

# DASB Budget Request 2020-2021

## For All Programs Excluding Athletics

Budget Request due to the Office of College Life by 4:00 pm Tuesday, November 12, 2019

Applications and attachments must be submitted via email to Dennis Shannakian at [ShannakianDennis@fhda.edu](mailto:ShannakianDennis@fhda.edu).

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: Office of College Life Programming
  2. Is this a new DASB account? Yes  No  DASB Account Number: 41-55111
  3. Amount requested for 2019-2020 \$ 25,000
  4. Total amount allocated for 2019-2020 \$ 5,300
  5. How long has this program existed? 50+ years
  6. Number of students directly served in this program: All De Anza 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: 114000-223002-696000 \$1,812 in 2019-2020 (this does not even cover office supplies, postage, printing, and other necessities for running the office)  
 Trust Accounts: None  
 Fund 15 Accounts: 115293-223002-696000 currently \$12,487.20 on 10/30/2019 (varies); income from vendors; usually used to augment B Budget  
 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. 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)? Students could be asked to show their DASB Card when attending events.
  9. What would be the impact if DASB did not completely fund this request? The Office of College Life would not be able to do campus wide programming.
- 10. Total amount being requested for 2020-2021 (from page 3) \$ 53,000**

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>General Office Supplies</u>	<u>Events</u>	<u>3,000</u>
		TOTAL:	\$ <u>3,000</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>Refreshments</u>	<u>Events</u>	<u>30,000</u>
		TOTAL:	\$ <u>30,000</u>

**Printing (4060)**

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

	Item	Intended Use	Cost
1.	<u>Marketing Materials</u>	<u>Events</u>	<u>5,000</u>
		<b>TOTAL:</b>	<b>\$ <u>5,000</u></b>

**Technical and Professional Services (5214)**

(Independent Contractor amounts, 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>Events</u>	<u>15,000</u>
		<b>TOTAL:</b>	<b>\$ <u>15,000</u></b>

**Total amount requested (also complete line 12 at bottom of first page)      \$ 53,000**

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 <b>thorough</b> description of your program (250 words max)	These funds would be used to provide programming out of the Office of College Life to enhance student engagement and development activities, services, and events at De Anza. It will support traditional programming like doing a comprehensive Welcome Week during the beginning of each quarter especially the Fall, College Life Speaker Series, End of the Year Recognition Awards Event, Leadership Certificate Training, 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). 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.
2.	Please provide how many students are <b>actively engaged</b> in the program. Backing it up with data will help.	These programs are campus wide and are meant to be open to all students at De Anza. We suspect that several thousands of our student will be directly impacted by our programs.
3.	Why is your program <b>important</b> and what is the <b>rationale</b> behind having this program on campus? (250 words max)	Programs like our Fall Welcome Week is critical in helping new students connect with our campus resources, student clubs, etc. All research points to the benefits of being engaged on campus especially during the first couple of months of school. Students who feel a sense of belonging are more successful in school as data shows that they have a more positive experience and have a higher chance of graduating.
4.	How will your program expand students' perspectives and positively impact their lives and the community? (250 words max)	Our speaker series/leadership conference types of programs 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.
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.	We are working on identifying programs that students will enjoy and gain educational value. We will be implementing a feedback evaluation tool to be given at the end of our programs so we can use the feedback to enhance future events.
6.	What are <b>all</b> of your sources of funding? Please include funding from the college, any sources of income, any grants, and any other source. If there are no other sources, has your program taken the initiative to search for other sources? (list ALL Account Numbers, Account Names, Account Balances, and Account Purposes/Restrictions)	B Budget Accounts: 114000-223002-696000 \$1,812 in 2019-2020 (this does not even cover office supplies, postage, printing, and other necessities for running the office)  Fund 15 Accounts: 115293-223002-696000 currently \$12,487.20 on 10/30/2019 (varies); income from vendors; usually used to augment B Budget

7.	Go through the DASB budget goals for the current academic year and explain how your program fits each of them or as many as possible. (250 words max) The DASB budget goals are available at <a href="http://www.deanza.edu/dasb/budget">www.deanza.edu/dasb/budget</a>	<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 DASB budget goals.</p>
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)	No other office does the type of programs OCL does in part because we are the office charged with implementing programs and events that serve the entire campus with a focus on helping students be engaged, connected, and building their leadership skills.
9.	Explain how your program advertises and promotes itself to the general student population. Provide a clear plan for the current academic year as well as any marketing material you will or have used. (250 words max)	<p>We will use flyers, posters, website, social media, word of mouth, ICC, DASB, and through a department newsletter that we will be starting in Winter of 2020. 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 Vos.</p> <p>In addition, we hope to create nice Quarterly Programming Calendars to be distributed across campus.</p>
10.	Explain how your program promotes equity on campus. (250 words max)	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.

**Signatures that are required for utilizing 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 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’s Name: (print) Hyon Chu Yi-Baker

Phone Extension: 8239

E-mail: YiBakerHyonChu@fhda.edu

Relationship to Project: DASB Advisor

Position on Campus: Director of College Life

Administrator’s Name: (print) Michele LeBleu-Burns

Phone Extension: 8218

E-mail: LeBleuBurnsMichele@fhda.edu

Relationship to Project: Administrator

Position on Campus: Dean of Student Development

Approved by DASB Chair of Finance

(Produced by the Office of College Life - 8/1/2019)