



Request to Foundation for Funding Assistance

Name: _____

Department: _____ Division: _____

Phone: _____ Email: _____ CBC Mail Stop: _____

Date: _____

Date Funds Needed: _____

Amount Required: _____

Description of Request: _____

How will this request support CBC's strategic initiative to positively impact student outcomes?

Ideas for Individuals or Companies to be approached: _____

Employee Signature: _____ Date

Dean Approval: _____ Date

Division VP Approval: _____ Date

VP of IA Approval: _____ Date

Requests are considered on a first come, first serve basis. All requests must include approval from Department Dean/Director and Division Vice President. Requests without signatures will not be considered.