

***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*** toPEDstaffexchange@meridian.org by***Friday, February 14, 2020.***

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| **CBM:**  |
| **Contact Person:** **Website:**  |

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| **Office Phone:** **Cell:** **Email:**  |

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

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| 1. **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:**

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| 1. **What meetings could you arrange to discuss management topics, such as budgeting, proposal writing, programming best practices, and any other topics of interest?**

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| 1. **Should your CBM be selected to participate in the Staff Exchange program, please check which of the following weeks you would prefer:**

***Week of:*** |
| April 20 – 24, 2020: |[ ]  June 1 – 5, 2020: |[ ]
| April 27 – May 1, 2020: |[ ]  June 8 – 12, 2020: |[ ]
| May 4 – 8, 2020: |[ ]  June 15 – 19, 2020: |[ ]
| May 11 – 15 2020: |[ ]  June 22 - 26, 2020: |[ ]
| May 18 – 22, 2020: |[ ]  June 29 - July 3, 2020: |[ ]
|  |  | Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |[ ]

**Name *(print):*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Supervisor Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**