DASB Budget Request 2021-2022
For All Programs Excluding Athletics

Budget Request due to the Office of College Life by 4:00 pm Monday, November 9, 2020
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: "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: Office of College Life Programming
2. Is this a new DASB account? Yes ☐ No ☒ DASB Account Number: 41-55605
3. Amount requested for 2020-2021 $ 53,000
4. Total amount allocated for 2020-2021 $ 1,150
5. How long has this program existed?   50+ years
6. Number of students directly served in this program: All De Anza Students

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: 114000-223002-696000 $1,812 in 2020-2021 (this does not even cover office supplies, postage, printing, and other necessities for running the office)
    Trust Accounts: None
    Fund 15 Accounts: 115293-223002-696000 currently $9,528.38 on 11/6/2020 (varies); income from vendors; usually used to augment B Budget
    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. 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)?   Students could be asked to show their DASB Card when attending events.

9. What would be the impact if DASB did not completely fund this request?   The Office of College Life would not be able to do campus wide programming.

10. Total amount being requested for 2021-2022 (from page 3) $ 28,000

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.	General Office Supplies	Events	3,000
		TOTAL:	$ 3,000

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.	Refreshments	Events	5,000
		TOTAL:	$ 5,000

Printing (4060)

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

	Item	Intended Use	Cost
1.	Marketing Materials	Events	5,000
		TOTAL:	$ 5,000

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.	Speakers and Presenters	Events	15,000
		TOTAL:	$ 15,000

Total amount requested (also complete line 10 at bottom of first page) **$ 28,000**

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)	These funds would be used to provide programming out of the Office of College Life to enhance student engagement and development activities, services, and events at De Anza. It will support traditional programming like doing a comprehensive Weeks of Welcome (WOW) during the beginning of each quarter especially the Fall, College Life Speaker Series, End of the Year Recognition Awards Event, Leadership Certificate Training, Student Leadership Conference, Career related events, and large-scale campus community event that can be an annual traditional event (like Homecoming with the Athletics Dept). We will be hosting various workshops on academic integrity and other topics related to academic success. We also plan on doing a speaker series in collaboration with VIDA and The Office of Equity. Furthermore, we will be designing a leadership certification track for students who are interested in gaining more leadership and life skills. Mascot?
2.	Please provide how many students are **actively engaged** in your program. Backing it up with data will help.	These programs are campus wide and are meant to be open to all students at De Anza. We suspect that several thousands of our student will be directly impacted by our programs.
3.	Why is your program **important** and what is the **rationale** behind having this program on campus? (250 words max)	Programs like our Fall Weeks of Welcome (WOW) are critical in helping new students connect with our campus resources, student clubs, etc. All research points to the benefits of being engaged on campus especially during the first couple of months of school. Students who feel a sense of belonging are more successful in school as data shows that they have a more positive experience and have a higher chance of graduating.

	Question / Inquiry	Program Response
4.	How will your program expand students' perspectives and positively impact their lives and the community? (250 words max)	Our speaker series/leadership conference types of programs will help students build their equity lens and perspective taking, they will learn real life skills that they can apply to their personal and professional lives.
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 are working on identifying programs that students will enjoy and gain educational value. We will be implementing a feedback evaluation tool to be given at the end of our programs so we can use the feedback to enhance future events.
6.	What are **all** your sources of funding? Please include funding from the college, any sources of income, any grants, and any other source. Has your program taken the initiative to search for other sources? (list ALL Account Numbers, Account Names, Account Balances, and Account Purposes/Restrictions)	B Budget Accounts: 114000-223002-696000 $1,812 in 2020-2021 (this does not even cover office supplies, postage, printing, and other necessities for running the office) Fund 15 Accounts: 115293-223002-696000 currently $9,528.38 on 11/6/2020 (varies); income from vendors; usually used to augment B Budget
7.	Go through the most recent DASB Budget Goals/DASB Budget Guiding Principles and explain how your program fits each of them or as many as possible. (250 words max) The DASB Budget Goals/DASB Budget Guiding Principles are available at www.deanza.edu/dasb/budget	All of our programs will be framed through an equity lens meaning that both the planning and content of the events will have elements of equity. Our programs are aimed at enhancing student's experience on campus which ultimately will help them academically. For example, we will be putting on workshops to help students be successful in class like "how to navigate college life", "academic integrity", and "coping skills 101-learning how to manage stress". Due to the nature of our office, all of our programs will be focused on either leadership, diversity, civic engagement, campus community development, academic skills development, environmental sustainability, and life skills…all of which are part of the DASB budget goals.
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)	No other office does the type of programs OCL does in part because we are the office charged with implementing programs and events that serve the entire campus with a focus on helping students be engaged, connected, and building their leadership skills.
9.	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. (250 words max)	We will use flyers, posters, website, social media, word of mouth, ICC, DASB, and through a department newsletter that we will be starting in Winter of 2020. In addition, we have already started to collect student emails who have expressed to us that they would like to receive news and updates from our office. We also plan to advertise some of our bigger events in La Voz. In addition, we hope to create nice Quarterly Programming Calendars to be distributed across campus.

	Question / Inquiry	Program Response
10.	Explain how your program promotes equity on campus. (250 words max)	Our programs will have intentional learning objectives, many of them that will promote inclusion, equity, and diversity. Our speaker series will be done in collaboration with other offices including VIDA and The Office of Equity where not only will we promote equity on campus but engage with students to advance their own personal knowledge, skills, and critical thinking skills on these important issues. These programs will provide safe spaces for students to explore their own identity, develop their social and emotional skills, and learn how to become active and civically engaged members of our society.
11.	Please indicate which object codes are critical for DASB to fund this year.	Supplies (4010) Technical and Professional Services (5214)
12.	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.	We provided an online Weeks of Welcome (WOW) the first two weeks of fall 2020 and will continue to provide online events accordingly.

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 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 and Administrator Information

Budgeter's Name: (print)   Hyon Chu Yi-Baker

Phone Number: 408-864-8239

E-mail: YiBakerHyonChu@fhda.edu

Relationship to Project: DASB Advisor

Position on Campus: Director of College Life

Administrator's Name: (print)   Michele LeBleu-Burns

Phone Number: 408-864-8218

E-mail: LeBleuBurnsMichele@fhda.edu

Relationship to Project: Administrator

Position on Campus: Dean of Student Development