

## Departmental Mentoring Program Fund Request Form 2024-2025\*

Date: \_\_\_\_\_

Requestor Name: \_\_\_\_\_

Department: \_\_\_\_\_

Mentor name: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Mentee name: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Mentors and mentees can each request up to \$300 in funding to support professional development activities and resources. Details of what is considered professional development is provided in the mentor guidelines. **Priority deadline** for submitting a request for funds is **December 1, 2024**. Final deadline for submitting a request for funds is **April 1, 2025**.

All funds must be spent by **June 1, 2025**.

Approval is required from the Director, Center for Advancement of Faculty Excellence **prior** to making a purchase. Final purchasing approval is made by the Vice-Provost and Senior Vice-President of Academic Affairs. Submit the form to Jeffrey Williams at [williamsjj@apsu.edu](mailto:williamsjj@apsu.edu).

**Type of Request:**

Resources/Book(s)

Travel

Conference Fee

Webinars

Materials for Woodward Library

Technology

**Estimated Cost of Request(s):** \_\_\_\_\_

Please provide as much detail as possible regarding the distribution of these funds.

This should include all dates of travel, conference title and location, vendor producing the product, resource or technology, anticipated date of purchase. The more detail the better so when the funds are disbursed we are able to keep accurate records.

Requestor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Approved**

**Additional information requested**

\_\_\_\_\_  
Director, Center for Advancement of Faculty Excellence

Date: \_\_\_\_\_