

MTEP Exchange Location: Agency/ Department: Address:				
City	 			
Participant:				
Phone Contact:	Email:			
Preferred method to reach participant:	Phone T	ext	Email	
Host Manager/Title:				
Phone Contact:	Email:			
Preferred method to reach manager:	Phone T	ext	Email	
Home Manager/Title:				
Phone Contact:	Email:			
Preferred method to reach manager:	Phone	Text	Email	
Your schedule is: o Monday Start : o Tuesday Start : o Wednesday Start : o Thursday Start : o Friday Start :	a.m./p.m a.m./p.m a.m./p.m a.m./p.m		End: End: End: End: End:	_ a.m./p.m _ a.m./p.m _ a.m./p.m _ a.m./p.m
Break time is: Lunch time is:				
If you are going to be more than minutes late please contact your Host Manager by phone and/or email. If you need to miss work contact your Host Manager at leastminhours ahead of time				
via phone and/or email.	J			
Other basic expectations include:				