

**Budget Commission**

**Reminder Memorandum**

**TO:** Members of the Foothill College Community

**FROM:** Ronnie Miller, ASFC Vice President of Finance

**DATE:** January 11, 2018

**SUBJECT:** Fiscal Year 2018-2019 ASFC Budget Development Process

The Associated Students of Foothill College (ASFC) is beginning the process of developing its budget for the 2018-2019 academic year. ASFC provides funding based on its annual Mission-Based Budgeting Guidelines (see attached). Also included is a budget request form.

We would welcome requests from your service area, and we are particularly mindful of programs and services that might have been reduced and directly impact students. Part of the ASFC mission is to get more students involved in the budget process.We welcome college employees to support student presenters, but only the students who are benefited by the programs will be allowed to submit the request and present it during the hearing process (see Article II 5ei. of the ASFC Budget Code).

Please submit completed requests to the ASFC Secretary in **the Student Government Office** in the Campus Center, Building 2000, room 2011. Feel free to contact the Vice President of Finance by email at ronniemiller.asfc@gmail.com, or the Director of Student Activities, Daphne Small, at extension 7218, or email at [smalldaphne@foothill.edu](mailto:smalldaphne@foothill.edu).

Please note that the **deadline to submit ASFC Budget requests** is **on Wednesday, January 31, 2018** and that the hearings will start on **February 6, 2018**. Additional request forms are available in the Students Account Office (Room 2005).

Sincerely,

Ronnie Miller

ASFC Vice President of Finance 2018-2019

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