

Campus Life FY 25 Supplemental Form

Complete all pages of this form. Each request must:

- Be critical & essential to operations/missions
- Link to one or more Campus Life Priorities and One Emory: Ambition & Heart strategic priorities.
- Describe why the current overall budget cannot absorb costs.
- Greater than \$3,000.

General Information:

Request Name:

Request Type(s): (check all that apply to the request)

Capital and/or Technology Investment

Contractual /Service Rate Increase

Personnel Cost

Space

Other (Please describe)

Request Categories

Priority (required): select one from the drop down

Priority	Definition
Budget – High	“Need” Requests – High priority requests that must be initiated (with an associated spend) during the first year of the request. These requests are critical to maintaining operations, meeting safety standards, or executing on high priority strategic needs.
Budget – Medium	“Want” Requests – Priority requests that will be initiated (with an associated spend) during the first year of the request. These requests will support operations or execution of high priority strategic needs.
Budget – Low	“Nice to Have” Requests – Requests that will be initiated during the first year of request but could potentially move to future years without major implications on operations or strategy.

Strategic Objective (required) select one from the drop down

Please describe and justify request (Describe and Justify request (500 character limit): compelling reason for the request; focus more on the science, business alignment, and growth/need of the department:

Funding Needed

Is this request recurring? Y/N

Revenue (Increase or Reduction):

Comments: (Provide source and reasoning for revenue change)

Personnel Expenses:	#of FTE(s)	Anticipated Start Date	Salary
----------------------------	-------------------	-------------------------------	---------------

Comments

Other Direct Operating Expenditures:

Comments (Provide breakdown of program, event or expenses)

Additional Narratives:

1. Please provide a summary of this request (discuss the benefits of this request).
2. Describe the scope, link to strategic objectives, and justifications of the request.
3. Describe the impact of this request if not approved.