**ACLCP** **Shadowing and Peer-to-Peer Site Visits**

##### Cover Sheet

1. Name:
2. Position:
3. Library:
4. Phone:
5. Email:

Submit completed application to the Grants Chair, via email (grants@aclcp.org) no later than 14 days before a visit is planned.

By signing this I acknowledge that I am required to summarize my shadowing or peer visitation experience and submit one or more photos for posting to the ACLCP Web site.

Have your library director endorse this request below.

 Applicant Signature and Date

Library Director Signature and Date

**Application Form**

1. What institution will you be visiting?
2. What is the purpose of the visit?
3. Who will be travelling? (list names and positions)
4. Estimate of travel costs (standard IRS reimbursement or rental car reimbursement):

Please share a copy of your application with the visiting institution who should submit it with lunch reimbursement request if applicable.