



Canadian Institute  
for Procurement  
and Materiel  
Management

Institut canadien  
d'approvisionnement  
et de gestion  
du matériel

# 2023 CIPMM PROCUREMENT AND MATERIEL MANAGEMENT MENTORSHIP PROGRAM APPLICATION FORM

**DEADLINE TO SUBMIT FEBRUARY 13<sup>TH</sup>, 2023**

If you would like to participate as a mentee, please fill out the following form. Information will be kept confidential and will only be shared with the CIPMM Mentorship Committee.

## MENTEE INFORMATION

Name:  Job Title:   
 Department:  Address:   
 Email:  Phone:  Language preference:  English  French  
 Years of Experience:  My main focus is on: Procurement  Materiel Management  Fleet Management  All mentioned  Other

## MANAGEMENT COMMITMENT

I,  (Manager name) understand that if accepted,  (employee name) will be participating in the 2023 CIPMM Mentorship Program which will require monthly attendance (by tele/videoconference) to a two-four hour monthly mentorship session with a senior procurement leader in the Government of Canada. Other time commitments may include an orientation session, one learning event and a graduation ceremony. As a manager, I will commit to:

- Ensure the employee is given the necessary time away from work to participate fully in activities
- Provide encouragement to the employee throughout their development within the program
- Financial support in the form of providing access to tele/videoconference (if required) and the \$499 registration fee

Manager's signature  Date

## MENTEE REGISTRATION - \$499+HST

Mentee Registration fee includes : mentorship package, Learning and Networking Events during the program.

## ADDITIONAL INFORMATION

Are you willing to commit to 3-4 hours every month from February 2023 - November 2023  Yes  No

Have you been a mentee (informally or in a program) before?  
 Yes  No

If yes, please describe your experience:

Work History (from most recent employment, last two positions):

Dates	Departments	Positions held/Group and level

Please indicate learning goals you would have for this mentoring relationship:

- 1)
- 2)
- 3)

## PAYMENT METHOD

Please complete, sign and date the registration form. Pay by cheque or credit card.

INVOICE ME

CHEQUE ENCLOSED (PAYABLE TO: CIPMM C/O THE WILLOW GROUP)

AMERICAN EXPRESS  MASTER CARD  VISA

CARD NUMBER  CCV  EXPIRY DATE

CARDHOLDER'S NAME

CARDHOLDER'S SIGNATURE  DATE

## Registration Policies

By completing this application form, you agree to the goals and purpose of the Mentorship program. CIPMM encourages an open exchange of information and ideas between members participating in the program. However, CIPMM cannot and does not review such communications and does not guarantee or endorse the accuracy of any information exchanged between mentor and mentee.

You agree that you will participate in the Mentorship program in a manner consistent with the CIPMM Mission and Vision. You further agree to completely release CIPMM, and its directors, from all claims, judgments, demands, liabilities, and actions that you may have arising out of, or in any way relating to, your participating in the Mentorship program.

I agree with the above terms, conditions, and goals of the Mentorship program, and understand that it is a responsibility of all members of the procurement and materiel management community to conduct themselves in a manner that brings credit to them, their profession and departments and organizations they represent.

**Cancellation Policy: No refunds will be issued.**

Applicant's signature

Date

Submit this form to [admin@cipmm-icagm.ca](mailto:admin@cipmm-icagm.ca)