 Foundation Fund Policy

**Fund Name:** Classified Senate

**Account Number:** 807

**Your account balance as of 07/01/17:** $788.88

**Account Manager:** Classified Senate Executive Committee

**Approved by:** Classified Senate President

**Requestors:** Classified Staff

**Background:** This fund was established in May 2008. This fund will continue to be supported through fundraising efforts of the Classified Senate with assistance by the Foundation.

**Purpose:** *Funds should be used for program and student support. Examples of program support may include professional development, employee recognition, and other Classified Senate needs not covered by college or district funds. Examples of student support may include monetary gifts to students through grants or scholarships.*

**Disbursement:** The CHC Foundation requires that ALL requests for disbursement of funds be documented on the Request for Foundation funds form, signed and submitted by the approved Account Manager and accompanied by an invoice or original receipts not to exceed the approved amount. This applies to payment for goods, services or reimbursements to vendors and faculty and staff of Crafton Hills College for approved expenses. Verification of the requested amount must be provided.

The Foundation makes every attempt to support student needs. Program faculty, staff, and managers are expected to use the funds judiciously.

If you have any questions, please contact Michelle Riggs, Director of Community Relations and Resource Development at mriggs@craftonhills.edu or 909-389-3391.