Compton College

AUXILIARY SERVICES COMMITTEE

2020-2021 BUDGET REQUEST FORM
&
Procedures

Compton College
AUXILIARY SERVICES COMMITTEE
BUDGET REQUEST PROCEDURES

The Auxiliary Services Committee provides funding to Co-curricular, Extra-curricular, student service and special academic programs.

<u>Co-Curricular</u>: This term is used to designate an activity or program that directly supports student learning in a credit or non-credit course that is offered by the College.

Examples: 1) Sports teams (baseball, football, soccer, basketball, etc.)
  2) Student publications (newspaper, Voices of Compton, student magazine)
  3) Fine arts groups (Visual and Performing Arts, Forensics, etc.)

<u>Extra-Curricular</u>: This term is used to designate an activity or program that may not be directly connected to a class yet enhances the educational experience of students.

Examples: 1) Student government
  2) Clubs and organizations

<u>Examples of Student Service programs</u> funded by ASC include: Transfer Center, Career Center, First Year Experience, and Honors Transfer Program.

<u>Example of a Special Academic program</u> is: STEM Center

BUDGET MANAGERS:
1. Complete the attached ASC Budget Request forms:
    a. Use page 1 for budget <u>augmentations</u> to currently budgeted line items. Must include the budget account line to allocate funds if awarded. You may attach additional sheets.
    b. Use page 2 for <u>newly requested line items or newly funded programs</u>. Must include the budget account line to allocate funds if awarded. You may attach additional sheets.

2. All ASC Budget Request Forms must have the signature of the Proposed Budget Manager. Requests without signatures will not be reviewed.

3. The completed ASC Budget Request forms must be submitted by noon on November 9, 2020 to Dr. Michelle Garcia, Auxiliary Services Committee chair, by email at mgarcia22@compton.edu .

4. The budget requests will be reviewed by the Auxiliary Services Committee at their meeting on November 12, 2020 and should include:
    ❑ Description of the program/events/activities
    ❑ Explain **student** need and how **students** benefit from the ASC supported program/allocation
    ❑ Income generated by your program for ASC
    ❑ Negative impact to **students** if ASC funding is not received
    ❑ Alternate funding sources for your program

5. The Auxiliary Services Committee will meet with budget managers on November 19, 2020.

6. You will hear back from the ASC about funding decisions by December 14, 2020.

ASC 2020-2021 Budget Development Calendar

10/22/2020   Final Approval ASC Budget Request Form

11/09/2020   12:00 p.m., ASC Budget Request Deadline

11/12/2020   ASC reviews budget requests

11/13/2020   Invitations to budget managers to meet with the Auxiliary Services Committee

11/19/2020   Budget managers meet with the Auxiliary Services Committee to discuss their budget requests (1 p.m. – 4 p.m.)

12/03/2020   2019-2020 ASC Budget approved by Auxiliary Services Committee

12/04/2020   Forward Recommendations to President/CEO

12/14/2020   Budget managers are sent their 2020-2021 ASC Budget

AUXILIARY SERVICES COMMITTEE BUDGET REQUEST
JUSTIFICATIONS FOR AUGMENTATIONS TO EXISTING LINE ITEMS

TODAY'S DATE:

Account Name: Account Number:

Amount Requested:

Justification for Augmentation:

Account Name: Account Number:

Amount Requested:

Justification for Augmentation:

TOTAL AMOUNT REQUESTED:

SIGNATURE OF REQUESTER:

SIGNATURE OF PROPOSED BUDGET MANAGER:

DATE RECEIVED BY ASC CHAIR:
ASC COMM. REVIEW DATE:
Invite Budget Manager to   meeting ❏ NO ❏ YES   Time
ASC Final Approval Date:

AUXILIARY SERVICES COMMITTEE BUDGET REQUEST
JUSTIFICATIONS FOR NEW LINE ITEMS AND PROGRAMS

TODAY'S DATE:

Account Name: Account Number:

Amount Requested:

Justification for New Line Items and Programs:

Account Name: Account Number:

Amount Requested:

Justification for New Line Items and Programs:

TOTAL AMOUNT REQUESTED:

SIGNATURE OF REQUESTER:

SIGNATURE OF PROPOSED BUDGET MANAGER:

DATE RECEIVED BY ASC CHAIR:
ASC COMM. REVIEW DATE:
Invite Budget Manager to   meeting ❏ NO ❏ YES   Time
ASC Final Approval Date: