**To: All Moorpark College Faculty**

**From: The Academic Senate**

**Request for Annual Donations:**

As we start another fantastic year here at 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 would like to ask you for a contribution of $40 per year or any one-time donation in any amount. On the back of this sheet are instructions on how to donate.

**The Background of our Commemorations:**

The Academic Senate has a continuing tradition to celebrate faculty excellence, commitment, and service within our college. Highlighted traditions of commemoration:

* **Plaques/Commemorative Bricks** to recognize **50 semesters** of Part-time or Full-time service while at Moorpark College. This is a tradition dating back to 1992. Last year seven faculty were honored for this award. You can find all 182 plaques/bricks just north of our beautiful fountain. We will send out a call for “brick receivers” this year.
* **The Distinguished Faculty Chair Award** to recognize an outstanding faculty member at Moorpark College.
* **Scholarships** for outstanding students. Last year the Academic Senate awarded scholarships to three outstanding Moorpark College students.
* **End of Year Academic Senate Awards & Brunch** Each year awards are given to an outstanding Full-time and Part-time Faculty, a Classified Staff member, and a Manager. Nominations are campus-wide, and then voted on by the Senate Council. The awards are given at the end of year brunch celebration.

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 automatic donations are $40 annually and are deducted from your January 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 6, 2018****.*

*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 Part-Time and Full-Time Faculty**

**To: Moorpark College Academic Senate**

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

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

(Part-time 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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