

# 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](mailto: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: VIDA Advocacy Interns
2. Is this a new DASB account? Yes  No  DASB Account Number: 46-56430-2310
3. Amount requested for 2020-2021 \$30,000
4. Total amount allocated for 2020-2021 \$10,800
5. How long has this program existed? 4 years
6. Number of students directly served in this program:

This program directly impacts the interns it funds. But students in the program got us the SMARTPASS, a raise in the minimum wage, more funding for education in California, and HEFAS, our resource center for undocumented students. It impacts all De Anza students through the social change it helps make happen.

***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: \$15,000

FHDA Foundation Accounts: \$127,000

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)?

VIDA's advocacy interns are mentored to work on issues of concern to students. The advocacy interns work on many different issues, such as environmental sustainability, transportation justice, racial justice, and renters' rights.

9. What would be the impact if DASB did not completely fund this request?

Our students would have less of a voice in policies that impact the lives of all of our students on and off campus. We also wouldn't be able to hire as many interns and we would have fewer students participating and less of an impact on the campus.

10. Total amount being requested for 2021-2022 (from page 3) **\$ 17,543**

## Student Payroll (2310)

MUST ALSO COMPLETE THE BENEFITS (3200) SECTION

Job Title	# of emp. x \$ Per hr x # hrs/wk x # of wks	Cost
Intern	3x16x10x36x	\$17,280
TOTAL:		\$17,280

## 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
Intern	1.5%	\$263
TOTAL:		\$263

### Request For Information (RFI)

	Question / Inquiry	Program Response
1.	Please provide a <b>thorough</b> description of your program (250 words max)	The VIDA Advocacy Intern Program trains students to be agents of social change. Students complete weekly trainings, gather volunteers, and do advocacy work on issues of concern to them. Students are learning how to be leaders of social change through practicing how to create equitable change. Students also get involved with life on campus, developing crucial relationships with each other and staff for the betterment of De Anza College and our communities.
2.	Please provide how many students are <b>actively engaged</b> in your program. Backing it up with data will help.	There are currently 4 VIDA advocacy interns. These interns each take in volunteers to do social change work in the community and on campus.
3.	Why is your program <b>important</b> and what is the <b>rationale</b> behind having this program on campus? (250 words max)	Our program is important because our interns focus on improving the community and our campus. This program gives students the opportunity to use their voice and skills to make change and be comfortable in speaking against systems of oppression that are harmful to their well being.
4.	How will your program expand students' perspectives and positively impact their lives and the community? (250 words max)	Our program opens the door for advocacy and social change for students. Students often find social issues they are passionate about changing for the benefit of the community. Students in this program go to government meetings, community meetings, and organize their own events, and help develop leadership in others. They learn how to be leaders. Many students prior to learning these tools were unaware, angry, or even felt defeated. The VIDA Advocacy Intern opportunity changes their narrative and allows them to be active in their community.
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 the interns engage in a self and project evaluations each quarter. We end each year with a reflection on the past year and use that to help train the next year's interns.

	<b>Question / Inquiry</b>	<b>Program Response</b>
6.	What are <b>all</b> 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)	VIDA as a whole receives some grants. Our foundation account is: 2F1050. We have also received funding from the Asian Law Alliance for interns.
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 <a href="http://www.deanza.edu/dasb/budget">www.deanza.edu/dasb/budget</a>	VIDA Advocacy Internship program guides students to achieve their academic and personal goals through a social justice community. Our program supports students as they grow and give back to the De Anza community. Our intern program has projects that focus on advocating for environmental justice, renter's rights, racial justice, and leadership through promoting civic engagement. Our program is a year-long internship that takes place in the academic school-year. Allowing students to learn about their community and gain tools to make it better through advocacy and leadership.
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 program is unique because we offer students a safe community in which to be heard, and training on how to create social change and heal societal wounds. Our program creates a community of diverse students that can learn from each other outside the classroom and work together to create a better world. This program is different from Public Policy School in that these interns focus on advocacy in general and not just the policy side of advocacy.
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 actively recruit students to be a part of this program. We have a VIDA newsletter that goes out to 250 students each week. We reach out through faculty. We also have the interns make classroom announcement to promote our social change opportunities and our internships
10.	Explain how your program promotes equity on campus. (250 words max)	Equity is at the core of our program. We pay interns so that students from marginalized communities can afford the time to be engaged in social change work. The projects they work on are always about making the campus or community more equitable.
11.	Please indicate which object codes are critical for DASB to fund this year.	For us it is labor and benefits.

	<b>Question / Inquiry</b>	<b>Program Response</b>
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 have been amazed at how little our program has had to change. So much of the advocacy work our students do has shifted almost seamlessly into an online environment. Government agencies still have meetings for our students to attend via Zoom and do advocacy at. The need is as great as ever for protecting renters' rights, working for public transportation, and promoting racial justice. The one change has been the need to be more proactive in how we work to build community and support among our interns and volunteers.

**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:	Cynthia Kaufman
Phone Number:	office: 408.864.8887 cell: 650.279.8857
Email:	kaufmancynthia@deanza.edu
Relationship to Project:	Director
Position on Campus:	Director of VIDA
Administrator’s Name:	Alicia Cortez
Phone Number:	408.864.8365
Email:	cortezalicia@deanza.edu
Relationship to Project:	Supervisor of Director
Position on Campus:	Dean of Equity and Engagement Division

Approved by DASB Chair of Finance (Produced by the Office of College Life - 10/27/2020)