



STRATEGIC PLANNING RESOURCE ALLOCATION REQUEST FORM

Requestor

Committee to Which Request is Being Submitted:

Requesting Program/Unit:

Resource Requested (List item or position):

Date of Request:

Contact Name:

Extension:

Manager's Approval:

Date:

How is this need addressed in your program or administrative unit review? (Please attach copy of most recent Needs Assessment/Annual Review).

How is this request in alignment with Saddleback College's Strategic Plan? Please explain its relevance to specific strategic directions, goals, and strategies from the most recent plan.

Committee Recommendation

Recommended for Funding Not Recommended for Funding Other:

Reason for committee's decision?

Planning & Budget Steering Committee

Recommended for Funding Not Recommended for Funding Other:

Reason for committee's decision?

Assessment

(To be completed one year after receiving allocation and submitted to the Planning and Budget Steering Committee)

Date Allocation Received:

What were the outcomes of this allocation and how was it assessed?

Describe how this allocation has served to help the college achieve its mission and/or move towards its vision?

This form must be attached to all resource allocation requests. If recommended for funding, the recommending committee will forward the form to the Planning and Budget Steering Committee (PBSC).