



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 the staff in the Office of the President, located in ADSS 208. Upon receipt we will add your application to the following College Council agenda. Should you wish to make a **five-minute** 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 the Office of the President staff.
- 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.



San Bernardino
Valley College

**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:



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President's Approval: _____ Date: _____