Allocation Request Form

[Image]

**Save the form in this format: DeptAbbreviation-#forRequest_ARFFY18 (example: HOST-3_ARFFY18.doc)**

Request Tracking Number: [TRACKING # = DEPT ABBREVIATION - # OF REQ (EX. CELTT-1)]

| Submitter/Contact: TYPE NAME OF CONTACT FOR THIS REQUEST HERE | Date Submitted: ____ |
| Department: DEPARTMENT NAME | Dean Priority: ranked out of requests |
| Department Priority: ranked out of requests | VC Priority: ranked out of requests |

Section I: Information on Request

1. **Title of Request:** Please enter the title

2. **Description of Request:** Please enter a brief description of the request.

3. Does this request meet the College’s and the University’s Mission Statement? If yes, please provide a detailed explanation here. Please explain

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*Check Boxes if the answer to the question is “Yes”*

1. ☐ Is this request related to an action item in your Department's/Unit's Student Success Pathway? If yes, please indicate where your Student Success Pathway template can be found.

2. ☐ Is this request related to a Strategic Plan outcome(s) and performance measure(s)? If yes, please indicate which Strategic Plan outcome and performance measure this request helps to accomplish.

3. ☐ Is this a technology request?

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*Request Details*

Please provide your best projection of the costs of this request (i.e., personnel, operating, and equipment costs). Do not neglect the costs of time, space, or any other impacts to the College as a result of this allocation request.

**Positions:** 0.0  
**Funds:** $000000

*Explanation of the Request:* Please explain the request

*What alternatives has the Department/Unit investigated to finance this request?* Please explain these alternatives and their feasibility. Please discuss

*Justification for this Allocation Request:* Please justify
Section II: Relationship to Program/Service Improvement

The request MUST be tied to improving one or more learning outcomes or service outcomes. Explain the relationship between the request and each of the outcomes.
1. Please identify the outcome addressed by this request and explain how this request will improve this outcome.
2. How are you measuring progress or achievement for this outcome improvement?
3. How will you know that this improvement has been achieved?
Please discuss how learning/service outcomes will be improved

**Note: If your request is funded, in part or in whole, a required report will be submitted to the Chancellor at the end of the fiscal year to address how the allocation improved the outcomes stated above, or if you did not achieve your expected outcomes, your report should include your plan going forward.

Section III: Communicating the Request

Communication and Consultation Section

It is the responsibility of the department/unit that is initiating the request to ensure that other Departments/Units that are impacted review the request and comment as necessary.

**Departments/Units that will be impacted by this request include:** List all Depts/Units that will be impacted by this request. Include how the departments/units are impacted and what the impact would be.

Section IV: Administration Review and Comments

- Routing -

ALL allocation requests require review and comment from:
1) Department Chair/Unit Head
2) CELLT
3) Dean, as appropriate
4) VCAA or VCSA
5) VCAS

**Note: The department/units administrator is required to have an internal conversation with her/his constituents to consolidate the department/units’ requests. Conversations at all levels are encouraged. The discussion should lead to consensus on top priorities. Priorities should be shared with all constituents at every level. The top priorities will be highlighted for ranking purposes for the Authorized Governance Organizations. However, all the allocation requests will be listed.

1. □ Reviewed by Department Chair/Unit Head – Department Chair/Unit Head ---- the request
   a. Department Chair/Unit Head please enter comments on request here:

2. □ Reviewed by CELLT – The equipment requested is: ----
   a. CELTT please enter comments on request here:
3. □ Reviewed by Dean – Dean ---- the request
   a. Dean please enter comments on request here:

4. □ Reviewed by Vice Chancellor for Academic Affairs OR Vice Chancellor for Student Affairs –
   VCAA/VCSA ---- the request
   a. VCAA/VCSA please enter comments on request here:

5. □ Reviewed by Vice Chancellor for Administrative Services - VCAS ---- the request
   a. VCAS please enter comments on request here:

Section V: Authorized Governance Organization Comments

(See ranking sheet for comments.)