



# 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).**