

DASB Budget Request 2021-2022

For DASB Operational Accounts Only

Budget Request due to the Office of College Life by 4:00 pm Monday, November 9, 2020

Applications and attachments must be typed and submitted via email to Dennis Shannakian at ShannakianDennis@fhda.edu.

Please also copy the Administrator on the email.

Applications must be submitted as Word documents or searchable text PDFs (not scans; signatures are not required)

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 2020-2021 **\$57,278**
4. Total amount allocated for 2020-2021 **\$36,978**
5. How long has this program existed? **Since 1972 (49 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 72 clubs as of 11/5/20. The ICC meets 5 times during each quarter (fall/winter/spring quarters only), and reviews club budget requests at our ICC Agenda Meetings, and has 5 weekly ICC meetings during each quarter (fall/winter/spring quarters only) 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 provide 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 DeAnza students as our targeted population.

9. 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 DASBcardholders. The ICC Officers must have**

DASB cards and that is checked when they run for office and also while they are an officer. _____

10. 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. Student engagement on campus is essential to make their De Anza experience less transitory and has shown to increase retention and graduation rates. The ICC build helps foster the community in our college.

11. Total amount being requested for 2021-2022 (from page 3) \$63,037

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 _____	\$17.5 x 19 hrs x 48 weeks _____	\$15,960 _____
2. ICC Chair of Equity _____	\$16.5 x 6 hrs x 48 weeks _____	\$ 4,752 _____
	TOTAL:	\$20,712

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 _____	\$15,960 x 1.52%	\$250
2. ICC Chair of Equity _____	\$ 4,752 x 1.52%	\$75
	TOTAL:	\$325

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:	\$3,500

Promotional Items (4013)

(banners, imprinted marketing items and clothing)

Item	Intended Use	Cost
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

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 1 incoming ICC officers, ICC secretary, and ICC Advisor. \$2k per quarter on large scale campus wide events. _____		
	TOTAL:	\$6,000

Signatures are not Required for this Application

Signatures are not required for this application; however, the Administrator should still review and approve the application and should be copied on the email submitting the application. **The Budgeter and Administrator cannot be the same person.** Applications must be typed and submitted via email along with any attachments; applications must be submitted as Word documents or searchable text PDFs (not scans).

Signatures that are Required for Utilizing Funds

All future 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 and Administrator Information

Budgeter’s Name: **Maritza Arreola** _____
Phone Number: **408-864-8692** _____
Email: **arreolamaritza@fhda.edu** _____
Relationship to Project: **ICC Advisor** _____
Position on Campus: **Student Activities Specialist** _____

Budgeter’s Name: **Karina (Vishala) Thiagarajan** _____
Phone Number: _____
Email: **icchairperson@fhda.edu** _____
Relationship to Project: **Chairperson of the ICC** _____
Position on Campus: **ICC Chairperson** _____

Administrator’s Name: **Michele LeBleu-Burns** _____
Phone Number: **408-864-8218** _____
Email: **lebleuburnsmichele@fhda.edu** _____
Relationship to Project: **Administrator** _____
Position on Campus: **Dean of Student Development** _____