

(This page does not need to be submitted with form)

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### **POD PROPOSAL PROCEDURES**

1. Completely fill out POD proposal form [ADM020](#). **Please spell out any organization or conference acronyms.**
2. Obtain signature and justification comments from your immediate supervisor.
3. Include all support documentation, including fee schedule, date of the event, and place the event is held.
4. Scan and email completed forms to [POD@delmar.edu](mailto:POD@delmar.edu) or deliver to the Office of the Human Resources, Heldenfels Administration Building. The office will stamp the date of submission on the POD proposal form and place in the POD Committee review folder. These will be reviewed by the committee members at the **next scheduled meeting**.
5. No reimbursements or funding will be made if the conference or seminar is held before the committee meets to review the proposal.
6. It is suggested that proposals be submitted no less than two months ahead of the registration date in order for timely processing to occur.
7. A maximum of \$700 per individual is allowed per fiscal year.

### **COUNCIL PROCEDURES (Exempt and Non-Exempt)**

1. Completely fill out POD proposal form [ADM020](#). **Please spell out any organization or conference acronyms.**
2. Signature and justification comments from council chair.
3. Include all support documentation, including fee schedule, date of the event, and place the event is held.
4. Scan and email completed forms to [POD@delmar.edu](mailto:POD@delmar.edu) or deliver to the Office of the Human Resources, Heldenfels Administration Building. The office will stamp the date of submission on the POD proposal form and place in the POD Committee review folder. These will be reviewed by the committee members at the **next scheduled meeting**.
5. No reimbursements or funding will be made if the conference or seminar is held before the committee meets to review the proposal.
6. It is suggested that proposals be submitted no less than two months ahead of the registration date in order for timely processing to occur.
7. A maximum amount of \$4,000 per council will be allowed per fiscal year. POD **will not** be responsible for contract agreements or supporting documentation.

<b>PROPOSAL INSTRUCTIONS:</b> Attach registration materials including workshop agenda and email completed form to <a href="mailto:POD@delmar.edu">POD@delmar.edu</a> or submit to the Office of the Human Resources, Heldenfels Administration Building.	<b>Date received by HR:</b>
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**\*\*PLEASE READ INSTRUCTIONS ON FIRST PAGE BEFORE COMPLETING THIS FORM**

**Del Mar College  
NON-FACULTY Professional and Organizational Development Proposal**

**APPLICANT INFORMATION**

Name of Applicant/Council Chair	Department/Office/Council	Job Title	Phone Ext.
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Date of Event:	Registration Deadline:	Registration/Consultant Amount:	Event Location or Destination:

Project Title:

Give a brief description of your proposal and how it will benefit you and Del Mar College:

**APPROVAL**

**Supervisor's/Council Chair's Justification Statement:**

As Supervisor/Council Chair of the \_\_\_\_\_ Department/Office/Council, I  
 Approve     Do Not Approve    the above proposal.

<b>Department Supervisor/Council Chair Signature</b>	<b>Date</b>
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**For POD Use**

<b>Proposal Approved:</b>	<b>Yes</b> <b>No</b>	<b>Date of Review</b>	<b>Amount Approved</b>	<b>POD Chair Initials</b>
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**For HR Use**

<b>Proposal Approved: (registration only)</b>	<b>Yes</b> <b>No</b>	<b>Amount:</b>	<b>Account:</b>	<b>HR Signature</b>
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