



CRAFTON HILLS COLLEGE FOUNDATION

PROCEDURE FOR USING INFUSION FUNDS

The Crafton Hills College Foundation has set up Infusion funds for certain programs at CHC. Infusion funds are to help underwrite items or activities at the College that cannot be funded through other means. Use of the funds should be guided by student needs.

The use of Infusion funds is guided by Section IV.b. of the CHC Foundation Board Policy "Use of Unrestricted Funds" approved December 5, 2013, which says:

- i. Certain departments, divisions, or offices at Crafton Hills College may have access to infusion funds. Such funds should be used for program support. Examples of program support may include critical equipment and supplies; outreach, recruitment, and/or field trips; and other needs not covered by college or district funds.
- ii. The Crafton Hills College Foundation shall review requests for Infusion funds on an annual basis. The maximum to be considered for addition to infusion funds shall be \$5,000.00.
- iii. Infusion funds may be combined with other funds to satisfy needs as defined in IV.b.i.

Monetary loans or gifts to students, including scholarships, are not an allowable use of Infusion funds.

Any program faculty or staff member may initiate a request for Infusion funds. Fill out the "Request for Foundation Funds" form, sign as the Requestor, and forward to the program Dean for approval. The use of Infusion funds must be approved by the administrator in charge of the program, at the level of Dean or higher.

Attach proof of the requested amount. This may include receipts, invoices, quotes, etc. Verification of the requested amount must be provided. After approval by the Dean, the form and attachments should be sent to the CHC Office of Resource Development, LADM 300C.

The Foundation makes every attempt to support student needs; however, it is not possible to replenish Infusion funds every year. Program faculty, staff, and deans are expected to use the funds judiciously.