

## **REQUEST FOR PRIOR APPROVAL TO PRESENT**

■ SM District											
		F	PRESE	NTER	INFORMAT	ΓΙΟΝ					
NAME:					BANNER ID	):					
DEPARTMENT:					GRANT NA	.ME ABLE):					
EMPLOYEE TITLE:					EMPLOYEE CLASSIFIC	ATION:					
DAYTIME PHONE:					CELL PHO	NE:					
E-MAIL ADDRESS:					CAMPUS L	OCATION:					
		CO-PRESEN	NTER	NFOR	MATION (IF		BLE)				
NAME:					TITLE:						
NAME OF COMMUNIT COLLEGE/ORGANIZAT	Y TON:										
NAME:	-				TITLE:						
NAME OF COMMUNIT COLLEGE/ORGANIZAT	Y Ton:				•						
			EVE	NT IN	ORMATIO	N					
NAME OF NATIONAL/S SPONSORING EVENT:	STATE/	LOCAL ORGANIZATION	90								
TYPE OF EVENT (CON WORKSHOP, ETC.):	VENTI	ON, CONFERENCE,	• 0	nnoi	•tunity						
INTENDED AUDIENCE LEADERS, FACULTY, C	(COM	MUNITY COLLEGE S):		PP-94							
LOCATION OF EVENT:						D/ E/	ATES OF /ENT:				
PROPOSAL DUE DATE			<u>S</u>	0							
	BR	IEF DESCRIPTION OF P	PLANN	IED PF	ROPOSAL (	INCLUDE S	UBJEC	T MA	TTER,		
OBJECTIVES, METHOD OF PRESENTATION, AND ANY OTHER SPECIFIC PLANS)											
	_		_					_			
			E	STIMA	TED COST						
DEPARTURE DATE:			TIME	T	·········	RETURN DATE: TIME:					
TRANSPORTATION:		S	to	inca.							
TAXI/SHUTTLE:			to	lic	hed						
MILEAGE:			to								
LODGING:			at								
CONFERENCE FEE:			to								
MEALS/PER DIEM:			for								
MISCELLANEOUS:			for								
TOTAL:	\$										
					OVALS						
PLEASE PRINT/TYPE NAME			SIGNATURE: <i>ELECTRONIC FORM</i> . By typing your name in the form fields, you acknowledge this text serves as your signature.								
REQUESTER:							DATE:				
SUPERVISOR:							DATE:				
CAMPUS PRESIDENT (IF APPLICABLE):							DATE:				
CHANCELLOR OR DESIGNEE:							DATE:				

NOTE: Use Adobe Acrobat Reader to complete this form electronically. Download Adobe Acrobat Reader get.adobe.com/reader/ 1.) Complete form 2.) Save completed form 3.) Attach completed form to email and send to: uamir1@wcccd.edu

Please be advised: In order to insure a timely response, this form must be completed in its entirety and received in the Office of the Chancellor at least 30 days prior to proposal due date. Requester is not approved to present until this form is signed by the Chancellor or designated representative. Upon approval to present, the requestor will need to submit a draft proposal form to the Office of the Chancellor for review and approval before submission.