

SMCCCD MANAGEMENT DEVELOPMENT APPLICATION

For instructional divisions, please see Instruction Form. Please submit completed form to Office of Vice President Student Services or Vice President Administrative Services. Forms must be signed by immediate supervisor and attach Conference Approval Form. The maximum amount per request is \$500. For any questions, please contact the Administrative Services office (650)738-4441 or hutchinsonj@smccd.edu.

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



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: