

DASG Budget Request 2022-2023

For DASG Operational Accounts Only

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: College Life Office Staff (Students)
2. Is this a new DASG account? Yes No DASG Account Number: 41-51345
3. Amount requested for 2021-2022 \$48,610
4. Total amount allocated for 2021-2022 \$40,510
5. How long has this program existed? 50 + years
6. Number of students directly served in this program: 18,000

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

7. List ALL non-DASG 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-DASG Funding Sources will result in the immediate disqualification of your request and/or the freezing of your DASG Account if already approved.

B Budget Accounts: 114000-223002-696000 \$1,577 in 2021-2022 (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 \$5,975.33 on 11/1/2021 (varies); income from vendors; usually used to augment B Budget. There has been no revenue since the beginning of the pandemic.

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? The Office of College Life at De Anza College is here to assist in the success of each student enrolled. It is our goal to assist students in having a positive college experience. The services provided by the Office of College Life Student Assistants not only assist students but also clubs and student government. The Student Assistants support the DASG elections, bike program, and any activities associated with student government, ICC and clubs. The Student Assistants also produce DASG Cards and VTA SmartPass Clipper Cards for students.
9. 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 require that student employees in this position are DASB Members.

10. What would be the impact if DASG did not completely fund this request? We would have to reduce the hours or completely eliminate the hours of front office help available for DASG, Clubs, ICC, Photo ID and SmartPass Production, DASG Bike Program, the general student body, and community members.

11. Total amount being requested for 2022-2023 (from page 3) \$48,890

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.	<u>College Life Student Assistants</u>	<u>3 x \$17.6 x 19 x 48</u>	<u>48,155</u>
		TOTAL:	<u>\$ 48,155</u>

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.	<u>College Life Student Assistants</u>	<u>\$48,155 x 0.0152</u>	<u>735</u>
		TOTAL:	<u>\$ 735</u>

Total amount requested (also complete line 11 at bottom of first page) \$48,890

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

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: Dennis Shannakian
 Phone Number: 408-864-8757
 Email: ShannakianDennis@fhda.edu
 Relationship to Project: Supervisor
 Position on Campus: College Life Office Coordinator

Administrator's Name: Michele LeBleu-Burns
Phone Number: 408-864-8218
Email: LeBleuBurnsMichele@fhda.edu
Relationship to Project: Administrator
Position on Campus: Dean of Student Development

Approved by DASG Chair of Finance

(Produced by the Office of College Life - 9/27/2021)