

# DASB Budget Request 2020-2021

## For DASB Operational Accounts Only

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: Student Leadership Recognition
2. Is this a new DASB account? Yes  No  DASB Account Number: 41-51157
3. Amount requested for 2019-2020 \$ 700
4. Total amount allocated for 2019-2020 \$ 700 (allocated \$4,000 in 2018-2019)
5. How long has this program existed? 2 years
6. Number of students directly served in this program: 200

***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: 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? This event will recognize and honor all student leaders throughout De Anza College, including but not limited to DASB Senate Members, ICC Officers, Clubs, the Student Trustee, VIDA Interns, and more.
9. 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)? Most Student Leaders must be DASB Members to participate in their programs.
10. What would be the impact if DASB did not completely fund this request? There would be no recognition of student leaders at the end of the year.

**11. Total amount being requested for 2020-2021 (from page 3) \$ 4,300**

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>Certificate Holders, Decorations, Etc.</u>		<u>1,000</u>
		TOTAL:	<u>\$ 1,000</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>Food for Event</u>		<u>3,000</u>
		TOTAL:	<u>\$ 3,000</u>

## Printing (4060)

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

	Item	Intended Use	Cost
1.	<u>Printing Programs</u>		<u>200</u>
		<u>TOTAL:</u>	<u>\$ 200</u>

## 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>Speaker</u>		<u>100</u>
		<u>TOTAL:</u>	<u>\$ 100</u>

**Total amount requested (also complete line 11 at bottom of first page)      \$ 4,300**

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

### 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: Dennis Shannakian

Phone Number: 408-864-8757

E-mail: shannakiandennis@fhda.edu

Relationship to Project: Co-Organizer

Position on Campus: College Life Office Coordinator

Administrator's Name: Michele LeBleu-Burns

Phone Number: 408-864-8218

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)