**Hub Leader Exchange Program – support of hub leader application**

**Principal / school leadership representative**

This form acknowledges your support of your hub leader’s application to be one of the four visiting hub leaders participating in the pilot of our Hub Leader Exchange Program. Please complete all of the questions on page 2 and return the completed form to the hub leader to submit with their application in SmartyGrants.

**Background**

The Hub Leader Exchange Program is a Community Hubs Australia (CHA) funded professional development opportunity for hub leaders to connect, share and learn across the national community hubs network, and is being run as a pilot for the first time across two weeks from Monday 29 July – Friday 9 August 2024. Eight hub leaders - four hosts and four visitors - will be selected to participate in the program.

During the three-day visit, host and visiting hub leaders will share successes and challenges in the hub, and exchange ideas about hub programs and partners, and ways for building engagement with the school and the community.

The exchange participants will reflect on what was learnt and what can be shared with the network as part of being a national community of practice. The exchange program will enable all hubs to apply new and shared ideas that will help build and maintain a thriving community hub network.

To read more about the program and to view the Frequently Asked Questions, please [click here](https://hubtoolbox.communityhubs.org.au/school-leadership-toolbox/tools-and-resources/hub-leader-exchange-program/).

**Program costs**

Costs covered by CHA:

* Return flights between the visiting hub leader's and host hub leader's airports.
* Transport between the visiting hub leader’s home and airport.
* Transfers to and from the host hub and airport.
* Two nights' accommodation near the host hub for visiting hub leaders.
* Daily transfers between accommodation and host hub.
* Lunch and dinner for visiting hub leader on Day 1.
* Breakfast, lunch, and dinner for visiting hub leader on Day 2.
* Breakfast and lunch for visiting hub leader on Day 3.
* Lunch for host hub leader on Day 1, Day 2, and Day 3.

Costs not covered by CHA:

* Additional night/s accommodation.
* Alcoholic beverages.
* Mini bar or additional charges incurred as part of the room booking.
* Employment of another staff member to manage usual hub activities during the hub leader's absence.
* Additional hours worked by hub leaders due to travel, pre-exchange preparations, or post-exchange learning.

Please complete all of the questions below and return the completed form to your hub leader to submit with their application in SmartyGrants.

|  |  |
| --- | --- |
| School name |  |
| Hub leader's first and last name |  |

|  |  |
| --- | --- |
| Your first and last name |  |
| Your job title |  |
| Your email address |  |
| Your contact number |  |

**1.** If selected as an exchange participant, your hub leader will be absent from the hub for three consecutive days. Do you give permission for the hub leader named on this form to apply for the role?

|  |  |
| --- | --- |
| * Yes | * No |

**2.** During your hub leader’s absence, what alternative arrangements will you put in place for the continuation of your hub?

|  |
| --- |
|  |

**3.** Are there any school clearances that need to be completed to allow your hub leader to travel outside the school for a period of three days?

|  |  |
| --- | --- |
| * Yes | * No |
| If yes, please provide details: | |

**4.** Do you agree to be contacted as a reference in support of this application?

|  |  |  |  |
| --- | --- | --- | --- |
| * Yes | | * No | |
| If yes, how would you like to be contacted? | | | |
| * Email | * School phone | | * Mobile |

**5.** Do you have any other comments about your hub leader’s application?

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