# DASG Budget Request 2022-2023
## For All Programs Excluding Athletics

Budget Request due to the Office of College Life by 4:00 pm Monday, November 1, 2021
Applications and attachments must be typed and submitted via email to Dennis Shannakian at
ShannakianDennis@fhda.edu.
Please also copy the Administrator on the email.
Applications must be submitted as Word documents or searchable text PDFs (not scans; signatures are not required)
The Subject must be in the following format: "DASG Budget Request - DASG Account/Program Name - DASG Account Number"
For Example: "DASG Budget Request - DASG 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:_____Honors Program_____
2. Is this a new DASG account? Yes ❑ No ❑ DASG Account Number:_____41-56425_____
3. Amount requested for 2021-2022    $_____12555.88_____
4. Total amount allocated for 2021-2022    $_____2900_____
5. How long has this program existed?_____20+ years_____
6. Number of students directly served in this program:____300+____

*Please ACCURATELY and THOROUGHLY complete numbers 7 – 10 and use additional sheets if necessary.*

7. 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)?____We encourage the students to have their DASG cards with them when they come to the lounge or participate in our in-person events.____

8. What would be the impact if DASG did not completely fund this request?____Honors program is a student program. No funding will mean students will not have access to all we can offer. The program has done very well providing opportunities for students through workshops, university presentations, and general advising and training to make the prepared for their academic life and careers. Limiting of DASG assistant can drastically affect how much we can support students and live to the potentials of the program. Without the funding we will not be able to keep the office open regularly and support the students. The program the size of ours requires multiple administrators to operate effectively. Without a dedicated office assistant we won't be able to plan and organize event, workshops, and help students in daily basis.

**9. Total amount being requested for 2022-2023 (from page 3)    $_____**

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

## Student Payroll (2310)
**MUST ALSO COMPLETE THE BENEFITS (3200) SECTION**
Must adhere to FHDA Student Pay Levels as stated at
https://www.deanza.edu/financialaid/types/studentjobs.html

|   | Job Title | # of emp. x $ Per hr x # hrs/wk x # of wks | Cost |
|---|-----------|-------------------------------------------|------|
| 1. | General Assistant | 1x15x20x33 | 9900 |
|   |   | TOTAL: $ | 9900 |

# Hourly 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. | General Assistant | 9000x1.52% | 150.48 |
| | | TOTAL: | $ 150.48 |

# Supplies (4010)

(Non-capital as specified; NO general office supplies)

| | Item | Intended Use | Cost |
|---|---|---|---|
| 1. | Lounge supplies for Honors students | Student support | $500 |
| | | TOTAL: | $ 500 |

# Printing (4060)

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

| | Item | Intended Use | Cost |
|---|---|---|---|
| 1. | printing | outreach | 200 |
| | | TOTAL: | $ 200 |

# Technical and Professional Services (5214)

(Limited Engagement/Independent Contractor Agreements,
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. | workshop presenters | networking and training | 500 |
| | | TOTAL: | $ 500 |

# Domestic Conference and Travel (5510)

(Must adhere to district travel policies,
http://business.fhda.edu/policies-and-procedures/ff-travel-policy.html,
and DASG Limitation and Requirements from the DASG Finance Code)

| | Item | Intended Use | Cost |
|---|---|---|---|
| 1. | Honors symposium in spring | $35x20 (approx.) | $700 |
| | | TOTAL: | $ 700 |

# Capital (6420)

(Any durable item whose value exceeds $200 and has usable life of one (1) year or more;
NO general office equipment)

| | Item | Intended Use | Cost |
|---|---|---|---|
| 1. | Printer for students | Student and outreach | $600 |
| | | TOTAL: | $ 600 |

**Total amount being requested for 2022-2023 (also complete line 9 at bottom of first page)**

$ **12550.48**

**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. Please describe the new services or features of your program that were implemented after you last submitted a DASG RFI. Explain how your program is unique. Are there any programs on campus that are similar or is there any duplication of services? | We provide students with minimum entry requirements to challenge themselves through taking honors classes that will help them dig deeper in the subject. Honors program manage Honors courses, transcript notation, issuing certificates, holding workshops and bringing in presenters from other universities. |
| 2. | How will your program expand students' perspectives and positively impact their lives and the community? (250 words max) | In addition to taking classes students need to participate in community service and help their campus and community. |
| 3. | Go through the most recent DASG Budget Guiding Principles and explain how your program fits each of them or as many as possible. Please do not merely copy and paste the DASG Guiding Principles. The DASG Budget Goals/DASG Budget Guiding Principles are available at www.deanza.edu/dasg/budget | De Anza Honors program has always been a student organization and our goal closely match DASG goals. Our students are active members of their student body. |
| 4. | Explain how your program advertises and promotes itself to all students. Has your program made extra effort to market and reach underserved students? If so, describe how. If not, describe what challenges your program faces in trying to do so. Provide a clear plan for the current academic year as well as any marketing material you will or have used. | We are present in outreach days and all our workshops are open to all students. |
| 5. | Explain how your program promotes equity within the program and on campus. For example: equity training for all staff and student leaders, hiring from underrepresented communities, etc. | Our officer team is a diverse group of students from different backgrounds. A hiring factor has been their commitment to equity. Honors officers are tasked to encourage more students of diverse background to join the program. The program will be expanding its course offerings to include more cross cultural courses. |
| 6. | How has your program adapted to providing its services online? Alternatively, please provide a clear plan for how your program would provide online services if needed in the future. | The officer team holds office hours through Zoom and discord. We hold workshops online through Zoom and Canvas is a big way of communicating with students. |
| 7. | Please indicate which object codes are critical for DASG to fund this year. Please do NOT list down all of the object codes. | 2310<br>3200<br>4010<br>5510<br>6400<br>4060 |

## Data Sheets/Attachments

Please attach supporting documents of the following questions and list the document names accordingly.

Covering all the bullet points will be beneficial for our review process. IF attachment is not required or missing, please give your thorough answers below.

| | Question / Inquiry | Document Name / Additional Response |
|---|---|---|
| 1. | ENROLMENT<br><br>• Number of total AND new active students over the past 3 years<br>• Number of enrolments retained (stayed for more than a quarter)<br>• Number of students enrolled in online services<br>• Does your program serve a certain demographic or the whole De Anza population?<br>• Racial demographics (if possible) | Please see attached program review file. |
| 2. | STUDENT FEEDBACK<br><br>• Attach student feedback forms, surveys, etc.<br>• How has your program responded to suggestions made by students in the previous year? | Students feel comfortable to talk to the officer team about their needs through social media and online forums. Those comments and suggestions get passed to the program immediately. Changes are made as needed and in a timely manner. |
| 3. | FUNDING<br><br>• List any funding from the college, sources of income, any grants, and any other source (include ALL Account Numbers, Account Names, Account Balances, and Account Purposes/Restrictions)<br>• Attach account reports of all sources of funding | A B budget of 20k that is annual and about $4k in our foundation account (onetime contribution from a while back.) |

**Signatures are not Required for this Application**

Signatures are not required for this application; however, the Administrator should still review and approve the application and should be copied on the email submitting the application. **The Budgeter and Administrator cannot be the same person.** Applications must be typed and submitted via email along with any attachments; applications must be submitted as Word documents or searchable text PDFs (not scans).

**Signatures that are Required for Utilizing Funds**

All future 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.**

**Budgeter and Administrator Information**

| | |
|---|---|
| Budgeter's Name: | Mehrdad Khosravi |
| Phone Extension: | x5384 |
| E-mail: | dahonors@deanza.edu |
| Relationship to Project: | Coordinator |
| Position on Campus: | Faculty |
| | |
| Administrator's Name: | Alicia Cortez |
| Phone Extension: | x8365 |
| E-mail: | cortezalicia@deanza.edu |
| Relationship to Project: | Dean |
| Position on Campus: | Dean |

Approved by DASG Chair of Finance                    (Produced by the Office of College Life - 9/27/2021)