

POD PROPOSAL PROCEDURES

1. Completely fill out POD proposal form [ADM019](#), if you are faculty and form [ADM020](#), if you are non-faculty.
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. After completing the POD proposal form fill out a travel request form ([FIN013](#)) and obtain the appropriate signatures.
5. Take completed forms 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 month's meeting.
6. No reimbursements or funding will be made if the conference or seminar is held before the committee meets to review the proposal.
7. It is suggested that proposals be submitted no less than two months ahead of the registration date in order for timely processing to occur.

ACTION UPON COMPLETION OF TRAVEL

1. Fill out a travel statement form ([FIN004](#)). Take completed form, along with copies of your POD proposal form, travel request form and support documentation for your trip, to your supervisor and obtain the appropriate signatures.
2. This travel statement form should be completed within a month of your return.

PROPOSAL INSTRUCTIONS: Attach registration materials including workshop agenda and travel request form and return completed form to the Office of the Human Resources, Heldenfels Administration Building.

Date received by HR:

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

APPLICANT INFORMATION

1	Name of Applicant(s)	Department	Job Title	Telephone Ext.
2				
3				

Primary Contact Person (for Multiple Applicants) _____ Telephone Number _____

Date of Event: _____ Registration/Consultant Amount: _____ Deadline for submitting Registration: _____

Event Location or Destination: _____

Project Title: _____

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

APPROVAL

As Supervisor of the _____ Department, I
 approve do not approve the above proposal

Department Supervisor Signature

Date

Please return signed form to Applicant