

# Streamlining the Lottery Materials Allocation Process at De Anza College

This presentation outlines our plan to streamline the lottery materials funding process at De Anza College.

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# State Allocation Historical Funding



State funding has shown variability but maintains a general upward trend. This allows us to establish a reliable baseline.





# Current Process Challenges



## Time Intensive

Itemization process is lengthy. It diverts staff from core educational duties.



## Incorrect Funding Source

Expenses are frequently miscategorized (lottery, instructional equipment, or other expenditures)



## Efficiency

Too many different accounts to track efficiently.

Need for a stable and predictable budget



# Typical Qualifying Expenditures



## Literature

Library books

Library databases (including video)

Periodicals

Textbooks

Teachers' resources



## Software

Licenses

Subscriptions



## Art Supplies

Brushes

Clay

Paint

Photography film



## Athletic Needs

Athletic tape

Balls

Helmets

Pads

Uniforms



## Automotive Supplies

Auto parts and accessories

Gasoline

Oil



## Science Materials

Biological specimens

Bones

Chemicals

Medical supplies for instruction



## General classroom materials

Printed tests

Printed handouts



## Other

Laptops and hotspots

Basic needs related to housing and food

# Proposed New Model



## **Base Allocation: \$1,000,000**

Based on expected minimum allocation. See previous slide for division allocations.  
No need to itemize potential expenditures.



## **Contingency Fund**

Any amount received from the State over base allocation goes to VPI contingency. Covers additional needs or shortfalls.



## **Training and Education**

Provide training for employees to distinguish between different funding types, create a webpage that contains typical lottery funding expenditures, and create a decision tree for less common expenditures.



## **Regular Review**

Swept every year. Evaluate process after two years of implementation. Evaluate allocations and expenditures every 6 years (aligned with college's planning cycle) and revise allocations as necessary.