

The University of Tennessee
Career Development Fund

Please Note: You must submit your application five weeks prior to the event so that it can be processed and approved by the CDFC in advance of the program or activity. Applications are not complete unless a description indicating date, location, and cost of the program is attached.

I request that my participation in the following program be supported by the Career Development Fund.

Program: _____

Organization Sponsoring Program: _____

Date of Program: _____ Time: _____ Cost: _____

Briefly describe (attach a brochure, flyer, etc.) the program that you wish to attend and in the space below, explain how your participation will be beneficial to your career and to the University.

I understand that the Career Development Fund Committee will review this application only after my department head has approved it. I further understand that my department head will be notified of any request that is approved by the Career Development Fund.

Applicant Name (Print)

Applicant's Home Mailing Address

6-Digit Personnel ID Number

Applicant's Job Title

Signature

Date

Department Name (Print)

Cost Center

Supervisor Name (Print)

Supervisor Signature

Date

Please Forward Application to:

Debbie Mount
Extended Campus & Continuing Education
110 Gooch Hall
For Questions, call 881-7940

