

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 indication 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.

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Applicant Name (Print)

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Applicant's Home Mailing Address

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6-Digit Personnel ID Number

Applicant's Job Title

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Signature

Date

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Department Name (Print)

Cost Center

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Supervisor Name (Print)

Supervisor Signature

Date

**Please Print, Sign and Forward Application to:**

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