DASB Budget Request 2020-2021
For All Programs Excluding Athletics

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.
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:_____SSRS_____

2. Is this a new DASB account? Yes ☐ No ☒ DASB Account Number:__41-56790__

3. Amount requested for 2019-2020 $_____30,000_____

4. Total amount allocated for 2019-2020 $_____19,000_____

5. How long has this program existed?_____15 Years_____

6. Number of students directly served in this program:____400+____

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:_____$20,000_____
   Trust Accounts:_____
   Fund 15 Accounts:_____
   FHDA Foundation Accounts:_____
   Grant Funded Accounts:_____
   Other District Accounts:_____
   Off-Campus/Off-District Accounts:_____
   On-Campus Co-Sponsorships:_____
   Off-Campus Co-Sponsorships:_____

8. 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)? __Our funds will go straight to the payment of De Anza Students which in turn, run the SSRS center, which serves over 300 students.__

9. What would be the impact if DASB did not completely fund this request? We would not be able to run the SSRS center which is the hub of the Puente Program, FYE Program, Umoja Program and Ipact AAPI program. These programs serve a combined 400+ students and specifically target our underperforming and underrepresented groups to decrease the equity gap among African American students, Latino Students, and Pacific Islander students.

10. Total amount being requested for 2020-2021 (from page 3) $_____30,456_____

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.	SSRS Student Peer	10 Hours per week for 34 weeks @ $15 per hour	$5,000
2.	SSRS Student Peer	10 Hours per week for 34 weeks @ $15 per hour	$5,000
3.	SSRS Student Peer	10 Hours per week for 34 weeks @ $15 per hour	$5,000
4.	SSRS Student Peer	10 Hours per week for 33 weeks @ $15 per hour	$5,000
5.	SSRS Student Peer	10 Hours per week for 33 weeks @ $15 per hour	$5,000
6.	SSRS Student Peer	10 Hours per week for 33 weeks @ $15 per hour	$5,000
		TOTAL:	$30,000

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.	6 SSRS Student Peers	30,000 * 0.0152	456
		TOTAL:	$ 456

Total amount requested (also complete line 10 at bottom of first page) $ 30,456

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

Request For Information (RFI)

	Question / Inquiry	Program Response
1.	Please provide a **thorough** description of your program (250 words max)	The SSRS houses the Puente, FYE, Umoja, and Impact AAPI learning communities. This is where all of our students do homework and get tutoring in between classes. This is truly a safe space for our most vulnerable students.
2.	Please provide how many students are **actively engaged** in the program. Backing it up with data will help.	We serve at least 400 students on a weekly basis.
3.	Why is your program **important** and what is the **rationale** behind having this program on campus? (250 words max)	The SSRS can only be housed on campus because it is the home base of the learning community programs at De Anza College
4.	How will your program expand students' perspectives and positively impact their lives and the community? (250 words max)	The SSRS provided a safe space for the students in our programs. Thus, it contributes directly to addressing the equity gap of our most vulnerable students.
5.	How is your program working to improve itself every year? Do you receive student feedback? Implementing a student survey and sharing the results with DASB will be beneficial for our review process.	We have weekly meeting with our student peers and strategize how to best serve our students and the SSRS center
6.	What are **all** of your sources of funding? Please include funding from the college, any sources of income, any grants, and any other source. If there are no other sources, has your program taken the initiative to search for other sources? (list ALL Account Numbers, Account Names, Account Balances, and Account Purposes/Restrictions)	Our Source of funding is the B Budget, Equity, and a Foundation account.
7.	Go through the DASB budget goals for the current academic year and explain how your program fits each of them or as many as possible. (250 words max) The DASB budget goals are available at www.deanza.edu/dasb/budget	-The SSRS programs help underrepresented students achieve their goals of graduation and/or transferring by building community, counseling services, and university and cultural field trips. -The SSRS program promote leadership by addressing social justice issues and by requiring our students to volunteer as group and workshop leaders for our high school motivational conferences. -The SSRS is most occupied and used during the academic year. -The SSRS only benefits current De Anza students because all of our students must De Anza students in order to join all of our programs. -Our programs directly generate DASB revenue due to the popularity of our programs. Many of our students would not be attending De Anza if we did not have the SSRS programs.

8.	Explain how your program is unique. Are there any programs on campus that are similar or is there any duplication of services? (250 words max)	The SSRS is unique because it houses the only learning communities that directly serve underrepresented and underserved students in order to address the equity gap.
9.	Explain how your program advertises and promotes itself to the general student population. Provide a clear plan for the current academic year as well as any marketing material you will or have used. (250 words max)	Our programs are advertised and promoted by our current students and past students. We also table at many of our campus events to spread to word about our programs.
10.	Explain how your program promotes equity on campus. (250 words max)	The goal and mission of the SSRS is to address historically underrepresented students at De Anza College and to increase retention, success, and completion rates of African American, Latinx, Filipino, and Pacific Islander students on campus.

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: Jorge Morales

Phone Extension: 8552

E-mail: moralesjorge@fhda.edu

Relationship to Project: SSRS Coordinator

Position on Campus: FYE Counselor Coordinator

Administrator's Name: Alicia Cortez

Phone Extension: 8365

E-mail: cortezalicia@fhda.edu

Relationship to Project: Division Dean

Position on Campus: Dean of Equity and Engagement Division