

Departmental Mentoring Program Fund Request Form 2025-2026*

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, 2025**. Final deadline for submitting a request for funds is **April 1, 2026**.

All funds must be spent by **June 1, 2026**.

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.

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: _____

*note - any form submitted that is not designated as 2025-2026 is outdated and not valid. Please only submit forms with the year 2025-2026.