Please fill out and provide in the CLA Staff Development Suggestions Box in the 306 Kplz mailroom by the date specified below. Descriptive advertisements (e.g. flyers, newspaper clippings, etc.) may be stapled to this sheet. Please consider group activities that are NOT currently provided by other UMD services and/or are prohibited (e.g. ITSS web development or other University-provided trainings; fundraising for the development monies to go to a nonprofit, etc.).

As soon as at least three suggestion forms are submitted, they will be compiled and provided to all members of the Group Staff Development Committee prior to our regular scheduled monthly meetings.

Members will receive ballots at the monthly meeting and will get to vote on a group activity anonymously. Please provide your vote in the anonymous voting box by the date specified on the ballot you will receive.

**DATE OF CONSIDERATION FOR FY:**

*Please check one option below:*

- [ ] 1st Round Fall Semester
- [ ] 2nd Round Fall Semester
- [ ] 1st Round Spring Semester
- [ ] 2nd Round Spring Semester

*Date due for prior review by group*

- [ ]

*Proposer’s Name (optional):* ____________________________________________

Fill out the following that is applicable for your proposed group activity and/or staple an ad, flyer, etc. of the activity to this sheet and submit by the date specified above.

**WHO:**

- ____________________________________________

**WHAT:**

- ____________________________________________

- ____________________________________________

- ____________________________________________

**WHY:**

- ____________________________________________

**WHERE:**

- ____________________________________________

**WHEN - date(s) or proposed date(s):**

- ____________________________________________

**HOW:**

- ____________________________________________

Thank you!