

# DASB Budget Request 2020-2021

## For DASB Operational Accounts Only

Budget Request due to the Office of College Life by 4:00 pm Tuesday, November 12, 2019

Applications and attachments must be submitted via email to Dennis Shannakian at [ShannakianDennis@fhda.edu](mailto:ShannakianDennis@fhda.edu).

The Subject must be in the following format: "DASB Budget Request - DASB Account/Program Name - DASB Account Number"

For Example: "DASB Budget Request - DASB Budget Committee - 41-51140"

Everything submitted will be publicly available online.

Delete the Object Codes and lines within Object Codes you do not need.

1. Program (Account) Name: Inter Club Council (ICC)
2. Is this a new DASB account? Yes  No  DASB Account Number: 41-53100
3. Amount requested for 2019-2020 \$ 47,850
4. Total amount allocated for 2019-2020 \$ 41,550
5. How long has this program existed? Since 1972 (48 years)
6. Number of students directly served in this program: 10,000

**Please ACCURATELY and THOROUGHLY complete numbers 7 – 10 and use additional sheets if necessary.**

7. List ALL other accounts and/or sources of income (list ALL Account Numbers, Account Names, Account Balances, and Account Purposes/Restrictions) also list ALL Co-Sponsorships for the Program; include anticipated future sources and co-sponsorships. Accounts and amounts will be verified.

**Failure to disclose ANY and ALL non-DASB Funding Sources will result in the immediate disqualification of your request and/or the freezing of your DASB Account if already approved.**

B Budget Accounts: None

Trust Accounts: ICC - #44-4320, ICC Capital #44-4290, ICC Inactive Hold #44-4300, ICC Scholarship #44-4310, ICC Fundraiser Holding #44-4285

Fund 15 Accounts: None

FHDA Foundation Accounts: None

Grant Funded Accounts: None

Other District Accounts: None

Off-Campus/Off-District Accounts: None

On-Campus Co-Sponsorships: None

Off-Campus Co-Sponsorships: None

8. Give a brief description of the program/services to be provided and how they fulfill the mission of the college. How will these funds benefit present and future students? The Inter Club Council (ICC) is comprised of 75 clubs as of 11/12/19. The ICC meets 7 time each fall/winter/spring quarters, and reviews club budget requests at our ICC Agenda Meetings, and has 7 weekly ICC meetings each fall/winter/spring quarters to approve club budget requests, approve which clubs to raise money operating the Flea Market Concessions and take care of ICC business. Clubs may request funds for supplies, printing, technical and professional services (speakers, entertainment, clean up services, security services), to providing financial support for clubs to create events on campus. The clubs individually fund their own refreshments, awards, and t-shirts for members. The ICC requests money from its own allocation to provide the clubs, including DASB, with equipment (such as tents or PA system), to provide our clubs with awards for participating in activities (they must be present at the meeting to receive the award), and to create well-attended events on campus. The stated requests have been calculated by matching the trends of club use, and the projected number of clubs to be active by the end of the quarter. The advertising budget has been determined by buying Facebook ads to promote ICC events to our De Anza students as our targeted population.
9. How do you use other funding to support your program? ICC - #44-4320 has a limited account financed by Club fines and 25 % from Inactive clubs and would be used in the event that we didn't have enough funds in the DASB ICC budget, ICC Capital #44-4290 was created from our former ICC Community Support to donate money to non profit organizations (501C) on behalf of the clubs and when we were told that we could no longer donate money then we created a Capital account that could be used to support ICC with equipment, the ICC Inactive Hold #44-4300 is an account that holds the funds for the Inactive clubs and will be given back to the club when it reactivates itself within one year. If a club doesn't reactive after a year then the ICC transfer 75% to the ICC Scholarship Acct. and 25 % to the ICC Acct. The ICC offers up to 8 - \$1,000 scholarships each year. The ICC Fundraiser Holding is an account that is used when the ICC has a fundraiser such as the Fall Mixer dance and that holds the ticket sales and then is transferred to the clubs who sell 10 or more tickets to earn \$4 per ticket or to the ICC Scholarship. It is also used if the DASB committees sells 10 or more tickets to be used for meeting refreshments.

10. How have you been meeting or how do you plan to meet the budget stipulation of requiring that all students benefiting from DASB funds allocated to you have paid the \$10 DA Student Body Fee and are DASB Members (DASB Budget Stipulation # 1)? All club constitutions state that the club members must be DASB cardholders. The ICC Officers must have DASB cards and that is checked when they run for office and also while they are an officer.
11. What would be the impact if DASB did not completely fund this request? De Anza College would suffer from a less vibrant campus, and the clubs on campus would not have the additional financial support they have enjoyed since 1978.

12. Total amount being requested for 2020-2021 (from page 3) 57,278

**\$57,278.00 with student salary. \$42,000 without student salary.**

Delete the Object Codes and lines within Object Codes you do not need.

**Student Payroll (2310)**

MUST ALSO COMPLETE THE BENEFITS (3200) SECTION

Job Title	# of emp. x \$ Per hr x # hrs/wk x # of wks	Cost
1. *ICC Secretary	<u>\$16.5 x 19hrs x 48 wks</u>	<u>\$15,048.00</u>
	TOTAL:	<u>\$15,048.00</u>

*\*This is contingent based on whether or not the Full Time Administrative Asst 1 position is funded. If it is not funded, then we will need the salary for this student position.*

**Benefits (3200)**

MUST ALSO BE COMPLETED WHEN REQUESTING PAYROLL

Benefits rates can change each year. Please check rates before requesting the same amount as last year.  
(1.52 % for Student Employees, 10.4 % for Casual Employees)

Job Title	Total \$ x Percentage	Cost
1. ICC Secretary		<u>\$230.00</u>
	TOTAL:	<u>\$230.00</u>

**Supplies (4010)**

(Non-capital, general office supplies or as specified)

Item	Intended Use	Cost
Color paper, office supplies, plastic flyer stand, ICC Chairperson’s personalized gavel, engraving on the perpetual ICC Chairperson plaque, Gaffer and non-stick (painter’s) tape, batteries, possible computer software and accessories, clipboards, containers, baskets, helium tank refills, and balloons.		
	TOTAL:	<u>\$3,500.00</u>

**Promotional Supplies – Giveaways/Banners (4013)**

Free ICC Imprinted promotional item that is given to students to promote clubs and our website. Also, ICC has drawings for our Fall, Winter, Spring Welcome Receptions and F/W/S Finale Receptions and to ICC reps for their perfect attendance.

TOTAL: \$4,000.00

**Food/Refreshments (4015)**

(Must adhere to district Administrative Procedure 6331, <http://www.boarddocs.com/ca/fhda/Board.nsf/goto?open&id=AKVUKX7C7F98>)

Item	Intended Use	Cost
Candy for Welcome Week, Club Day, DASB Student Service Days, etc. Ice Cream, hot chocolate, or snacks for our Welcome Week Reception and End of the Quarter Reception every quarter, refreshments for fall Dance. Lunch and Dinner for Transitional ICC Officer Retreat for 10 people –outgoing and		

incoming ICC officers, ICC secretary, and ICC Advisor. \$2k per quarter on large scale campus wide events.

TOTAL: \$6,000.00

**Printing (4060)**

(Flyers, posters, programs, forms, etc.)

Item	Intended Use	Cost
ICC Color Flyers, Postcards, Bookmarkers, and ICC Officers Business Cards.		
TOTAL:		<u>\$ 1,500.00</u>

**Technical and Professional Services (5214)**

(Independent Contractor amounts, Consultants/Guest Speakers/Entertainment (list programs).

For contracted speakers the fee shall not exceed \$1,200 per speaker per event.

For performances the fee shall not exceed \$1,800 per performance.)

Item	Intended Use	Cost
Welcome Week Entertainment and DJ for Club Day (Fall, Winter, Spring) and DJ for Club Karaoke (Fall, Winter, Spring) and DJ, Campus Security and Clean-up Services for ICC/DASB Fall Dance, Sign interpreters for ICC/Club Events, if needed. Entertainment and equipment rentals for Spring Carnival and other co-sponsored events with DASB Diversity and Events Programs.		

TOTAL: \$5,000.00

**Equipment Rental / Leasing (5310)**

Carnival Games/ Cotton Candy Machine Rental for Spring Carnival, and other ICC sponsored events. Also tables/chairs rental, if needed.

TOTAL: \$1,500.00

**Advertisement (5745)**

Facebook Advertisement to promote De Anza ICC Events.

TOTAL: \$500.00

Additional Accounts #'s

41-54600	ICC Events/Awards	<u>\$10,000.00</u>
41-54720	ICC Allocation-20 New Clubs @ \$100 one time only	<u>\$ 2,000.00</u>
41-54600	ICC Clubs Allocations	<u>\$ 8,000.00</u>

**Total amount requested (also complete line 11 at bottom of first page)**

**\$ 57,278.00 with student salary. \$42,000 without student salary.**

Delete the Object Codes and lines within Object Codes you do not need.

**Signatures that are required for utilizing funds**

All financial documents, forms, requests/requisitions require the signature of the budgeter(s) and the administrator responsible for the program of the account. The budgeter and administrator responsible for the program of the account shall sign designating this is an appropriate expenditure of DASB funds and in the best interest of the student body. Administrators are responsible for any expenditures exceeding budget allocations. **The Budgeter and Administrator cannot be the same person.**

Budgeter’s Name: \_\_\_\_\_ Dennis Shannakian \_\_\_\_\_  
Phone Extension: \_\_\_\_\_ 408-864-8757 \_\_\_\_\_  
E-mail: \_\_\_\_\_ shannakiandennis@fhda.edu \_\_\_\_\_  
Relationship to Project: \_\_\_\_\_ Temporary ICC Co-Advisor \_\_\_\_\_  
Position on Campus: \_\_\_\_\_ College Life Office Coordinator \_\_\_\_\_  
Administrator’s Name: \_\_\_\_\_ Michele LeBleu-Burns \_\_\_\_\_  
Phone Extension: \_\_\_\_\_ 408-864-8218 \_\_\_\_\_  
E-mail: \_\_\_\_\_ lebleuburnsmichele@fhda.edu \_\_\_\_\_  
Relationship to Project: \_\_\_\_\_ Administrator \_\_\_\_\_  
Position on Campus: \_\_\_\_\_ Dean of Student Development \_\_\_\_\_

Approved by DASB Chair of Finance

(Produced by the Office of College Life - 8/1/2019)