



**Request for Approval of an Event or Activity 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@san Diego.edu in order to request approval of an event or activity to qualify for the SBA Professional Development Passport program. Event must be approved in advanced.

Name of person submitting form: _____

Email: _____

Address: _____

Title of Event: _____

Date/Time of Event: _____

Location of Event: _____

Sponsor of Event: _____

How does professional development relate to the event? _____

Is this event limited to certain students? Yes No

If yes, then please specify who is allowed: _____

How is attendance verified? _____

Who is responsible for providing attendance verification to the SBA Advising Center? _____

SBA Undergraduate Programs Office & Advising Center use only:

For what activity would this event qualify? Required _____

Optional _____

Denied _____

Authorizing Signature: _____