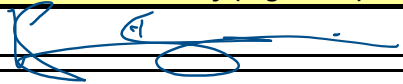


## IMMEDIATE NEED REQUEST 2022-23

<b>Requested by: (Unit, Department, Division or Vice President)</b>					
					<b>Date to VPSS: 3/27/2023</b>
<b>Location</b>	<b>(Fill-in)</b>	<b>Reviewed By (Signature):</b>			
<b>Department or Unit:</b>	Dean, Student Services/ Koji Uesugi			<b>Date to Cabinet: 4/4/2023</b>	
<b>Division:</b>	Student Services			<b>Outcome:</b>	
<b>Vice President:</b>	Thomas Mauch	<i>Thomas g. Mauch</i>			

Budget Request(s)	Justification for Request(s)	Funds Requested **			Funding
(List in Priority Order)	An "Immediate Need" is a shortfall in funding that, unless funded immediately, could cause a program to cease to function.	Amount	One-time	Ongoing	Approved
1. "Fresh Air Campus" Promotional Campaign and Permanent "No Smoking" Signage	To effectively promote and educate the campus community and visitors about Mt. SAC's new smoke/tobacco-free campus policy, both temporary messaging (poster, flyers, and webpage updates) and permanent signage to replace existing signage allowing smoking in designated areas are necessary.	\$8,000.00	X		
<b>Account Number(s):</b>					
2. Education Material and Cessation Products	Education & Cessation Products to support students and employees who do not have access to cessation resources. • Educational materials • "Quit Kits" (nicotine patch, gum, and other products – distributed by Student Health Services with product usage support)	\$6,000.00 (one time) \$3,000.00 (ongoing)	X	X	
<b>Account Number(s):</b>					
3. Promotional Event and Supplies	Promotional supplies to be used at campus events to promote the smoke/tobacco free policy. • Events include those aligned with national smoke free and sustainability events • Give out promo and educational materials at info booths during first week of the term	\$6,000.00 (one time) \$2,000.00 (ongoing)	X	X	
<b>Account Number(s):</b>					

**\*\* Please provide documentation to support the amount requested, such as price quotes from vendor, copy of catalog, etc. Also, include any ancillary costs, such as maintenance, annual software upgrades, etc.**