

DASG Budget Request 2023-2024

For All Programs Excluding Athletics

Budget Request due to the Office of College Life by 4:00 pm Monday, November 7, 2022
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: Public Policy School Interns
2. Is this a new DASG account? Yes DASG Account Number: 46-56405
3. Amount requested for 2022-2023 \$12,627
4. Total amount allocated for 2022-2023 \$6.414
5. How long has this program existed? 8 years
6. Number of students directly served in this program: Number of students directly served in this program: *This program directly impacts the students who receive this training. It prepares them to be lifelong advocates for policy change. Students in the program advocate for funding for higher education, free tuition, and other policies which impact all of our students.*
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)? *PPS interns are mentored to work on issues of concern to students. We will ask students working directly with our interns if they are DASG members.*
8. What would be the impact if DASG 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 more interns and would have fewer students participating.*
9. **Total amount being requested for 2023-2024 (from page 3) \$12,627**

Student Payroll (2310)

MUST ALSO COMPLETE THE HOURLY 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.	Intern	2 employees x \$15 x 10hrs x 36 wks	\$12,627

TOTAL: \$12,627

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.	Intern	1.5%	\$190.00

TOTAL: \$ 190.00

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?	The Public Policy School trains students to be advocates around concrete policy initiatives. Students take a class, have weekly trainings with Political Science faculty James Nguyen and Robert Stockwell, and do advocacy work on issues of concern to the students.
2.	How will your program expand students' perspectives and positively impact their lives and the community? (250 words max)	Students working in this program learn that they can make a difference for their communities. They work with people and organizations dedicated to community development and often go onto careers in social change.

	Question / Inquiry	Program Response
3.	<p>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 Guiding Principles are available at www.deanza.edu/dasg/budget</p>	<ul style="list-style-type: none"> • Fund programs that help students succeed and enable them to achieve their academic and personal goals at De Anza College. <i>By advocating for policies, such as increased funding for community college, or housing for students, PPS helps students succeed</i> • Fund programs that promote leadership, civic engagement, and student advocacy among all students. <i>This program is directly about developing student leadership in our interns and volunteers, having students engage in civic work, and advocating for things that benefit students.</i> • Fund programs that promote diversity, equity, and inclusion among all students. <i>All of our advocacy is directly focused on equity issues, such as housing for low-income students, funding for college, and other issues students chose to work on.</i> • Fund programs based on the current value and needs of the program rather than solely on historical funding trends. <i>PPS helped pass the policy that got funding for fund 46. We believe that civic projects should not be only funded from the money that must go into this category. DASG could shift some funds from Fund 41 to fund 46.</i> • Fund programs that benefit students during the 2022-2023 fiscal year. <i>The program will directly benefit the interns and volunteers who do work in this academic year.</i> • Fund programs that benefit DASG Constituents. <i>Our advocacy work will indirectly impact many students.</i> • Fund unique programs that fall outside the purview of what should normally be funded by the college. <i>Very few community colleges find civic work such as the work done by PPS.</i>
4.	<p>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.</p>	<p>Our program recruits students to be a part of this program. We do this through reaching out to faculty to recruit students. We have a VIDA newsletter that goes out to 250 students each week. We also have the interns make classroom announcement to promote our social change opportunities</p>

	Question / Inquiry	Program Response
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.	We changed this program from an unpaid project to a paid internship so that we could encourage participation from students who cannot afford the time it takes to do an unpaid internship. Our projects tend to be equity focused, and we work to recruit a diverse set of students to be part of the project.
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.	Our interns have found that organizing and recruiting volunteers on line isn't as different as we had thought. There are still public meetings to attend virtually, public officials to meet with virtually, classes to recruit student volunteers in, trainings to do, and meetings to have.
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 and 3200. Our program focuses on employing students, so student payroll and benefits are the most important.

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.	<p>ENROLLMENT</p> <ul style="list-style-type: none"> • Number of total AND new active students over the past 3 years • Number of enrolments retained (stayed for more than a quarter) • of students enrolled in online services Number • Does your program serve a certain demographic or the whole De Anza population? • Racial demographics (if possible) 	<p>Enrollment in the PPS program has remained stable and is constrained by funding. We serve De Anza students generally. Last year we had three PPS interns two were Latinx females and one was AAPI female.</p>
2.	<p>STUDENT FEEDBACK</p> <ul style="list-style-type: none"> • Attach student feedback forms, surveys, etc. • How has your program responded to suggestions made by students in the previous year? 	<p>We are on constant dialogue with our interns and often modify our program in response. Our program improves every year through the new students that occupy the intern position; through the funding of DASB. New students make space for new opportunities and new projects to advocate for. 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.</p>
3.	<p>FUNDING</p> <ul style="list-style-type: none"> • 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) • Attach account reports of all sources of funding 	<p>VIDA receives \$15,000 in B budget. Our foundation account is 2F0150.</p>

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:	Cynthia Kaufman
Phone Number:	x8739
Email:	kaufmancynthia@deanza.edu
Relationship to Project:	Director
Position on Campus:	Director, VIDA
Administrator's Name:	Alicia Cortez
Phone Number:	8365
Email:	cortezalicia@deanza.edu
Relationship to Project:	Supervisor of VIDA director
Position on Campus:	Dean, Equity and Engagement

Approved by DASG Chair of Finance

(Produced by the Office of College Life - 8/23/2022)