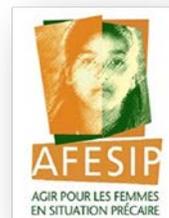


Visitor Request Form AFESIP Cambodia



Thank you for your support and interest in AFESIP Cambodia. We are happy to accept donors and partners into our organisation, both as part of the transparent policy which AFESIP operates and as an opportunity to share and exchange valuable learning.

Please complete all the information requested below for consideration by AFESIP staff, providing us with a clear understanding about the purpose of your visit and your expectations. If we are able to accommodate your visit, more information will be sent to you regarding our visitor policies and guidelines. We encourage you to do some background reading about AFESIP's work before completing this form by visiting our website at www.afesip.org.

Please submit this form at least 4 weeks ahead of the date you wish to visit to enable us to process and plan. We regret that we cannot accept visits outside of working hours: past 5pm Monday to Friday and all day over the weekend and national public holidays. We will respond to your request within a week of receiving this form. **If your visit is accepted, you will be required to produce a recent criminal record check from your country of origin or residence (as appropriate) prior to your visit.**

DETAIL FOR THE MAIN POINT OF CONTACT ON THE VISIT
Name:
Date of application:
Organisation: Job Title:
Email: Phone Number:
Address:
VISIT DETAILS
Preferred date(s) of visit:
Which specific AFESIP locations or staff do you wish to visit / meet?
Number of people (max 5):
Any other specifics about your visit it would be helpful for us to know?

OBJECTIVES

Why do you wish to visit AFESIP?

If you are currently involved with AFESIP please outline how

If not, how did you hear about AFESIP?

How do you expect this visit to impact both yourself and AFESIP in the longer term?

VISITOR DONATION – \$50

AFESIP is a not for profit organisation. We rely on the generous support of trusted partners. As part of our transparent policy, we ensure that all donor funds are fully allocated to the purpose for which they were granted and are not used to subsidise visitor or marketing expenses. As such, a fee will be applied as a compulsory contribution to the organisation, and in order to cover the legitimate costs associated with planning and facilitating your visit, including additional time of staff, logistics, transport, vehicle maintenance, and other direct costs incurred.

1. Individual Visitors: USD \$50
2. Group Visit: Visits will be limited to 5 persons per group at a cost of USD \$200

Existing Donors

If you are an established donor, we would still greatly appreciate the gesture of a contribution to underwrite the costs associated with your visit.

Please note that it is of utmost importance to us that our programs and operations remain transparent and that donors continue to have access to our work and sites, as required. As such, please do notify us if there is any issue in making a contribution, and we will be happy to discuss and consider your circumstances.

All visitors to AFESIP will be required to sign and abide by visitor behavior policy and guidelines to ensure the safety, security, privacy and dignity of all AFESIP beneficiaries.