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Withdrawal Form

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| **Member:** |  |
| Host Organization: |  |
| Mentor: |  |
| Corps Member Name: |  |
| Date of Approval by Mentor: |  |

***Corps Members must inform their Host Organization of their departure before submitting this form. You are required to submit this form to the Chesapeake Bay Trust at least 2 weeks before your requested last day.***

**I. Reason for Withdrawal**

(If leaving for another position please include the Job Title, Organization, and Location. If leaving to attend school please include University Name, Degree Program, and Location)

**II. Date of Withdrawal (Final day in the Corps)**

**III. Impact**

(Summarize the potential impact your early withdrawal may have on the other projects and tasks on your Work Plan as well as any measures taken to lessen the impact and/or sustain the work you have accomplished)

**Please submit this form through the Revision Request Requirement available in the Corps Member’s Chesapeake Bay Trust’s Online Account** [**https://www.grantrequest.com/SID\_1520**](https://www.grantrequest.com/SID_1520)**. Corps Member and Mentor will receive an email with confirmation of approval or declination of the request.**

Next Steps: Both Corps Mentors and Members must submit the Chesapeake Conservation Corps Final Report by the Corps Member’s last day. If a Corps Member received a Mini Grant and the project is not complete they must reach out to Hayley Rost ([hrost@cbtrust.org](mailto:hrost@cbtrust.org)) to close their grant after approval. If the project is complete then they must submit their Mini Grant Final Report by their last day.