

SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT
 MANAGEMENT DEVELOPMENT ACTIVITY PROPOSAL
 APPLICATION COVER SHEET

Application Date: _____

NAME: _____

DIVISION: _____

PROJECT TITLE: _____

LOCATION: _____

APPLICANT:

1. Description of activity and statement of purpose and relevance to administrative assignment
 (Append additional pages if needed)

*For conference, seminar, workshop attendance, etc., include a copy of conference announcement fee schedule.
 (Maximum amount per event is \$750 and \$1,000 total support per year)*

2. Time required for project: Number of days: _____ Specific dates: _____

3. Registration fee: \$ _____

4. Travel expenses: Transportation: \$ _____

Lodging: \$ _____

Meals: \$ _____

5. Other (Explain on separate sheet) \$ _____

Total: \$ _____

Please send one copy of this cover sheet to your immediate supervisor.

CSM MANAGEMENT DEVELOPMENT COMMITTEE

Recommendation to President:

Total: \$ _____ Approval Denial

(Signature of Committee Chairperson)

A.B. 1725 STAFF DEVELOPMENT COMMITTEE

Recommendation to President:

Total: \$ _____ Approval Denial

(Signature of Committee Chairperson)

PRESIDENT:

Approval Denial

(President's Signature)