



***AUXILIARY  
SERVICES  
COMMITTEE***

***2021-2022  
BUDGET  
REQUEST FORM***

Compton College

# AUXILIARY SERVICES COMMITTEE BUDGET REQUEST PROCEDURES

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

**Co-Curricular:** 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 (Union newspaper, Voices of Compton, student magazine)
  - 3) Fine arts groups (Visual and Performing Arts, Forensics, etc.)

**Extra-Curricular:** 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

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

**Example of a Special Academic program** is: Math Engineering Science Achievement (MESA)

## **BUDGET MANAGERS:**

1. Complete the attached ASC Budget Request forms:
  - a. Use page 1 for budget augmentations 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 newly requested line items or newly funded programs. 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 5pm on **November 10, 2021** to Dr. Michelle Garcia, Auxiliary Services Committee chair, by email at [mgarcia22@compton.edu](mailto:mgarcia22@compton.edu).
4. The budget requests will be reviewed by the ASC at their meeting on November 12, 2021 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 ASC will send presentation invitations out to applicants on **November 12, 2021** and meet with presenters on **November 18, 2021 at 1pm** via Zoom.
6. You will hear back from the ASC about funding decisions by **December 14, 2021**.

**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: