



## Request for Approval of an Event for the SBA Professional Development Passport

This form is to be submitted to the SBA Advising Center in Olin Hall 115 or at [SBA.Advising@sandiego.edu](mailto:SBA.Advising@sandiego.edu) in order to request approval of an event to qualify for the SBA Professional Development Passport program. Event must be approved in advanced.

Name of person submitting form: \_\_\_\_\_

Email: \_\_\_\_\_

Student ID#: (if applicable) \_\_\_\_\_

Title of Event: \_\_\_\_\_

Date/Time of Event: \_\_\_\_\_

Location of Event: \_\_\_\_\_

How does professional development relate to the event? \_\_\_\_\_

\_\_\_\_\_

How is attendance verified? \_\_\_\_\_

**\*If the event is off-campus you will need to provide proof of registration to event or a way to verify attendance.**

If person verifying attendance is different from above please provide contact information:

\_\_\_\_\_

**\*Please make sure to fill out the sign in sheet appropriately with all pertinent information.**

\_\_\_\_\_

### SBA Undergraduate Programs Office & Advising Center use only:

Number of Passport Points \_\_\_\_\_

Type of Event \_\_\_\_\_

Denied \_\_\_\_\_

Authorizing Signature: \_\_\_\_\_