

SMCCCD MANAGEMENT DEVELOPMENT APPLICATION

Please submit the original completed application form to the Office of the Vice President of Instruction. The application must be signed by your immediate supervisor and must include the Conference Attendance Approval Form. The maximum amount available is \$500 per request. If you have any questions, please contact the Office of Vice President of Instruction at extension 4321.

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: _____

RECOMMENDATION TO THE PRESIDENT
Total: \$ _____ <input type="checkbox"/> Approved <input type="checkbox"/> Denied
Signature of Vice President: _____ Date: _____
Comments:

PRESIDENT
Signature of President _____ Date: _____
<input type="checkbox"/> Approved <input type="checkbox"/> Denied
Comments: