



**ASFC**  
**BUDGET REQUEST FORM**  
**Fiscal Year 2025-2026**

1. A. Name of Item/Program/Service: \_\_\_\_\_  
B. Date of proposal: \_\_\_\_\_  
C. Student representative: \_\_\_\_\_  
Phone number: \_\_\_\_\_  
Email address: \_\_\_\_\_  
D. Permanent employee who will be responsible for maintaining the fund(s)  
Printed name: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Phone number: \_\_\_\_\_  
Email address: \_\_\_\_\_

2. A. Total amount requested in FY 2024-2025: \$ \_\_\_\_\_  
B. Total amount granted in FY 2024-2025: \$ \_\_\_\_\_  
C. Total amount being requested for FY 2025-2026: \$ \_\_\_\_\_

3. Please summarize the Department/Program/Service proposal.

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4. Please state how the funds would support the Associated Students of Foothill College's Mission Statement, Goals and Visions, attached.

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5. Explain and justify how these funds will serve present and future students.

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6. Describe any efforts to obtain funding outside of ASFC.

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7. A. The estimated # of students that will benefit from this proposal: \_\_\_\_\_

B. Are there any benefits to students who hold the Owl Card (i.e. discounts)?

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9. Will this request be a one-time only expense? (Circle)      YES              NO

10. Please describe and list this service's/group's past accomplishments.

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11. Do you wish to present the proposal in person before the Budget Commission, even though the commission may not require it of you?              YES              NO

12. Please attach any other relevant documents and materials to this form.  
**(Please use another sheet of paper to answer any of the above questions if you run out of space.)**

The deadline to submit ASFC Budget Requests is **Thursday, January 30, 2025 at 12:00 PM.**

- Please email completed budget requests to both:
  - Sky Weir, Vice President of Finance, [asfc.skyw@gmail.com](mailto:asfc.skyw@gmail.com)
  - Isha Vyas, ASFC Receptionist, [asfc.ishav@gmail.com](mailto:asfc.ishav@gmail.com)
- Additional questions can be submitted to:
  - Daphne Small, Director of Student Activities, [smalldaphne@FHDA.edu](mailto:smalldaphne@FHDA.edu)
- Kamara Tramble, Accountant of the Students Accounts, [Tramblekamara@FHDA.edu](mailto:Tramblekamara@FHDA.edu)

**\*Budget hearings will be held on Tuesday February 4 and, if needed February 11 from 2-4PM. You will be contacted after you submit your request, please plan accordingly.**

***Rules regarding budget requests:*** In accordance with our Budget Commission Code (adopted June 21, 2012), full or part time faculty, staff, or administrator of the FHDA district are not allowed to make fund requests, regardless of whether or not they have paid the student body fee. All programs seeking funds need to have a student representative who will lobby on behalf of the program.