

CHANGE OF PROGRAMME OR PROJECT FORM

If you would like to change your programme or project please complete this form and give it to your Programme Coordinator.

TO BE COMPLETED BY VOLUNTEER

1. Volunteer's Name:
2. Destination:
3. Date of Arrival:
4. Date of Departure:
5. Name of Partner:
6. Reason for changing:
7. Volunteer's Signature: Date:

TO BE COMPLETED BY RSVP STAFF

1. Have all necessary steps being taken to resolve issue? Yes [] No []
 - 1a. If yes, provide details of steps taken:
2. Fee applicable? Yes [] No []
 - 2a. If yes, amount due:
3. New Partner Agency:
4. Start Date:
5. Staff Name:
6. Staff Signature: Date:

Note: Volunteer moves to new partner only when applicable fee is paid.