

## Procedure to Request Basic Skills Initiative Funds

### General Guidelines

- Activity to be appropriate expenditure within Basic Skills Initiative guidelines
- Activity should be linked to the Mesa College Action Plan
- Anticipated outcome/accomplishments to be identified

Step 1 – Complete the Request for Basic Skills Initiative Funds form

Step 2 – Obtain the signatures of Department Chair/Supervisor and Dean/Manager

Step 3 – Submit the completed form with any supporting documentation to Carol Sampaga (K202), at least one month in advance of activity or incurring any expenses

The Basic Skills Executive committee will review your request and respond within two weeks.

**FUNDING WILL NOT BE ALLOCATED UNTIL APPROVAL IS GRANTED AND ALL THE PAPERWORK IS SIGNED.**

For travel and conference requests, please complete all the necessary travel forms and submit them for funding through your department and the professional development committee prior to asking for basic skills funding.