

**Form 1: Prioritized List of One-Time Budget Requests
2017-18**

Division: Development and Alumni Engagement

Department/Unit:

Instructions: List all one-time budget requests in priority order. Complete and attach a *Justification: One-Time Budget Request* (Form 2) for each item listed.

Priority Number	Budget Request	Cost
1	Blackbaud Raiser's Edge -	
	Startup/Implementation	\$300,000
	Total	\$300,000

**Form 2: Justification: One-Time Budget Request
2017-2018**

Division: Development and Alumni Engagement

Department / Unit:

Instructions: One page per item listed on Form 1.

Each justification **MUST** link to at least one specific strategic initiative from the WCU Strategic Plan, 2020 *Vision: Focusing our Future*. Justification narrative below must:

- 1) include a brief statement of how the request advances or fulfills the strategic initiative(s) identified.
- 2) address outcomes from administrative and/or accreditation review.

Priority Number	Budget Request	Strategic Initiative(s) Number (e.g. 3.1.2)	Cost

Brief Justification:

All requests have been confirmed through an outside program assessment.

VC Priority # _____

Form 3: Prioritized List of Recurring/Ongoing Budget Requests 2017-18

Division: Development and Alumni Engagement

Department/Unit:

Instructions: List all recurring/ongoing budget requests in priority order. Complete and attach a *Justification: Recurring/ Ongoing Budget Request* (Form 4) for each item listed. Form originator should calculate and include fringe benefits of 23.77%. In addition, for each new 1.0 FTE, include \$5,753 for the employer portion of health insurance.

Priority Number	Budget Request	Cost
1	Executive Director of Advancement Communications (\$80,000 plus fringes)	\$102,203
2	Annual Giving Development Associate (\$40,000 plus fringes)	\$53,931
3	Researcher (\$40,000 plus fringes)	\$53,931
4	Stelter Contract for Planned Giving Marketing for Nonprofits	\$6,000
5	Blackbaud Raiser's Edge - Annual Costs	\$75,000
	Advancement IT support personnel (\$40,000 plus fringes)	\$53,931
6	Ruffalo Noel Levitz Off-Site Phonathon (setup, program design, staff support, scripts, data research for telephone/cell/wireless appends, information services, matching gift verification, pledge fulfillment, and telefundraising hours for calling segments)	\$87,000
	Total	\$431,996

Form 4: Justification: Recurring/Ongoing Budget Request 2017-18

Division: Development and Alumni Engagement

Department/Unit:

Instructions: One page per item listed on Form 3.

Each justification MUST link to at least one specific strategic initiative from the WCU Strategic Plan, 2020 Vision: *Focusing our Future*. Justification narrative below must:

- 1) include a brief statement of how the request advances or fulfills the strategic initiative(s) identified.
- 2) address outcomes from administrative and/or accreditation review.

Priority Number	Budget Request	Strategic Initiative(s) Number (e.g. 3.1.2)	Cost
<p>Brief Justification: All Requests have been confirmed through an outside assessment program.</p>			

VC Priority # _____

Form 5: University-wide Initiatives 2017-18

Division:

Department/Unit:

Instructions: List recommended university-wide initiatives budget requests in priority order. Complete and attach a *Justification: University-wide Initiatives Budget Request* (Form 6) for each item listed. Form originator should calculate and include fringe benefits of 23.77%. In addition, for each new 1.0 FTE, include \$5,753 for the employer portion of health insurance.

Priority Number	Budget Request	Cost
Total		\$0

**Form 6: Justification: University-wide Initiatives
2017-18**

Division:

Department/Unit:

Instructions: One page per item listed on Form 5.

Each justification MUST link to at least one specific strategic initiative from the WCU Strategic Plan, 2020

***Vision: Focusing our Future.* Justification narrative below must:**

- 1) include a brief statement of how the request advances or fulfills the strategic initiative(s) identified.**
- 2) address outcomes from administrative and/or accreditation review.**

Priority Number	Budget Request	Strategic Initiative(s) Number (e.g. 3.1.2)	Cost
Brief Justification:			

VC Priority # _____