



Meridian International Center • 1624 Crescent Place, NW • Washington DC 20009

APPLICATION FOR MERIDIAN/CBM STAFF EXCHANGE for hosting Meridian Staff

The exchange is an opportunity for Meridian Staff to gain a greater understanding of the workload and challenges at a CBM. Meetings and site visits will focus on management and programming best practices.

*Please fill out this form if you are interested in hosting a Meridian staff member
and submit for approval to IVLPstaffexchange@meridian.org by Friday, June 22, 2018.*

**The Meridian-CBM staff exchange is contingent upon the availability of FY 18 funds.*

CBM:

Contact Person:

Website:

Office Phone:

Cell:

Email:

1. Describe your interest in hosting a Meridian International Center staff member:

2. Would it be possible to provide housing and transportation for a visiting Meridian staff member? If there are anticipated program-related costs, please mention them below:

3. What meetings could you arrange to discuss management topics such as budgeting, proposal writing, and programming best practices at your CBM?

4. Should your CBM be selected to participate in the Staff Exchange program, please check which of the following weeks you would prefer:

Week of:

July 30 – August 3, 2018:

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August 13 – 17, 2018:

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August 6 – 10, 2018:

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August 20 – 24, 2018:

☐

Other: _____

☐

Name (*print*): _____

Date: _____

Signature: _____

Date: _____

FOR MERIDIAN USE ONLY

Staff Exchange Co-Chair Signature: _____

Date: _____

Senior Vice President Signature: _____

Date: _____