



### Emergency Needs Intake Form AY2022-23

Traditionally, CCC uses the unit planning process to solicit requests from the College community for addition of budget resources to a new or existing budget line. During AY2021-2022 (during the process of developing the AY2022-2023 budget), the unit planning template did not include a section for those type of requests. Instead budget originators were told to forward any emergency budget requests for AY2022-23 to their dean or executive director.

The College recognizes that some departments will have budget needs going into AY2022-2023—and without adequate response to these needs, those departments would not be able to function. Please use the brief form below to name emergency budget needs going into the 2022-2023 school year. Any emergency needs approved during this process will utilize one-time savings in the current budget to fund these one-time emergency needs; in order to minimize the amount of one-time funds needed, please use this form to submit requests for only the most critical of needs.

Emergency need title (250 Character Limit)		
Emergency need description (1500 Character Limit)		
Summarize the service level impacts of this emergency need if applicable (1000 Character Limit)		
Submitted by		Division/Department
Program(s) impacted		
Please describe how these funds would be used.		
Why does this request qualify as an emergency need?		
What would happen if this request was not funded, in the A) near-term and B) longer-term?		

**Submit to [Budget@clackamas.edu](mailto:Budget@clackamas.edu)**