WPI-State, completion of this form signifies that both the Applicant and Employer understand and agree to the stated requirements.

Applicant Initials (Agreement)	Employer Initials (Agreement)	Requirements
		1. Applicant and Employer understand that this fellowship constitutes an "in-kind" grant of approximately \$20,000 per fellow. Though no payment to the organization will be made (the Foundation covers the \$20,000 cost of the trainings, travel to Sacramento, meals, and accommodations), the Applicant and Employer understand that the Applicant's full participation in the fellowship is equivalent to a grant requirement.
		2. Employer and Applicant understand that travel, shared housing (with another training participant), and most meals are either paid directly by the Women's Foundation of California or reimbursed to Employer/Applicant for all five retreats. In the event an expense needs to be reimbursed, Employer/Applicant understand that reimbursement requests are due three weeks from the last day of the retreat and that checks may take up to 30 days after the Women's Foundation of California receives a complete and accurate reimbursement request to arrive.
		3. During the Institute, Employer will fully support Applicant in spending approximately 40 hours/month of staff time working on a policy project between retreats.
		4. Employer will ensure that the Applicant shares what they are learning with other staff, volunteers and, if possible, with the board of the applicant organization.

Applicant Initials (Agreement)	Employer Initials (Agreement)	Requirements
		<p>5. Employer will fully support Applicant, should they be chosen to participate in the WPI, to attend <u>ALL five retreats in their entirety</u> (initial each below) and to participate in <u>ALL five webinars</u> (initial each below), and Applicant understands that attending ALL five retreats and participating in ALL five webinars is a requirement.</p> <p>Applicant initials confirm that retreats have been added to Applicant's calendar:            ___ <b>Retreat 1:</b> Mon., Oct. 1, 2018 – Thurs., Oct. 4, 2018            ___ <b>Retreat 2:</b> Mon., Dec. 3, 2018 – Wed., Dec. 5, 2018            ___ <b>Retreat 3:</b> Wed., Feb. 27, 2019 – Fri., Mar. 1, 2019            ___ <b>Retreat 4:</b> Tues., May 14, 2019 – Thurs., May 16, 2019            ___ <b>Retreat 5:</b> Mon., Aug. 26, 2019 – Wed., Aug. 28, 2019</p> <p>Applicant initials confirm that webinars have been added to Applicant's calendar:            ___ <b>Webinar 1:</b> Mon., Nov. 5, 2018, 12:00 – 1:30 PM            ___ <b>Webinar 2:</b> Fri., Jan. 18, 2019, 12:00 – 2:30 PM            ___ <b>Webinar 3:</b> Mon., Feb. 18, 2019, 12:00 – 1:30 PM            ___ <b>Webinar 4:</b> Mon., Mar. 25, 2019, 12:00 – 1:30 PM            ___ <b>Webinar 5:</b> Fri., Jul. 12, 2019, 12:00 – 1:30 PM</p>
		<p>6. Employer and Applicant will encourage staff and board members from fellows' organization to attend Webinar 3, Mon., Feb. 18, 2019, 12:00 – 1:30 PM, which is on legal lobbying rules for nonprofits.</p>
		<p>7. Applicant understands that while exceptions to the retreat attendance requirement may be made in case of personal emergencies, participants who miss more than 2 of the total number of retreat days and/or webinars may lose their fellowship.</p>
		<p>8. Applicant will work actively with their team on their chosen advocacy project (usually a state bill) during and between retreats, including participating in conference calls, doing work on their project, engaging community members (if applicable), advocating for their bill, and staying in regular communication with the team regarding availability and potential barriers to participation.</p>
		<p>9. Applicant will maintain an email address that is checked daily and communicate with the Foundation if potential barriers to participation arise.</p>

Applicant Initials (Agreement)	Employer Initials (Agreement)	Requirements
		10. Applicant will conduct themselves professionally at all times within the Institute and while engaging with elected officials, staffers, policy advocates and community members.
		11. Applicant will provide feedback to the Foundation on their experiences in the WPI-State program by filling out evaluations after each retreat and after completing the Institute.
		12. Applicant will participate in various assessments (e.g. leadership skills, self-awareness, etc.) as they align to the WPI-State curriculum to ensure that progress and learning continue for the duration of the Institute.
		13. Following completion of their WPI year, Applicant understands that they are strongly encouraged to stay connected through our WPI Alumni Network and keep us informed on how their WPI experience is impacting their organizations, fields and/or communities.

**We understand the requirements listed above and agree to them in whole.**

Employee/Applicant Name: \_\_\_\_\_

Employee/Applicant Organization: \_\_\_\_\_

Employee/Applicant Affiliation/Title: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Employer/Supervisor Name: \_\_\_\_\_

Employer/Supervisor Organization: \_\_\_\_\_

Employer/Supervisor Affiliation/Title: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_