



REQUEST TO USE EEO FUNDS

For Office Use Only: Approved by: _____ Date: _____

Name: _____ Department: _____

Site: _____ Supervisor: _____

Please review the following list, and check the method of funding you are requesting.

	Board policies and adapted resolutions
	Incentives for hard-to-hire areas/disciplines, i.e. job fairs, higher salaries for those areas
	Focused outreach and publications, i.e. job fairs, recruitment documents
	Procedures for addressing diversity throughout hiring steps and levels, i.e. EEO Training
	Consistent and ongoing training for hiring committees, i.e. Diversity and Inclusion training, EEO training
	Professional Development focused on diversity, i.e. attending conferences aimed at diversity, campus events that promote diversity
	Diversity incorporated into criteria for employee evaluation and tenure review
	Grow your own program

Proposed event: _____

Date _____ Number of Attendees: _____ Dollar Amount Requested: _____

Description of event: _____

Desired outcome of event: _____

All events need to be approved by your manager, this is solely a request of funds. All event details will need to be handled within your department.

Signature of Employee Requesting Funds

Date

Signature of Manager

Date