

# DASB Budget Request 2021-2022

## For All Programs Excluding Athletics

Budget Request due to the Office of College Life by 4:00 pm Monday, November 9, 2020

Applications and attachments must be typed and submitted via email to Dennis Shannakian at [ShannakianDennis@fhda.edu](mailto: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: "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: Public Policy School
2. Is this a new DASB account? Yes  No  DASB Account Number: 46-56429-2310
3. Amount requested for 2020-2021 \$7,954.
4. Total amount allocated for 2020-2021 \$ 3,977.
5. How long has this program existed? 7 years
6. Number of students directly served in this program:

This program directly impacts the students who receive this training. It prepares them to be lifelong advocates for policy change. Students in the program advocate for funding for higher education, free tuition, and other policies which impact all of our students.

***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: \$15,000

FHDA Foundation Accounts: \$127,000.

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)?

The application is open to all students and is advertised in many spaces, including the campus website.

9. What would be the impact if DASB did not completely fund this request?

For six years we have had a Public Policy School, funded by foundation money. It has been very successful. If it is not funded there will be fewer students who would be able to participate.

10. Total amount being requested for 2021-2022 (from page 3) **\$5,845.**

**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
Intern	1x16x10x36	\$5,760.
TOTAL:		\$5,760.

## 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
Intern	1.52	\$85
TOTAL:		\$5,845.

### Request for Information (RFI)

	Question / Inquiry	Program Response
1.	Please provide a <b>thorough</b> description of your program (250 words max)	The Public Policy School trains students to be advocates around concrete policy initiatives. Students take a class, have weekly trainings with Political Science faculty James Nguyen and Robert Stockwell, and do advocacy work on issues of concern to the students.
2.	Please provide how many students are <b>actively engaged</b> in your program. Backing it up with data will help.	For the 2020-2021 academic year we have four paid interns in the program; the program also works with around 15 volunteers per year.
3.	Why is your program <b>important</b> and what is the <b>rationale</b> behind having this program on campus? (250 words max)	Students who have learned these skills have done important work to impact real issues of concern for De Anza students, such as raising the minimum wage, getting more funding for community colleges, and improved public transportation. This program is also an investment in the future advocacy skills of the individual students who receive this training.
4.	How will your program expand students' perspectives and positively impact their lives and the community? (250 words max)	This work is directly related to students' learning about the power they have to make a difference in the world. The program has real community and campus impacts.
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.	Every year we end with an evaluation and use that analysis to improve for the next year.
6.	What are <b>all</b> your sources of funding? Please include funding from the college, any sources of income, any grants, and any other source. Has your program taken the initiative to search for other sources? (list ALL Account Numbers, Account Names, Account Balances, and Account Purposes/Restrictions)	VIDA as a whole receives some grant funding. Our foundation account is: 2F1050. This specific project was funded from the Chancellor's Circle under Brian Murphy and received three years of funding as he left the college. It has not received Chancellor's Circle funding in the past two years.

	<b>Question / Inquiry</b>	<b>Program Response</b>
7.	Go through the most recent DASB Budget Goals/DASB Budget Guiding Principles and explain how your program fits each of them or as many as possible. (250 words max) The DASB Budget Goals/DASB Budget Guiding Principles are available at <a href="http://www.deanza.edu/dasb/budget">www.deanza.edu/dasb/budget</a>	Public Policy School helps students interested in advocacy achieve their goals, and helps improve the learning conditions of all students impacted by policy changes. This is specifically a leadership program and many of the projects students choose are equity and sustainability focused. The program takes place during the academic year and since all students are DASB members it impacts them. This program is very effective at developing leadership skills and making a difference in the De Anza community.
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 only program that is in some way similar is Asian Pacific Leadership Institute. That program is specifically for API students and it is a summer program directed more toward students interested in running for office. Our program is open to all students and focuses on all aspects of policy. This project is different from the VIDA advocacy interns, in that this one focuses on impacting government policy and not social change in general.
9.	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. (250 words max)	When we are recruiting students to be a part of this program, we reach out to faculty to recruit students. We also have a newsletter that goes out to 250 students. Interns continue taking initiative by making announcements in classes to recruit students and engage them personally through their experience.
10.	Explain how your program promotes equity on campus. (250 words max)	We changed this program from an unpaid project to a paid internship so that we could encourage participation from students who cannot afford the time it takes to do an unpaid internship. Our projects tend to be equity focused, and we work to recruit a diverse set of students to be part of the project.
11.	Please indicate which object codes are critical for DASB to fund this year.	For us it is payroll and benefits
12.	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.	We have been amazed at how little our program has had to change. So much of the advocacy work our students do has shifted almost seamlessly into an online environment. Government agencies still have meetings for our students to attend via Zoom and do advocacy at. The need is as great as ever for public policies that impact our students lives. The one change has been the need to be more proactive in how we work to build community and support among our interns and volunteers.

**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 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 and Administrator Information**

Budgeter’s Name:	Cynthia Kaufman
Phone Number:	office: 408.864.8887 cell: 650.279.8857
Email:	kaufmancynthia@deanza.edu
Relationship to Project:	Director
Position on Campus:	Director of VIDA
Administrator’s Name:	Alicia Cortez
Phone Number:	408.864.8365
Email:	cortezalicia@deanza.edu
Relationship to Project:	Supervisor of Director
Position on Campus:	Dean of Equity and Engagement Division