## Supplies Requests

<table>
<thead>
<tr>
<th>Drama</th>
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<tbody>
<tr>
<td>Kinesiology</td>
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<tr>
<td>Library</td>
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<tr>
<td>Music</td>
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</tbody>
</table>
Instructional Operating Supplies

DRAM-2014

I. Consumable Instructional Operating Supplies

This section will be filled out by faculty and reviewed by the Department Chair, the Area Dean, the Technology Committee, PRAC.

Note: Please group requests into broad categories of items required to teach a class. Make ONE entry for each category. Please enter only if your costs have gone up or down or you need additional funds for some reason. Don't fill out if your supply budget has not changed.

Note: These are generally ongoing costs. One-time items go under Instructional Equipment.

Importance:

• 'A' means that your discipline cannot teach your course(s) without the requested equipment.
• 'B' means that your course(s) would be greatly enhanced with the requested equipment.
• 'C' means that you would like this piece of equipment for your course(s) but can wait for a future academic year.

In addition, how many times have you requested this item, but you have not received it?

Importance: B

Rank: To Support Annually: Discipline

01 7 Classes Area

Account Name Account Number Fund Type Supply type
PT Classified Non-Student 11100-21501-23200-696700 Unrestricted Instructional
Hourly (Production)

Previous Year Allocation Amount actually spent last year Total needed Amount of Difference
9301.0 12301.0 15301.0 6000

Request Type How Long?
Increasing Cost Ongoing/Recurring

Item to be shared with the following Department/Program: (Include any shared expenses)

Justification for Item (See Rating Rubric)

1. Is it necessary for students to succeed in a series of courses?

This is a request for an increase in our PT Non student hourly allocation which is money we use to pay our designers, instructors, and guest artists who are hired on a show by show basis. The positions that have been filled by low paid or volunteer contributors are being replaced with market-rate professionals who demand a reasonable salary for their services. We must raise our budget to meet the needs of our program.

2. How will access for students be improved? How many students (annually) will benefit from this request? Is it required to accommodate existing students? Would it be vital to attracting new students?

Student will receive high quality instruction by industry professionals which will maintain the level of our award winning program and continue to attract new students to...
3. What student learning or other outcomes are expected? Is it important to the achievement of student goals? How will these outcomes be measured for future planning? What data or evidence supports your request?

Student learning outcomes will be the successful instruction of performance and design techniques which will be evident in the employment and transfer of our students. It is critical that our students receive the best training possible for this highly competitive discipline.

I. Consumable Instructional Operating Supplies

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In addition, how many times have you requested this item, but you have not received it?

Importance: A

<table>
<thead>
<tr>
<th>Rank:</th>
<th>To Support Annually:</th>
<th>Discipline Area</th>
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</thead>
<tbody>
<tr>
<td>02</td>
<td>100 Students</td>
<td>Performing Arts</td>
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</table>

<table>
<thead>
<tr>
<th>Account Name</th>
<th>Account Number</th>
<th>Fund Type</th>
<th>Supply type</th>
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<tbody>
<tr>
<td>Postage-Drama Program</td>
<td>11100-21501-58100-696700</td>
<td>Unrestricted</td>
<td>Non-instructional</td>
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<table>
<thead>
<tr>
<th>Previous Year Allocation</th>
<th>Amount actually spent last year</th>
<th>Total needed</th>
<th>Amount of Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>300.0</td>
<td>300.0</td>
<td>600.0</td>
<td>300.0</td>
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<tbody>
<tr>
<td>Increasing Cost</td>
<td>Ongoing/Recurring</td>
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Item to be shared with the following Department/Program: (Include any shared expenses)

Performing Arts

Justification for Item (See Rating Rubric)
1. Is it necessary for students to succeed in a series of courses?

This is a request for a $300 increase for the Drama portion of the allocation given to the Performing Arts. Postage costs have gone up and the quality and cost of our brochures and promotional material has increased significantly.
2. How will access for students be improved? How many students (annually) will benefit from this request? Is it required to accommodate existing students? Would it be vital to attracting new students?

Professional publicity for our shows and events is the lifeblood of our program. With our promotional materials we reach out to the community, get folks involved in our PA events, and impress incoming students with our quality collaterals. We have to have an increase to meet the rising costs of postage and to support the performance work of our current and future students.

3. What student learning or other outcomes are expected? Is it important to the achievement of student goals? How will these outcomes be measured for future planning? What data or evidence supports your request?

The data that supports our successful use of promotional material is a steady increase in attendance to our productions, a higher profile than our previous mailers, and increase in donor support. Our mailing list continues to grow as does the interest in performing arts events.

I. Consumable Instructional Operating Supplies

This section will be filled out by faculty and reviewed by the Department Chair, the Area Dean, the Technology Committee, PRAC.

Note: Please group requests into broad categories of items required to teach a class. Make ONE entry for each category. Please enter only if your costs have gone up or down or you need additional funds for some reason. Don't fill out if your supply budget has not changed.

Note: These are generally ongoing costs. One-time items go under Instructional Equipment.

Importance:
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- 'B' means that your course(s) would be greatly enhanced with the requested equipment.
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In addition, how many times have you requested this item, but you have not received it?

Importance: B

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<tbody>
<tr>
<td>03</td>
<td>100 Students</td>
<td>Performing Arts</td>
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<th>Account Name</th>
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<th>Fund Type</th>
<th>Supply type</th>
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</thead>
<tbody>
<tr>
<td>printing-Drama production</td>
<td>11100-21501-58200-696700</td>
<td>Unrestricted</td>
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Item to be shared with the following Department/Program: (Include any shared expenses)

Dance, Drama and Music
Justification for Item (See Rating Rubric)

1. Is it necessary for students to succeed in a series of courses?

We use these funds to advertise our programs and events as well as classes. I use them for outreach brochures and poster boards. Some of the collaterals we print are new and a part of our concerted effort to reach out to elementary, middle, and high school students. Other costs are associated with the increased effort to rebuild our audience base which was lost during the modernization.

2. How will access for students be improved? How many students (annually) will benefit from this request? Is it required to accommodate existing students? Would it be vital to attracting new students?

Over 100 students will benefit from the increased promotional materials for their events and shows. It is required for existing students and is vital for attracting new students to our program.

3. What student learning or other outcomes are expected? Is it important to the achievement of student goals? How will these outcomes be measured for future planning? What data or evidence supports your request?

The data that supports our successful use of promotional material is a steady increase in attendance to our productions, a higher profile than our previous mailers, and increase in donor support. Our mailing list continues to grow as does the interest in performing arts events.
I. Consumable Instructional Operating Supplies

This section will be filled out by faculty and reviewed by the Department Chair, the Area Dean, the Technology Committee, PRAC.

Note: Please group requests into broad categories of items required to teach a class. Make ONE entry for each category. Please enter only if your costs have gone up or down or you need additional funds for some reason. Don't fill out if your supply budget has not changed.

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In addition, how many times have you requested this item, but you have not received it?

Importance: A

Rank:

01

To Support Annually:

1800 Students

Discipline Area

Kinesiology and Athletics

Account Name

Supplies

Account Number

Fund Type

Unrestricted

Supply type

Instructional

Previous Year Allocation

Amount actually spent last year

0.0

0.0

Total needed

2000.0

Amount of Difference

2000

Request Type

New

How Long?

New/Will be Recurring

Item to be shared with the following Department/Program: (Include any shared expenses)

Kinesiology, Athletics, Adapted PE

Justification for Item (See Rating Rubric)

1. Is it necessary for students to succeed in a series of courses?

In all of our activity rooms (4) we have not way of wiping down the mats, or the machines after use. We would like to buy disinfected wipes for these rooms. In the past these have been purchased by M&O and then the Health Center. This past year we do not have a supply. Using a machine or a mat after a person has just used it is not very clean or healthy.

2. How will access for students be improved? How many students (annually) will benefit from this request? Is it required to accommodate existing students? Would it be vital to attracting new students?

The rooms would be cleaner and the students would benefit from being in a healthier environment.
3. What student learning or other outcomes are expected? Is it important to the achievement of student goals? How will these outcomes be measured for future planning? What data or evidence supports your request?
PR Funding Request:

**$300 increase in funding for postage/publicity**

Increasing cost; Ongoing/Recurring
To be shared with Drama and Dance

1. **Justification:**
This is a request for a $300 increase for the Music portion of the allocation given to the Performing Arts. The mailer is a large booklet advertising the various Performing Arts shows and includes a calendar for the whole year. It represents our major printed outreach to the Marin community. Postage costs have gone up and the quality and cost of our brochures and promotional material has increased significantly.

2. **Improved Student Access, Students served, etc.**
About 200 students will benefit from the increased promotional materials for their events and shows. It is required for existing students and is vital for attracting new students to our program and events.

3. **SLOs, Achievement of Student Goals, etc.**
The data that supports our successful use of promotional material is a steady increase in attendance to our productions, a higher profile than our previous mailers, and increase in donor support. Our mailing list continues to grow as does the interest in performing arts events. As student goals for Performing Arts necessarily include performing for live audiences, bringing in bigger and more varied audiences is essential to create a realistic experience for the students. The mailer is an integral part of production advertising and represents the vast majority of our printed advertising. More mailing —> bigger audiences —> better student outcomes.