**To: All Moorpark College Faculty**

**From: The Academic Senate**

**Request**

During our 50th year anniversary of Moorpark College, the Academic Senate would like to commemorate and continue traditions that draw attention to the excellent work of students, faculty, and staff. To do so, we ask for your contribution of $40 per year. On the back of this sheet are instructions on how to donate.

**Background**

The Academic Senate has a continuing tradition to celebrate faculty excellence, commitment, and service within our college. This tradition takes form in the following ways:

* **Scholarships** to outstanding students (nominations requested in Spring semester). Last year the Academic Senate awarded scholarships to two outstanding Moorpark students.
* **Plaques/Commemorative Bricks** to recognize **50 semesters** (summer is not counted) of PT or FT service while at Moorpark College (find these near the Fountain; this is a tradition dating back to 1992). This year seven faculty are honored for this award.
* **The Distinguished Faculty Chair Award** (2017-18 is Sally Ponce-O’Rourke)
* **End of Year Academic Senate Awards** to an outstanding FT Faculty, PT Faculty, Classified Staff member, and Manager (nominated by ***you*** and then voted on by the Senate Council)… and the end of year party where these awards are announced and where we celebrate all who make up the Moorpark College Campus Community.

The Academic Senate has facilitated these awards by collecting annual donations from all of its members (as faculty, you are part of the Senate), but this has always been an ‘opt-in’ contribution, and we rely on your collective goodwill to help with the costs of these awards. Full time faculty donations are $40 annually and can be deducted automatically from your paycheck for ease and convenience. Part-time faculty donations are $10 and can be paid annually by a check placed in the Academic Senate mailbox. *Without your contributions, these traditions cannot continue.*

These activities celebrate our unified values as Moorpark College faculty who believe in integrity, excellence, innovation, communication, respect and social responsibility. Together, we do what we do, in and out of classrooms, to make this campus a faculty driven institution to best support our students’ success.

Please consider making one of the following contributions as a demonstration of your continued commitment to making Moorpark College a place of educational excellence.

Respectfully,

Moorpark College Academic Senate

*Please note: If you already have automatic deductions from your paycheck set up, no further action is required.*

*Complete the form(s) from the 2 options below that best suits how you would like to contribute.*

*Place the form in the Academic Senate mailbox by* ***December 5, 2017****.*

*Please note: If you already have automatic deductions from your paycheck set up, no further action is required.*

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Option 1: **Full-Time Faculty Payroll Deduction Form ($40 per year)**

**To: Moorpark College Academic Senate**

Last name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ First name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Zip code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee ID Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**I hereby authorize Ventura County Community College District to withhold from my pay warrant the donations for the Moorpark College Academic Senate. I understand that this authorization will remain in effect unless changed or terminated by me on thirty days written notice to the District Office and the Moorpark College Academic Senate treasurer. I also understand that all dues are cancelled upon retirement.**

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*Place this form in the Academic Senate mailbox.*

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Option 2: **Check Contribution Form for Adjunct (Part Time) and Full Time Faculty**

**To: Moorpark College Academic Senate**

Last name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ First name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Amount donated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Adjunct faculty: $10 per year; Full time faculty: $40 per year; any amount is welcomed and appreciated)

*\*Make check payable to "Moorpark College Academic Senate".*

*Place this form and your check in the Academic Senate mailbox.*

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