LIST OF ADDITIONAL PROGRAM NEEDS

Program: _____

Contact Person: _____

Please be specific when explaining your needs. This form may be reviewed by various committees and information is crucial.
Please choose the strategic initiative that you are trying to achieve with your request.
Please indicate whether this will be a one-time need. It makes a difference when attempting to budget for the requested item. If this is a one-time need then please enter a"Y" in this field. If you believe this will be an on-going need, make sure you enter a "N".
Please do your best to estimate a cost for the request. There isn't a need to seek an official quote. Please just make your best guess.

Please indicate whether this was on your last program review. It is understood that needs arise between program reviews and it may not have been on the last review. If you do have a need that wasn't on the last program review, you may be promopted for more information.

PART 1 – Additional STAFFING NEEDS

List in PRIORITY Order of Importance with #1 being the highest, or skip to next section if you have no unmet staffing needs.

Type of Position Needed (Instruction, Clerical, Tutor, Etc.)	**BRIEF EXPLANATION OF NEED OR JUSTIFICATION - Please be specific about your needs so they can be evaluated against your program review and ability to fund.**	**STRATEGIC INITIATIVES [List which Strategic Initiative your Unfunded Need Pertains To – See last page for list of PVC Initiatives]**						**One Time Need?**	**Cost Estimate**	**On Last Program Review?**
		1	**2**	**3**	**4**	**5**	**6**			
1										
2										
3										
4										

PART 2 – Supplies

List in PRIORITY Order of Importance with #1 being the highest, or skip to next section if you have no unmet supply needs.

Please list the types of supplies needed.	**BRIEF EXPLANATION OF NEED OR JUSTIFICATION - Please be specific and state if these supplies will be needed for classroom use.**	**STRATEGIC INITIATIVES [List which Strategic Initiative your Unfunded Need Pertains To – See last page for list of PVC Initiatives]**						**One Time Need?**	**Cost Estimate**	**Last Program Review?**
		1	**2**	**3**	**4**	**5**	**6**			
1										
2										

3										
4										

PART 3 – Computers/Technology Related Needs

List in PRIORITY Order of Importance with #1 being the highest, or skip to next section if you have no unmet computer needs.

Computers / IT	**BRIEF EXPLANATION OF NEED OR JUSTIFICATION - Please be specific about your needs so they can be evaluated against your program review and ability to fund.**	**STRATEGIC INITIATIVES [List which Strategic Initiative your Unfunded Need Pertains To – See last page for list of PVC Initiatives]**						**One Time Need?**	**Cost Estimate**	**Last Program Review?**
		1	**2**	**3**	**4**	**5**	**6**			
1										
2										
3										
4										

Part 4 - Equipment

List in PRIORITY Order of Importance with #1 being the highest, or skip to next section if you have no unmet equipment needs.

Equipment	**BRIEF EXPLANATION OF NEED OR JUSTIFICATION - Please be specific about your needs so they can be evaluated against your program review and ability to fund.**	**STRATEGIC INITIATIVES [List which Strategic Initiative your Unfunded Need Pertains To – See last page for list of PVC Initiatives]**						**One Time Need?**	**Cost Estimate**	**Last Program Review?**
		1	**2**	**3**	**4**	**5**	**6**			
1										
2										
3										
4										

Part 5: Travel/Conferences

List in PRIORITY Order of Importance with #1 being the highest, or skip to next section if you have no unmet travel or confernce needs.

Travel/Conferences	**BRIEF EXPLANATION OF NEED OR JUSTIFICATION - Please be specific about your needs so they can be evaluated against your program review and ability to fund.**	**STRATEGIC INITIATIVES [List which Strategic Initiative your Unfunded Need Pertains To – See last page for list of PVC Initiatives]**						**One Time Need?**	**Cost Estimate**	**Last Program Review?**
		1	**2**	**3**	**4**	**5**	**6**			
1										
2										
3										

4										

Part 6: Other

List in PRIORITY Order of Importance with #1 being the highest, or skip to next section if you have no other unmet needs.

Other Needs	**BRIEF EXPLANATION OF NEED OR JUSTIFICATION - Please be specific about your needs so they can be evaluated against your program review and ability to fund.**	**STRATEGIC INITIATIVES [List which Strategic Initiative your Unfunded Need Pertains To – See last page for list of PVC Initiatives]**						**One Time Need?**	**Cost Estimate**	**Last Program Review?**
		1	**2**	**3**	**4**	**5**	**6**			
1										
2										
3										
4										