

DASG Budget Request 2024-2025

For All Programs Excluding Athletics

Budget Request due to the Office of College Life by 4:00 pm Monday, November 6, 2023
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.

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.

The Email Subject must be in the following format:

“DASG Budget Request - Your DASG Account/Program Name - Your DASG Account Number”

For Example: “DASG Budget Request - Youth Leadership Conference - 41-56349”

Everything submitted will be publicly available online.

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

1. Program (Account) Name: Homecoming
2. Is this a new DASG account? Yes No DASG Account Number: _____
3. Amount requested for 2023-2024 \$ _____
4. Total amount allocated for 2023-2024 \$ _____
5. How long has this program existed? One year
6. Number of students directly served in this program: All students
7. 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)? We will check that all students are DASG Members when they attend events.
8. What would be the impact if DASG did not completely fund this request? This event will not happen
9. Total amount being requested for 2024-2025 (from page 3) \$ 15k

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

Supplies (4010)

(Non-capital as specified; NO general office supplies)

	Item	Intended Use	Cost
1.	<u>Decorations</u>	<u></u>	<u>1,000</u>
		TOTAL:	<u>\$ 1,000</u>

Promotional Items (4013)

	Item	Intended Use	Cost
2.	<u>Giveaways</u>	<u></u>	<u>2,300</u>
		TOTAL:	<u>\$ 2,300</u>

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
1.	<u>Dinner for Homecoming & Social Mixer</u>	<u></u>	<u>8,000</u>
		TOTAL:	<u>\$ 8,000</u>

Technical and Professional Services (5214)

(Limited Engagement/Independent Contractor Agreements,
Consultants/Guest Speakers/Entertainment (list programs).

For contracted speakers or performers DASG Funding shall not exceed \$5,000 per event or performance. Meals, beverages, and travel will not be reimbursed.)

	Item	Intended Use	Cost
1.	<u>DJ</u>	<u></u>	<u>\$ 1,000</u>
2.	<u>Caricature Artist</u>	<u></u>	<u>\$ 500</u>
3.	<u>Photo Booth</u>	<u></u>	<u>\$ 1,000</u>
4.	<u>Balloons</u>	<u></u>	<u>\$ 700</u>
5.	<u>Portable Toilets</u>	<u></u>	<u>\$ 500</u>
		TOTAL:	<u>\$ 3,700</u>

Total amount being requested for 2024-2025 (also complete line 9 at bottom of first page)

\$ 15,000

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

Request For Information (RFI)

Everything submitted will be publicly available online.

	Question / Inquiry	Program Response
1.	Please provide a thorough description of your program. Please describe the new services or features of your program that were implemented after you last submitted a DASG RFI. Explain how your program is unique. Are there any programs on campus that are similar or is there any duplication of services?	An annual tradition to celebrate past and current members of the De Anza community through food, dance, and football game.
2.	How will your program expand students' perspectives and positively impact their lives and the community? (250 words max)	As a large Fall quarter event, the intent is to increase campus engagement and give students especially new students an opportunity to meet other students.
3.	Go through the most recent DASG Budget Guiding Principles and explain how your program fits each of them or as many as possible. Please do not merely copy and paste the DASG Guiding Principles. The DASG Budget Guiding Principles are available at www.deanza.edu/dasg/budget	Fund programs that support student activities and enhance the student cocurricular/extracurricular experience.
4.	Explain how your program advertises and promotes itself to all students. Has your program made extra effort to market and reach underserved students? If so, describe how. If not, describe what challenges your program faces in trying to do so. Provide a clear plan for the current academic year as well as any marketing material you will or have used.	This will be marketed to all students
5.	Explain how your program promotes equity within the program and on campus. For example: equity training for all staff and student leaders, hiring from underrepresented communities, etc.	The Homecoming events are free and open to all students.
6.	How has your program adapted to providing its services online? Alternatively, please provide a clear plan for how your program would provide online services if needed in the future.	This is intended for in-person only.
7.	Please indicate which object codes are critical for DASG to fund this year. Please do NOT list down all of the object codes.	4015 - Food 5214 - Technical and Professional Services

Data Sheets/Attachments

Please attach supporting documents of the following questions and list the document names accordingly.

Covering all the bullet points will be beneficial for our review process. IF attachment is not required or missing, please give your thorough answers below.

Everything submitted will be publicly available online.

	Question / Inquiry	Document Name / Additional Response
1.	<p>ENROLMENT</p> <ul style="list-style-type: none"> • Number of total AND new active students over the past 3 years • Number of enrolments retained (stayed for more than a quarter) • Number of students enrolled in online services • Does your program serve a certain demographic or the whole De Anza population? • Racial demographics (if possible) 	<p>We serve the entire campus community</p>
2.	<p>STUDENT FEEDBACK</p> <ul style="list-style-type: none"> • Attach student feedback forms, surveys, etc. • How has your program responded to suggestions made by students in the previous year? 	<p>During our debrief meeting, we captured notes to enhance the program for next year.</p>
3.	<p>FUNDING</p> <ul style="list-style-type: none"> • List any funding from the college, sources of income, any grants, and any other source (include ALL Account Numbers, Account Names, Account Balances, and Account Purposes/Restrictions) • Attach account reports of all sources of funding 	<p>We received \$10k from the Presidents Office, while it's our intent to ask again, there is no guarantee that we will receive funding elsewhere.</p>

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:	<u>Hyon Chu Yi-Baker</u>
Phone Number:	<u>408-864-8239</u>
Email Address:	<u>YiBakerHyonChu@fhda.edu</u>
Relationship to Project:	<u>Director of College Life</u>
Position on Campus:	<u>Director of College Life</u>
Administrator’s Name:	<u>Michele LeBleu-Burns</u>
Phone Number:	<u>408-864-8218</u>
Email Address:	<u>LeBleuBurnsMichele@fhda.edu</u>
Relationship to Project:	<u>Administrator</u>
Position on Campus:	<u>Dean of Student Development</u>