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All College Council (ACC) Proposal Submission Form

Prior to completing this form, consider reviewing the Proposal Form Template located at <https://www.cfk.edu/discover/acc/> to prepare your responses.

Thank you for taking the time to complete this form. There are no required fields in this form. However, the ACC highly recommends that you fill out the form to the best of your ability. Detailed and accurate information allows ACC to process your request more efficiently and provide the best possible assistance.

While you have the option to remain anonymous, please be aware that being involved in the progress of your idea will be an asset. Who can speak for it better than you!

Any questions regarding this form can be submitted to ACC@cfk.edu.

Hi, Heather. When you submit this form, the owner will see your name and email address.

1. Initiator (Person(s), Committee, etc.):

Enter your answer

2. Would you like to remain anonymous outside of the ACC?

Yes

No

3. Date of Submission:

Please input date (M/d/yyyy)



4. Proposal (Include desired, measurable outcome):

Enter your answer

5. Rationale (Please be specific):

Enter your answer

6. Select all that apply

An IT request
has previously
been
submitted.

An additional
budget request
has previously
been
submitted.

This proposal
has already
been presented
to another
committee.

7. Supporting Documentation Attached:

(Examples: A list of supporters with ID #'s, reference CFK policy or procedure, list of departments impacted, research materials, implementation plan, and/or documentation from another institution)

where the proposed action is implemented)


Yes

No

8. Attached Supporting Documentation: (Non-anonymous question ⓘ) 

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9. Are there expected expenses associated with this proposal? 


Yes

No


I don't know

10. If Yes, what is the one-time cost (if any) 

Enter your answer

11. If Yes, what is the reoccurring cost (if any) 

Enter your answer

12. Attached Expenses Associated: (Non-anonymous question ⓘ) 

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