

SMCCCD MANAGEMENT DEVELOPMENT APPLICATION

Please submit the completed SMCCCD Management Development Application Form to the appropriate Vice President's Office. The application must be signed by your immediate supervisor and must include a Conference Attendance Approval Form. The maximum amount per request is \$500.

APPLICANT INFORMATION

| | |
|-------------------|--|
| APPLICANT'S NAME: | |
| TITLE: | |
| DIVISION: | |
| TODAY'S DATE: | |

CONFERENCE INFORMATION

| | |
|--|--|
| PROJECT/CONFERENCE/ WORKSHOP TITLE: | |
| DATE(S) OF ACTIVITY: | |
| LOCATION OF ACTIVITY (CITY, STATE): | |

MANAGEMENT DEVELOPMENT ACTIVITY QUESTIONS

- 1) Describe the activity: (For conference/seminar/workshop attendance, attach a copy of the conference announcement/details and fee schedule.)

MANAGEMENT DEVELOPMENT FUNDS REQUEST

| | |
|---|----|
| CONFERENCE/REGISTRATION FEES | \$ |
| TRAVEL | \$ |
| ACCOMMODATIONS | \$ |
| MEALS | \$ |
| MISCELLANEOUS EXPENSES | \$ |
| TOTAL (Conference/Registration Fee and Travel Expenses) | \$ |

SIGNATURES

Signature of Immediate Supervisor: _____ Date: _____

RECOMMENDATION TO THE PRESIDENT

Total: \$_____ Approved Denied

Signature of Vice President: _____ Date: _____

Comments:

PRESIDENT

Signature of President _____ Date: _____

Approved Denied

Comments: