

The University of Tennessee Career Development Fund

Please Note: You must submit your application three 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 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's Name (Print)

Applicant's Campus Mailing Address

Applicant's Job title

Employee ID#

Department's Name (Print)

Cost Center

Signature

Date

Supervisor's Name (Print)

Supervisor's Signature

Date

Please forward application to:
Angie McLemore
Employee & Organizational Development
600 Henley Street
220 Conference Center Building
Knoxville, TN 37996