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.
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:_____De Anza College Multicultural Center_____

2. Is this a new DASB account? Yes ❑ No x❑ DASB Account Number: 41-57915_____

3. Amount requested for 2019-2020 $12,807.00_____
4. Total amount allocated for 2019-2020 $ 4,060.00_____
5. How long has this program existed?_____2016-2018_____
6. Number of students directly served in this program:_____

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: 0_____
   Trust Accounts: _____0_____
   Fund 15 Accounts: _0_____
   FHDA Foundation Accounts: 0_____
   Grant Funded Accounts: _____0_____
   Other District Accounts: _____0_____
   Off-Campus/Off-District Accounts: _0_____
   On-Campus Co-Sponsorships: _____0_____
   Off-Campus Co-Sponsorships: 0_____

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)? We have a sign in sheet at the MCC. I ask students to sign in and ask them if they have a DASB card. 99% of the time students wills how me there id.

9. What would be the impact if DASB did not completely fund this request?   Without the additional support of the student assistants to be primary contact for responding to student needs and coordinating with student groups, the MCC would have to close/or students would be turned away when the Admin has meetings or is out sick. This would dramatically change the comparatively supportive culture in the MCC and would adversely impact those students who work most closely with Multicultural programs and events that are often most in support of historically marginalized communities, so we see this as an equity in many ways. Hundreds of Multicultural students would have one less place to work.

10. Total amount being requested for 2020-2021 (from page 3) $ 12,821.33_____

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
1.	Student Clerk	2x12x10x36	8,640
2.			
3.			
4.			
5.			
		TOTAL:	$ 8,640.00

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
1.	Student Clerk	8,640x1.52	131.33
2.			
3.			
4.			
5.			
		TOTAL:	$ 131.33

Supplies (4010)

(Non-capital, general office supplies or as specified)

	Item	Intended Use	Cost
1.	Student printer	Supply Student Printer	2,850
2.			
3.			
4.			
5.			
		TOTAL:	$ 4,050.00

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.			0
2.			
3.			
4.			
5.			
		TOTAL:	$ 0

Printing (4060)

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

	Item	Intended Use	Cost
1.			0
2.			
3.			

4. _____ _____ _____

5. _____ _____ _____

                                              TOTAL: $_____0_____

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.			0
2.			
3.			
4.			
5.			
		TOTAL:	$ 0

Domestic Conference and Travel (5510)

(Must adhere to district travel policies, http://business.fhda.edu/policies-and-procedures/ff-travel-policy.html,

and DASB Limitation and Requirements from the DASB Finance Code)

	Item	Intended Use	Cost
1.			
2.			
3.			
4.			
5.			
		TOTAL:	$

Capital (6420)

(Any durable item whose value exceeds $200 and has usable life of one (1) year or more)

	Item	Intended Use	Cost
1.			0
2.			
3.			
4.			
5.			
		TOTAL:	$ 0

Total amount requested (also complete line 10 at bottom of first page) $ 12,821.33

_____

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 (250 words max)	The MCC is a place were students come and do their homework, projects. Ask for directions etc.
2.	Please provide how many students are **actively engaged** in the program. Backing it up with data will help.	Many students come every day to use the computers, print assignments. Make P.J. sandwiches. We have Mecha, Puso, Appali, Black leadership, World Language club that use the MCC around 100 students pet week.
3.	Why is your program **important** and what is the **rationale** behind having this program on campus? (250 words max)	Student clerks help students when they have questions regarding the use of the computer, printer and helps maintain the front desk. When the Admin is in meetings and doing special projects for the Dean.
4.	How will your program expand students' perspectives and positively impact their lives and the community? (250 words max)	Our program gives students the opportunity to work as student clerks and help the community and students. It gives them knowledge and helps them financially so they can attend College.
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.	I have sign up sheets in the office. I get a lot of positive feedback from the students. They love the safe space and the fact that they can use the computers in the office and the printer.
6.	What are **all** 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)	The only funding that we have is threw the DASB office. We really appreciate the support that you give to the MCC.
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 www.deanza.edu/dasb/budget	Our program helps student clerks succeed and enables them to achieve their academic and personal goals.. We have the students clubs that meet in the office every week and they have the support of the student clerks when needed. We have a diversity of students that use the MCC daily.
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)	Our office is in front of parking lot A&B we get a lot of traffic. People asking for directions and asking questions, we provide excellent customer service to the community and to students at De Anza College.
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)	We try to promote the MCC as much as we can. We like it when students come in for the first time and are excited to use the space. We have a food pantry for students, we try to have healthy snacks for students. Students enjoy playing Ping-Pong in the MCC tor release their stress. Without a student clerk this would not be possible.

10.	Explain how your program promotes equity on campus. (250 words max)	We try to encourage students that are using the MCC to invite new students and let them know about the space. The clubs promote the MCC every time they have club day at De Anza. Instructors also use the space to show movies in the MCC and to have special guest.

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: Edmundo Norte

Phone Extension: x 8443

E-mail: norteedmundo@fhda.edu

Relationship to Project: Manager

Position on Campus: IIS Division Dean

Administrator's Name: Hua-Fu Liu

Phone Extension: X 5324

E-mail: liuhuafu@fhda.edu

Relationship to Project: Instructor

Position on Campus: IIS Instructor

Approved by DASB Chair of Finance   (Produced by the Office of College Life - 8/1/2019)