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OKLAHOMA CITY COMMUNITY COLLEGE

**NO. 3055 OKLAHOMA CITY COMMUNITY COLLEGE FOUNDATION FUNDING**

- 1.0 Only the President, members of the President's Cabinet, and the Chief Development Officer are authorized to request funding from or suggest fundraising efforts to the OCCC Foundation or the Development Office. The Chair of the Faculty Association is authorized to request funding from or suggest fundraising efforts to the Foundation as it relates to Faculty Association scholarships.
- 2.0 Other OCCC employees shall first contact their supervisor with information about a proposed request or suggestion. Sponsors of student organizations shall first contact the Office of Student Life with information about a proposed request or suggestion. Requests and suggestions shall include the following:
  - 2.1 How the funding would serve the mission of OCCC;
  - 2.2 The amount of funding requested;
  - 2.3 When the funding would be required; and
  - 2.4 If funding is one-time or recurring.
- 3.0 The recipient of a proposed request or suggestion shall forward it to the appropriate President's Cabinet Member.
- 4.0 The President's Cabinet Member shall approve, modify, or deny the proposed request or suggestion.
- 5.0 The President's Cabinet Member shall forward the approved or modified proposed request or suggestion to the President.
- 6.0 The President shall approve, modify, or reject the proposed request or suggestion. If the President approves a request or suggestion, the President shall communicate the approval to the OCCC Foundation and the Development Office.

Effective: November 11, 2019