San Bernardino
**Valley College**

# STEPS FOR REQUESTING AND SUBMITTING YOUR

# ONE-TIME URGENT EMERGING NEEDS

# FUND REQUEST APPLICATION

**STEP 1-APPLICATION:** Fill out the application completely and submit through the appropriate approval path for signatures (it is not necessary to obtain the president's approval before submission; her signature will be obtained upon the recommendation of College Council).

**STEP 2-SUBMISSION:** Submit the completed application with appropriate approval signatures to Stacy Garcia, Administrative Assistant I- Office of the President, located in ADSS 208 (Ext. 8573). Stacy will add your application to the following College Council agenda. Should you wish to make a **<u>five-minute</u>** presentation to College Council at the meeting to which your application will be reviewed and voted on, you may arrange to do so during this time with Stacy Garcia.

**STEP 3-NOTIFICATION:** Once College Council makes its recommendation it will be forwarded to the college president for a final decision. The final decision will be emailed to you by Scott Stark, Vice President of Administrative Services, who will take the necessary action (i.e. budgetary needs) based on final decision.

**REQUEST FOR ONE-TIME URGENT EMERGING NEEDS**

**FUNDING APPLICATION**

Name: _____     Phone: _____

Dept. /Div.: _____     Position: _____

Total funds requested: _____     Date requested to receive funds: _____

Please provide a brief proposal of your request for funds and tell us how this request ties into the Strategic Planning goals (list the Strategic Planning goal number from the Strategic Planning document):

Has this item been submitted through the Needs Assessment process for Program Review? _____

If **not**, please provide a brief explanation:

Please provide an itemized budget and indicate funding accounts for which funds should be routed:

I understand that this request is for one-time funding only.

Applicant's Signature: _____  Date: _____

Division Dean/Supervisor Approval: _____  Date: _____

Appropriate Vice President's Approval: _____  Date: _____

*College Council use only:* Recommendation

Date received: _____        Date of Committee Action:_____

☐ Approve        ☐ Deny        Amount $ _____

Comments:

President's Approval: _____  Date: _____