

Sample Board Agenda Item and Submission Information

(Note: If submitting from a college, please discuss submission procedures and deadlines with the President's Assistant.)

Name of Person Submitting

Title of Item

Date of Board Meeting

Last Name, First Name. (SITE) (Position Title), to attend (insert program or class to be attended), at (location), from (date) through (date). Reimbursement of tuition and books not to exceed (\$1,500.00 maximum) to be paid from Management Professional Development funds.

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