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.
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:_____SSCCC General Assemblies_____
2. Is this a new DASB account? Yes ☐ No ☒ DASB Account Number:_____46-52640_____
3. Amount requested for 2019-2020 $_____5,000_____
4. Total amount allocated for 2019-2020 $_____2,500_____
5. How long has this program existed?_____20+ years_____
6. Number of students directly served in this program:_____All DASB Members_____

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?_____These funds will be used to send the DASB Chair of Legislative Affairs to the Student Senate for California Community Colleges (SSCCC) Fall and Spring General Assembly Conferences.
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)?_____All who attend the conference must be DASB Members
10. What would be the impact if DASB did not completely fund this request?_____DASB attendance at the SSCCC General Assembly conferences would be greatly reduced or eliminated.

11. Total amount being requested for 2020-2021 (from page 3) $_____5,000_____

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

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.	Conference Registration, Travel, Lodging	Conference Registration, Travel, Lodging	$5,000
		TOTAL:	$ 5,000

Total amount requested (also complete line 11 at bottom of first page) $_____5,000_____

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: (print)   Hyon Chu Yi-Baker

Phone Extension: 8239

E-mail: YiBakerHyonChu@fhda.edu

Relationship to Project: 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