

EMERGENCY FUNDING REQUEST
2025-26

Requested by: (Unit, Department, Division or Vice President)		Madelyn Arballo	Date to VP: 6/11/26	
Location	(Fill-in)	Reviewed By (Signature):		
Department or Unit:	WIN		Date to Cabinet: 6/16/26	
Division:	School of Continuing Education	<i>De L. P.</i>	Outcome:	
Vice President:	Madelyn Arballo	<i>Madelyn A. Arballo</i>		

Budget Request(s)		Justification for Request(s)	Funding	
(List in Priority Order)		An "Emergency Funding Request" is a shortfall in funding that, unless funded immediately, could cause a program to cease to function.	Amount Requested**	Amount Approved
2.	WIN Additional Tutors/ Augmentation \$20/hr x 16hrs/wk x 8 tutors x 15 weeks +benefits =\$40,000	In March a request was submitted for additional funds for WIN in the amount of \$60,000. \$20,000 was approved with the understanding that we would come back and request the remaining \$40,000 when it was needed. This is needed for WIN to operate and pay for the remainder of the academic year. WIN provides tutoring services to student-athletes in all academic areas. These services are required of student-athletes and is vital in order for them to meet the transfer requirements to a 4-year institution. Athletes are on a strict timeline once they begin full-time at Mt. SAC in order to transfer. WIN continues to demonstrate a high rate of success for the students including higher GPAs and higher levels of retention. In Fall and Winter, they served over 720 student athletes and generated over 33 FTES.	\$ 40,000.00	
	Account Number(s):	11000-421020-242000-493000-2200		
2.				
3.				
	Account Number(s):			

An Emergency Funding Request may only be used to request one-time funds. To request ongoing funds, please refer to the *Budget Development Guide - New Resource Allocations*.

**** The amount requested should include all ancillary costs, such as sales tax, shipping fees, etc. Please provide supporting documentation such as price quotes from a vendor, a copy of a catalog, etc.**