

leadership skills so that they can do their jobs more effectively. This conference will help students develop life long skills that can be applied to their career and personal life.

9. How have you been meeting or how do you plan to meet the budget stipulation of requiring that all students benefiting from DASG funds allocated to you have paid the \$10 DA Student Body Fee and are DASG Members (DASG Budget Stipulation # 1)? All DASG Senators and ICC Officers must be DASG Members

10. What would be the impact if DASG did not completely fund this request? Students would not be able to attend the conference.

11. Total amount being requested for 2024-2025 (from page 4) \$ 15,000

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

Domestic Conference and Travel (5510)

(Must adhere to district travel policies,
<http://business.fhda.edu/policies-and-procedures/ff-travel-policy.html>,
and DASG Limitation and Requirements from the DASG Finance Code)

| | Item | Intended Use | Cost |
|----|---------------------------------------------|-------------------------------------------|------------------|
| 1. | <u>CCCSAA Student Leadership Conference</u> | <u>registration, travel, hotel, meals</u> | <u>15,000</u> |
| | | TOTAL: | <u>\$ 15,000</u> |

Total amount requested (also complete line 11 at bottom of page two) \$ 15,000

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

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. For accessibility, applications and attachments must be submitted in their original file formats when available (Word, Excel, etc.) (not scans, images, or PDFs; signatures are not required). Attachments may be submitted in other formats including PDFs, preferably with searchable text (not scans or images), if that is all that is available. The applications and attachments may be submitted as separate files.

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 DASG 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

For DASG accounts the Budgeter is the person directly responsible for managing the account program and the Administrator is the person over them.

Budgeter's Name: Hyon Chu Yi-Baker

Phone Number: 408-864-8239

Email Address: YiBakerHyonChu@fhda.edu

Relationship to Project: DASG Advisor

Position on Campus: Director of College Life

Administrator's Name: Michele LeBleu-Burns

Phone Number: 408-864-8218

Email Address: LeBleuBurnsMichele@fhda.edu

Relationship to Project: Administrator

Position on Campus: Dean of Student Development

Approved by DASG Chair of Finance

(Produced by the Office of College Life - 11/11/2023)