

DASG FINANCE COMMITTEE AGENDA ITEM

This form must be submitted to Student Accounts **NO LATER** than 4:00 PM on the Tuesday (subject to change) before the meeting in which you wish the item to appear. It **MUST** be filled out completely (all pages), or your request may be postponed or denied. Attach additional sheets if necessary.

Clubs should fill out the "ICC/Club Budget Request" form for all requests.

NOTE: DASG Finance does not meet during the first week of the quarter, dead and finals weeks, breaks, or summer.

Name: Dayna Swanson Signature & Date: 4/12/2024

Phone: 408-864-8414 E-mail: swansondayna@fhda.edu

Group or department you are representing: Office of College Life

You are required to attend the DASG Finance Committee meeting, Monday at 4:00 PM (subject to change), to answer any questions for items 1 and 2 below and possibly item 3 as well if determined by the Chair of Finance.

Request to be on the Finance Committee Agenda For: (check one)

1. **GENERAL ITEM (Includes Budget Transfers):**

Summary of item: (REQUIRED, use additional sheets if necessary) _____

2. **NEW OR ADDITIONAL FUNDING: Total Requested Amount \$ 500.00**

Complete the next two (2) pages as well when requesting new or additional funding. Attach additional sheets if necessary. Also attach additional details and event/program descriptions. Incomplete applications will not be accepted.

3. **OBJECT CODE/LINE ITEM TRANSFER (Only Page 1 Required; must attend Finance Committee meeting only if contacted):**

Account Name: _____

Account Number: _____

From Object Code:	To Object Code:	Requested Amount \$	<i>DASG Use only</i> Approved Amount \$
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Reason for Transfer: (REQUIRED, use additional sheets if necessary) _____

The Budgeter and Administrator cannot be the same person.

_____ Budgeter's Name (PRINT) _____ Budgeter's Signature _____ Phone Number _____ E-mail

_____ Administrator's Name (PRINT) _____ Administrators Signature _____ Phone Number _____ E-mail

Action Taken
(office use only)

Transfer Approved and Forwarded to Student Accounts on _____ Transfer Denied
Date

_____ Date _____ Date
DASG Chair of Finance DASG Advisor

The DASG Finance Code and the DASG Budget Stipulations must be adhered to at all times.
They are available at <https://www.deanza.edu/dasg/budget/>

NEW OR ADDITIONAL FUNDING REQUESTS

1. Program (Account) Name: Mascot Program
2. Have you previously received DASG funding for this program?
No Yes DASG Account Number: _____ Year Funded: _____
3. If yes, amount previously requested for current account \$ _____
4. If yes, total amount previously allocated current account \$ _____
5. How long has this program existed? June 2023
6. Number of students directly served or involved in this program: All of the De Anza Student Body

Please ACCURATELY and THOROUGHLY complete numbers 8 – 11 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-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: _____

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. 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? Specifically used to excite future students on Enrollment Day and for Roary to attend and walk graduates down the aisle on Graduation Day.

9. How do you use other funding to support your program? There is no other funding for 2023.2024.

10. What would be the impact if DASG did not completely fund this request? _____
Either the Mascot would not be present or would need to seek funding from the President's Office.

11. 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)? The Mascot is to drive student spirit and will perform and participate at events that may provide free entrance when using Student Body Cards. This program will encourage more students to participate and pay for student body fees.

12. Total amount being requested

\$500.00

(You must also complete the object code information on the next page)

Signatures that are needed for requesting 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 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.**

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