**CSDi Training Workshop Application Form**

Thank you for your interest in our upcoming training workshop. Upon receipt of this application form we will send an invoice with payment terms and deadlines to the person responsible for making your payment. We will also send you further information about the workshop. Upon receipt of payment, we will send you pre-workshop materials one month in advance of the start of the workshop.

This online application form needs to be filled out and submitted online. However, you may wish to download the Word version of the Application prior to beginning the electronic version in case there are questions you need to research in advance. Here, if you like, you can fill in the answers on the Word document save it periodically, and then paste the answers into the online form in a few minutes.

Each of the questions on the form has an example for clarifying the type of answer we're hoping to get – just in case the question isn't 100% clear to you.

If the form suggests looking at a webpage, or downloading a document – copy the address and paste into a new browser window so that you don't leave the webpage the form is on and lose the information you've entered.

Thank you for answering these questions.

\* Required

1. Training Workshop you are applying for. \* Ex. Diploma 340 Training Workshop: Community Based Adaptation

**Your Information**

2. Name Badge: Your first name (and your middle name if you wish to use it) as you would like them to appear on your Name Badge. Name Badges are generated automatically so think carefully. \* Ex. Robert - or Robert James

3. Name Badge: Your last name or last names (if you wish to use two last names) as you would like them to appear on the Name Badge. Name Badges are generated automatically so think carefully. \* Ex. White - or White Smith

4. Name Badge: Your name that friends call you and you would like us and other course participants to call you. \* Ex. Bob.

5. Name Badge: What country would you like to appear on your Name Badge? \* Ex. United States.

6. Course Diploma: Your first name (and your middle name if you wish to use it) and your last name (two last names if you would like to use them) exactly as you would like them to appear on the certificate. Certificates are generated automatically so think carefully. A $15.00 fee will be charged for replacement diplomas if your name needs to appear differently than you indicate here. \* Ex. Robert James White - or Robert James White Smith.

7. Email address that you want to use for the course. Choose carefully; this is difficult to change as it appears in multiple locations in our system. \* Ex. robertwhite@csd-i.org

8. Where did you hear about our courses? Please be specific. If you heard about it from a newsletter or email alert – which one? If it was a from a friend – where did they hear? If it was from the Internet – how: did you Google ‘sustainable development – or was it from a link at another site? Which site? \* Ex. Idealist.org email alert.

9. Your country of origin? \* Ex. United States

10. Your Personal Telephone Number. \* Ex. 011-502-411-4978

11. Gender \* Ex. Male

**Your Organization**

12. The name of your organization, or the name of your University - or the fact that you are exploring career options. \* Ex. Center for Sustainable Development. Or, University of Nairobi. Or, I'm interviewing for work in development.

13. What is your job title, and what do you actually do. If a student, what field do you study? \* Ex. Water and Sanitation Specialist. I promote water filters in village homes. Or, I am a student majoring in forestry.

14 What is your organization's/University's website address including the http:// please. \* Ex. http://www.csd-i.org/

15. Office Street Address (Or your personal address in this cell and the cells below if there is no office). \* Ex. 123 Main Street

16. Office City. \* Ex. Los Angeles

17. Office State. Ex. California (Only if required for mail delivery)

18. Office Postal Code. Ex. 91711 (Only if required for mail delivery)

19. Office Country. \* Ex. USA

20. Office Telephone Number. \* Ex. 011-502-645-9315

**Next Page: Payment Information**

**Payment Section and Sponsorship Information**

21. Payment. I am able to arrange the payment of the course fee. If you are sponsored by your employer or donor agency, please complete the full payment section below. If you are uncertain of your ability to pay at this stage, please mention that here also. Course fee will be paid for by: \* Ex. 1. My Organization. 2. A Donor Agency. 3. Self-support. OR, I am still in the process of negotiating a sponsorship.

22. Payment. Name of the organization or donor paying for the course. Course fee will be paid for by: \* Ex. The Center for Sustainable Development.

23. Payment. Course fee has been authorized by. Name and title of person authorizing your participation in the course and its payment. They will be sent an invoice and to acknowledge that they are the person authorizing your attendance – and that they understand the payment terms and conditions. \* Ex. Mr. Robert White, Executive Director.

24. Payment. The authorizing person's address if different from the organizational address above (questions 15 – 19) for purposes of the invoice. \* Ex. Street address, city, state, postal code, country. OR, same as above.

25. Payment. Their email address. \* Ex. robertwhite@csd-i.org

26. Payment. Preferred form of payment. \* Ex.1. Credit card. 2. Bank transfer. 3. Western Union.

**More About You**

27. Visa. Will you need a visa to attend the workshop? \* Ex. 1. Yes. 2. No.

28. Why are you taking the course? \* Ex. I want to make a career transition. Or, I want to learn how to work with donors better. Or, I want to have greater success in my projects.

29. What are you hoping to get from the course? \* Ex. I’m hoping to learn how to design effective projects that can improve children’s health in the communities where I work.

30. Your town where you work. \* Ex. Guatemala City.

31. Your country where you work. \* Ex. Guatemala

32. Is where you work urban or rural? \* Ex. Urban

The next three questions are about whether you or your organization work on development projects where you would have the opportunity to work with community members on a participatory needs assessment. Answer only one of these questions: 33a, 33b, or 33c.

33a. If you have access to community members, would you be willing to partner on your course project with another course participant who doesn’t? See how and why: http://www.csd-i.org/partnerships-solo-projects/ . Ex. Yes I have contact with beneficiary communities and yes I would be willing to partner. Or, yes I have contact with beneficiary communities, but I would prefer to work solo.

33b. Or, if you don’t have access to a community, would you be like to partner on your course project with a course participant who does? Partnerships have the richest course experiences and seem to have the most successful projects. See how and why: http://www.csd-i.org/partnerships-solo-projects/ . If you don't have community access, a partnership is a simple way to obtain information from a needs assessment in order to develop your course project. If you partner with someone from another country who has community access the two of you can continue partnering together during the 5 day live workshop if you like. This will give context and meaning to your experience. Ex. No, I don’t have contact with beneficiary communities and yes I would like to partner. Ex. No, I don’t have contact with beneficiary communities and yes I would like to partner.

33c. Two-day optional field component. If you don't have access to community you can attend a two-day field workshop immediately before the five day workshop and have the experience of actually conducting a real community needs assessment within an actual rural community. Download the detailed workshop syllabus to learn how. Ex. No, I don’t have contact with beneficiary communities and yes I would like to attend this two-day optional field component.

34. Are you planning on using a Northern Nonprofit project in a developed nation, or an International Development project in a developing nation for which to base the workshop project on? Your choice! \* Ex. I want to work on an International Development project.

35. If you don't have access to a community, and you are planning to partner with another course participant who does, would you like to partner with someone working on a Northern Nonprofit project in a developed nation, or an International Development project in a developing nation? Ex. I want to partner with someone working on an International Development project.

36. People in remote parts of the world seem hungry for good development information. We would like to make these courses more accessible to more people. If you know of a newsletter, blog, newsgroup or listserve where we would be able to post course announcements—that information would be very helpful. \* Ex. I also subscribe to email alerts about Guatemala from Idealist.Org: http://www.idealist.org/. You might contact them.

37. Any food preferences? \* Ex. Vegetarian. OR, No.

**Terms and Conditions**

CSDi's standard Terms and Conditions apply to all workshops. Please download and read them from the link on the How To Enroll webpage: http://www.csd-i.org/how-to-enroll-in-our-workshops/.

38. I have read CSDi's Terms and Conditions and I agree to abide by them. \* Ex. 1. Yes. 2. No.

39. I understand that official confirmation of sponsorship will need to be sent six weeks before the course starts and that payment needs to be received four weeks before the course starts. \* Ex. 1. Yes. 2. No.

40. I understand that CSDi reserves the right to cancel a course up until four weeks before the course start date (with a full refund). I understand that CSDi therefore recommends that flights and accommodations are booked within four weeks of the start of the course and not before. \* Ex. 1. Yes. 2. No.

41. I understand that I am responsible for the costs for airfare, visas, accommodation, food, personal expenses, and transfers. \* Ex. 1. Yes. 2. No.

42. Any comments that you may wish to share please include them here.

43. Questions? Write to us at: <mailto:Online.Learning@csd-i.org>.