DASG Budget Request 2022-2023
For All Programs Excluding Athletics

Budget Request due to the Office of College Life by 4:00 pm Monday, November 1, 2021
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: "DASG Budget Request - DASG Account/Program Name - DASG Account Number"
For Example: "DASG Budget Request - DASG 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: Veteran's Program
2. Is this a new DASG account? Yes ❑ No ❑ DASG Account Number: 41-56910
3. Amount requested for 2021-2022 $ 10,00.00
4. Total amount allocated for 2021-2022 $ 6,000.00
5. How long has this program existed?   23 plus years
6. Number of students directly served in this program: 300-400

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

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)?

   Veteran Student using Post-9/11 Chapter 33 and Voc. Rehab. Chapter 31 fees are paid by the VA. All other VA student fees are monitored and require payment plans or paid in full through our cashier's office.

8. What would be the impact if DASG did not completely fund this request?
   Veteran students would continue to struggle adjusting to civilian and student life with the added financial stress of not being able to buy books until after class are in session, putting them at risk for falling behind in their studies

9. **Total amount being requested for 2022-2023 (from page 3) $ 10,000.00**

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

Student Payroll (2310)
MUST ALSO COMPLETE THE BENEFITS (3200) SECTION
Must adhere to FHDA Student Pay Levels as stated at
https://www.deanza.edu/financialaid/types/studentjobs.html

	Job Title	# of emp. x $ Per hr x # hrs/wk x # of wks	Cost
1.			
2.			
3.			
4.			
5.			
		TOTAL:	$ 0

Hourly 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.			
2.			
3.			
4.			
5.			
		TOTAL:	$

Supplies (4010)
(Non-capital as specified; NO general office supplies)

	Item	Intended Use	Cost
1.	Book Vouchers for Rent/Purchases	New Veteran Students	$10,000.00
2.			
3.			
4.			
5.			
		TOTAL:	$10,000.00

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
1.			
2.			
3.			
4.			
5.			
		TOTAL:	$ 0

Printing (4060)
(Flyers, posters, programs, forms, etc.)

	Item	Intended Use	Cost
1.			
2.			
3.			
4.			
5.			
		TOTAL:	$ 0

Technical and Professional Services (5214)

(Limited Engagement/Independent Contractor Agreements,
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
1.			
2.			
3.			
4.			
5.			
		TOTAL:	$ 0

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.			
2.			
3.			
4.			
5.			
		TOTAL:	$ 0

Capital (6420)

(Any durable item whose value exceeds $200 and has usable life of one (1) year or more;
NO general office equipment)

	Item	Intended Use	Cost
1.			
2.			
3.			
4.			
5.			
		TOTAL:	$ 0

Total amount being requested for 2022-2023 (also complete line 9 at bottom of first page)

$ 10,000.00

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. 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?	The Veteran Services Office serves as a liaison education benefits between the Veteran and the Veterans Administration. We advocate for the student in many capacities including; debt management, non-payment of benefits, denial of benefits, applying for benefits, comprehensive educational plans, grade monitoring, probation monitoring, suspension of benefits, fee waiver applications, financial aid applications, VA applications and resources such as; food & housing. In addition, we offer personal, career and academic counseling that is tailored to our students' needs. We also provide data to the VA's and State Agencies request.
2.	How will your program expand students' perspectives and positively impact their lives and the community? (250 words max)	Without the use of benefits the Veteran student would be forced to enter into entry level positions working full-time. Our program plays a major role by providing guidance, personal and academic support, to assure they make informed career and academic decisions while maintain a healthy work life balance
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 Goals/DASG Budget Guiding Principles are available at www.deanza.edu/dasg/budget	The DASB funds help assist our student achieve their academic and personal goals by purchasing their books beginning of classes rather than waiting for their payment to come in after classes have already begun, it lessens the financial burden & stress of falling behind because they have no book at the beginning of class start.
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.	Although, we have limited resources to serve only our student veterans and their qualified dependents. We do have a dedicated web-site where all of the students can access the contact information and utilize the resources that our office provides if they qualify.
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.	Our office is dedicated to the emotional, physical and academic well-being of our student population. In the effort to promote equity, we partner with other services such as MPS, DSS, Psych-services, Financial Aid and Outreach.
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.	It was not difficult to transition to online services because we were already using resources online for reporting and submitting for our office, what we've adapted to is going paperless which was a longtime goal of ours, in return this has increased our response time to help student with their online needs. We plan to continue to help Veteran students with online services in the future by adopting what we've adapted to and we will continue model those services above.

	Question / Inquiry	Program Response
7.	Please indicate which object codes are critical for DASG to fund this year. Please do NOT list down all of the object codes.	Supplies (4010)

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.

	Question / Inquiry	Document Name / Additional Response
1.	ENROLMENT • 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)	Total newly enrolled student over the last three years, does not include continuing students: Summer18,Fall18,Winter19,Spring19: #151 New Summer19, Fall19, Winter20, Spring20: #110 New Summer20, Fall20,Winter21, Spring21: #106 new Total retained: 94% Total current enrolled online classes 270 We mainly serve Veteran Students and their eligible dependents.
2.	STUDENT FEEDBACK • Attach student feedback forms, surveys, etc. • How has your program responded to suggestions made by students in the previous year?	Although we don't have documentation on student feedback, we maintain a close relationship with our Veteran students. Over the years we noticed an increase of Veteran students and a need to put in place a safe comrade area for just Veterans. The college applied for a grant that allowed us to be able to implement a place to call their own, the Veteran's Resource Center is equipped with a lounge, study area, computers, TV, refrigerator, microwave, and education & personal counseling, all in one area. Before FALL 2019 the student did not have an area to call their own.
3.	FUNDING • 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	See attached list of accounts.

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 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

Budgeter's Name:	Bertha Sanchez
Phone Number:	408-864-5693
Email:	Sanchezbertha@fhda.edu
Relationship to Project:	Veteran Resource Specialist
Position on Campus:	School Certifying Official/Veteran Resource Specialist

Administrator's Name:	Nazy Galoyan
Phone Number:	408-864-8292
Email:	Galoyannazy@fhda,edu
Relationship to Project:	Administrator
Position on Campus:	Director of Enrollment Services

Approved by DASG Chair of Finance   (Produced by the Office of College Life - 9/27/2021)