

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: Office of College Life Programming
2. Is this a new DASG account? Yes No DASG Account Number: 41-56050
3. Amount requested for 2023-2024 \$ 50,000
4. Total amount allocated for 2023-2024 \$ 10,000
5. How long has this program existed? 50 + years
6. Number of students directly served in this program: The entire campus (18,000)
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)? Students could be asked to show their DASG Card when attending events.
8. What would be the impact if DASG did not completely fund this request? The Office of College Life would not be able to do campus wide programming.
9. Total amount being requested for 2024-2025 (from page 3) \$ 50,000

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>Event Supplies (Decorations, Napkins, etc.)</u>	<u>Events</u>	<u>5,000</u>
		TOTAL:	<u>\$ 5,000</u>

Promotional Items (4013)

(banners, imprinted marketing items and clothing)

	Item	Intended Use	Cost
1.	<u>Shirts, Giveaway Items</u>	<u>Events</u>	<u>10,000</u>
		TOTAL:	<u>\$ 10,000</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.	Refreshments	Events	15,000
		TOTAL:	\$ 15,000

Printing (4060)

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

	Item	Intended Use	Cost
1.	Marketing Materials	Events	5,000
		TOTAL:	\$ 5,000

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.	Speakers and Presenters	Events	15,000
		TOTAL:	\$ 15,000

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

\$ 50,000

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?	These funds would be used to provide programming out of the Office of College Life to enhance student engagement, connections, and greater involvement of student activities on campus. It will support traditional programming like doing a comprehensive Weeks of Welcome (WOW) during the beginning of each quarter especially the Fall, College Life Speaker Series, End of the Year Recognition Awards Event, Leadership Certificate Workshops, Student Leadership Conference, Career related events, and large-scale campus community event that can be an annual traditional event (like Homecoming with the Athletics Dept and the community). We will be hosting various workshops on academic integrity and other topics related to academic success. We also plan on doing a speaker series in collaboration with VIDA and The Office of Equity. Furthermore, we will be designing a leadership certification track for students who are interested in gaining more leadership and life skills. In addition, OCL will be responsible for the purchase and maintenance of the Mountain Lion mascot costume.
2.	How will your program expand students' perspectives and positively impact their lives and the community? (250 words max)	Our speaker series/leadership conference, activities and events will help students build their equity lens and perspective taking, they will learn real life skills that they can apply to their personal and professional lives.
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	<p>All of our programs will be framed through an equity lens meaning that both the planning and content of the events will have elements of equity. Our programs are aimed at enhancing student's experience on campus which ultimately will help them academically. For example, we will be putting on workshops to help students be successful in class like "how to navigate college life", "academic integrity", and "coping skills 101-learning how to manage stress".</p> <p>Due to the nature of our office, all of our programs will be focused on either leadership, diversity, civic engagement, campus community development, academic skills development, environmental sustainability, and life skills...all of which are part of the DASG budget goals.</p>
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.	We will use flyers, posters, website, social media, word of mouth, ICC, DASG, and through a department newsletter. In addition, we have already started to collect student emails who have expressed to us that they would like to receive news and updates from our office. We also plan to advertise some of our bigger events in La Voz. In addition, we hope to create nice Quarterly Programming Calendars to be distributed across campus.

	Question / Inquiry	Program Response
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 programs will have intentional learning objectives, many of them that will promote inclusion, equity, and diversity. Our speaker series will be done in collaboration with other offices including VIDA and The Office of Equity where not only will we promote equity on campus but engage with students to advance their own personal knowledge, skills, and critical thinking skills on these important issues. These programs will provide safe spaces for students to explore their own identity, develop their social and emotional skills, and learn how to become active and civically engaged members of our society.
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.	We have used platforms like Zoom during this virtual learning period and plan to provide hybrid programming as the campus begins to return to normal.
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 and 5214

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.	<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) 	We serve the entire campus community
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? 	NA
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>114000-223002-696000 \$5,250 in 2023-2024 (this does not even cover office supplies, postage, printing, and other necessities for running the office)</p> <p>115293-223002-696000 currently \$26,436.20 on 11/6/2023 (varies); income from vendors; usually used to augment B Budget.</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>