

DASG Budget Request 2024-2025

For DASG Operational Accounts Only (DASG Senate and Related Accounts Only)

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: Student Leadership Training
2. Is this a new DASG account? Yes No DASG Account Number: 41-51162
3. Amount requested for 2023-2024 \$ 26,000
4. Total amount allocated for 2023-2024 \$ 12,500
5. How long has this program existed? 50 + years
6. Number of students directly served in this program: All DASG Senate Members, ICC Officers, Mentors@De Anza, and Student Trustee

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

7. List ALL non-DASG 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-DASG Funding Sources will result in the immediate disqualification of your request and/or the freezing of your DASG Account if already approved.
B Budget Accounts: None
Trust Accounts: None
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? These funds would be used to conduct on-going training and development for student leaders involved in DASG Senate, including Interns, ICC, Student Trustee, and other leaders related to the Office of College Life. Funding would go towards professional services, training fees, food, supplies, materials, teambuilding activities, etc.

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 Senate Members and ICC Officers must be DASG Members.

10. What would be the impact if DASG did not completely fund this request? We would not be able to provide continuous training and skill enhancement related to leadership development.

11. Total amount being requested for 2024-2025 (from page 4) \$ 26,000

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

Supplies (4010)

(Non-capital, general office supplies or as specified)

	Item	Intended Use	Cost
1.	<u>Books, binders, folders, pens, name tags, etc.</u>	<u>training</u>	<u>2,000</u>
		TOTAL:	<u>\$ 2,000</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>Meals during Trainings</u>	<u>Training</u>	<u>9,000</u>
		TOTAL:	<u>\$ 9,000</u>

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.	<u>Speakers and Presenters</u>	<u>Training</u>	<u>5,000</u>
		TOTAL:	<u>\$ 5,000</u>

Field Trip (5520)

(Must adhere to district travel policies, <http://business.fhda.edu/policies-and-procedures/ff-travel-policy.html>,

and DASB Limitation and Requirements from the DASB Finance Code)

	Item	Intended Use	Cost
1.	<u>Overnight Retreat</u>	<u>Training</u>	<u>10,000</u>
		TOTAL:	<u>\$ 10,000</u>

Total amount requested (also complete line 11 at bottom of page two) \$ 26,000

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:	_____ Maritza Arreola _____
Phone Number:	_____ 408-864-8692 _____
Email Address:	_____ ArreolaMaritza@fhda.edu _____
Relationship to Project:	_____ Leadership Development Coordinator _____
Position on Campus:	_____ Leadership Development & Student Activities Coordinator _____
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 _____