

# INTEROFFICE MEMORANDUM

**MEMO TO:** Cerro Coso Faculty  
**FROM:** Student Activities Advisory Council (SAAC)  
**DATE:**  
**SUBJECT:** Request for Funds from the Student Development Budget

The Student Activities Advisory Council is currently in the process of developing their budget for the 2011-2012 academic year. The initial phase consists of soliciting budget requests for co-curricular activities.

If you would like to be considered for a budgetary allocation for this year, please provide us with the information requested below and return this form to the Office of Student Activities or email it to Anna Sue Eldridge aeldridg@cerrococo.edu.

The important point to remember is that each request will be judged on the basis of its degree of benefit, directly or indirectly, to the most students at Cerro Coso. If your request is more appropriately an Instructional or Student Services expense, please pursue this avenue first. If you are unsuccessful in that arena, then please pursue your request through the S.A.A.C. You will be asked to follow this procedure, as the Student Development budget is quite limited.

**NOTE:** Please secure the signature of a student who is in support of your activity/event/project being funded.

---

---

1. NAME OF FACULTY REQUESTOR: \_\_\_\_\_

2. STUDENT SIGNATURE: \_\_\_\_\_

3. AMOUNT REQUESTED: \$ \_\_\_\_\_

4. ACTIVITY/PROJECT/EVENT: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. JUSTIFICATION: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

---

---

**SAAC COMMITTEE ONLY:**

Requested By: \_\_\_\_\_ Date: \_\_\_\_\_

Final Disposition: \_\_\_\_\_ Approved: \_\_\_\_\_ Approved w/modifications: \_\_\_\_\_

Comments: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Development Account Number: **RP362 – 42BST1 - \_\_\_\_\_ - 696043 - CI**