

## Fullerton College Foundation – Funding Requests

There are three mechanisms for requesting funds from the Fullerton College Foundation:

### Fullerton College Foundation Funding Request Form

This form is used when requesting amounts totaling up to \$1,500. In an effort to ensure all requests are given consideration, two deadlines have been established, one per semester. Forms are due to area Vice Presidents no later than the deadlines listed on the Planning & Budget Calendar.

Once the signed form has been submitted, it will be reviewed by the President and Vice Presidents. Those funding requests that are determined to best meet college goals will be forwarded to the Fullerton College Foundation for funding consideration.

If approved, the funding request form will be returned to the requestor with the total amount of funding approved. If the request is not approved, the Foundation will provide an explanation as to why the request was not funded.

### Annual Campaign

Requests for funds totaling more than \$1,500 will be incorporated into the college's annual campaign. Each year, the college will establish College Fundraising Priorities. The Planning and Budget Steering Committee will draft a set of priorities which will be presented to the President's Advisory Council in December. The PAC will review the document and make a final recommendation to the college President in March.

Upon review, the President will present the Fundraising Priorities to the Foundation Executive Board to help with the development of the following year's annual fundraising campaign. Foundation staff will work closely with college staff, including interested faculty, when developing its annual campaign.

### Unexpected Opportunities

Requests that do not meet the designated timelines may be forwarded on the same funding request form and routed to President's Staff for review. Consideration of any such request will be at the discretion of the President.