

# Proposal for Team Retreat

Please review Team Retreat Guidelines prior to completing form.

## Contact Information

Team	
Number of Participants (including team leader)	
Team Leader	
Campus	
Work Phone	
Email Address	
SLT Member (team leader to provide proposal to all leaders within leadership chain)	

## Proposed Logistics

Preferred Date/Time	
Alternate Date/Time	
Length of Retreat	
Location	
Expected Cost	

## Reasons or Issues for Retreat

## Topics or Focus Areas for Retreat

## Expected Outcomes

## SLT Approval

SLT Name

SLT Signature

Date