

# 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: Foster Youth Services
2. Is this a new DASB account? Yes  No  DASB Account Number: \_\_\_\_\_
3. Amount requested for 2019-2020 \$ NA
4. Total amount allocated for 2019-2020 \$ NA
5. How long has this program existed? 3years
6. Number of students directly served in this program: 40

**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: \_\_\_\_\_

Trust Accounts: \_\_\_\_\_

Fund 15 Accounts: \_\_\_\_\_

FHDA Foundation Accounts: Scholarship Sobrato FosterCare Fund: 844930 \$2,000

Grant Funded Accounts: \_\_\_\_\_

Other District Accounts: \_\_\_\_\_

Off-Campus/Off-District Accounts: \_\_\_\_\_

On-Campus Co-Sponsorships: \_\_\_\_\_

Off-Campus Co-Sponsorships: \_\_\_\_\_

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 would request them to show their current DASB card when they come to pick up their gas cards and meal vouchers.

9. What would be the impact if DASB did not completely fund this request? The students who would benefit would not have adequate support to complete their educational goals.

10. Total amount being requested for 2020-2021 (from page 3) \$ 20,000

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.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
		TOTAL:	\$ _____

## 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.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
		TOTAL:	\$ _____

## Supplies (4010)

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

	Item	Intended Use	Cost
1.	400 - \$25 Gas Cards	Distribute to students	10,000
2.	1250 - \$8 Meal Cards	Distribute to Students	10,000
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
		TOTAL:	\$ _____

## 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.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
		TOTAL:	\$ _____

## Printing (4060)

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

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

**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.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
		TOTAL:	\$ _____

**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.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
		TOTAL:	\$ _____

**Total amount requested (also complete line 10 at bottom of first page) \$ \_\_\_\_\_**

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)	The De Anza College Guarding Scholars Program serves current, former and emancipated foster youth by providing a network of academic and personal support services that promote success in earning a certificate, Associate's degree, and/or transfer to a 4-year university. Some of the services include: A RISE Foster youth mentor/Coach, Priority Registration, Book Vouchers, Meal Vouchers, Gas Cards, and Referrals to community based resources as needed and available.
2.	Please provide how many students are <b>actively engaged</b> in the program. Backing it up with data will help.	Serving 28 students for the Fall 2019 quarter. Generally, we serve 27-39 students per quarter.
3.	Why is your program <b>important</b> and what is the <b>rationale</b> behind having this program on campus? (250 words max)	This program serving will offer support services to foster youth students for the purpose of enhancing their retention and graduation rates, ensuring their attainment of career goals, facilitating their transfer from two-year to four-year colleges and fostering an institutional climate supportive to their successes. The students will receive individualized counseling services, referrals to on-and-off campus resources, academic advising, textbook vouchers, meal vouchers, transportation assistance and funds to defray the cost of other educational expenses.
4.	How will your program expand students' perspectives and positively impact their lives and the community? (250 words max)	Research indicates that only about 50% of Foster Youth complete high school and less than 5% complete college. These students are also more likely to be homeless and experience food insecurity. Programs serving Foster Youth that cannot provide comprehensive support will not meet the complex needs that this population enters college with, which will result in attrition and lack of academic success. The services we provide will ensure there are additional resources to serve this particular student population by providing services tailored for their needs.
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 have an Orientation at the beginning of every quarter where we receive students feedback.
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)	Currently serving students from the Sobrato Foundation account. Scholarship Sobrato FosterCare Fund: 844930 Orgn: 561000 Prog; 999110 We are looking for other funding from donors.

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>	Our program fits with the DASB budget goals by funding program that helps students succeed and enable them to achieve their academic goals. The students will benefit from the services for the 2020-2021 year. The services they will receive will promote student retention and enhance the quality of their education at De Anza College.
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)	The Guardian Scholars program ONLY serves current, former, and emancipated foster youth. We work closely with the EOPS program to identified students that are in EOPS and those students get served by EOPS. The student that do not qualify for EOPS get services through the Guardian Scholar Program.
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)	The program only serves a targeted population and marketing is not necessary for this program. We generate a list of student that have indicated in the school application that they are or have been in the foster care system. We do outreach by contacting each student individually to let them know about the program.
10.	Explain how your program promotes equity on campus. (250 words max)	We serve one of the most diverse population, all from low income. By providing these resources to students we are helping students achieve their educational goals by closing the achievement gap.

**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: Maria A. Hernandez

Phone Extension: 8489

E-mail: hernandezmaria@fhda.edu

Relationship to Project: Budgeter

Position on Campus: Division Administrative Assistant

Administrator's Name: Michele LeBleu-Burns

Phone Extension: 8218

E-mail: lebleuburnsmichele@fhda.edu

Relationship to Project: Administrator

Position on Campus: Dean, Student Development

Approved by DASB Chair of Finance

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