

# DASG Budget Request 2024-2025

## For DASG Operational Accounts Only (DASG Senate and Related Accounts Only)

Budget Request due to the Office of College Life by 4:00 pm Monday, November 6, 2023  
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 Email Subject must be in the following format:

“DASG Budget Request - Your DASG Account/Program Name - Your 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: Inter Club Council
2. Is this a new DASG account? Yes  No  DASG Account Number: 41-54100
3. Amount requested for 2023-2024 \$ 56,950
4. Total amount allocated for 2023-2024 \$ 19,000
5. How long has this program existed? Since 1972 (52 years)
6. Number of students directly served in this program: 10,000

**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: None  
Trust Accounts: ICC #44-4320, ICC Capital #44-4290, ICC Inactive Hold #44-4300, ICC Scholarship #44-4310, ICC Fundraiser Holding #44-4285  
Fund 15 Accounts: None  
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 Inter Club Council is comprised of 57 Active clubs as of 11/6/2023. The ICC meets 5 times each quarter (Fall/Winter/Spring) to get relevant updates and discuss club business. This may include the review and approval of club budget requests after initial review and recommendation by the ICC Officers. The ICC provides financial support for clubs to create events on campus; clubs may request funds for supplies, printing, professional services, technical and professional services. The clubs can also individually funds their own refreshments and swag/giveaway items. The ICC



**Technical and Professional Services (5214)**

(Limited Engagement/Independent Contractor Agreements,  
Consultants/Guest Speakers/Entertainment (list programs).)

For contracted speakers or performers DASG Funding shall not exceed \$5,000  
per event or performance. Meals, beverages, and travel will not be reimbursed.)

	Item	Intended Use	Cost
1.	<u>DJ, campus security &amp; custodial, entertainment</u>	<u>Event/vendor fees</u>	<u>5,000</u>
		TOTAL:	\$ <u>5,000</u>

**Scholarships (5260)**

\$1000 per quarter for each ICC Chair (except Chairperson, included with DASG; 5 total)

\$500 per quarter for each ICC Vice Chair (3 total)

	Item	Intended Use	Cost
1.	<u>ICC Leader Scholarship - Chairs</u>	<u>Leader compensation</u>	<u>15,000</u>
2.	<u>ICC Leader Scholarship – Vice Chairs</u>	<u>Leader compensation</u>	<u>4,500</u>
		TOTAL:	\$ <u>19,500</u>

**Equipment Rental/Lease (5310)**

	Item	Intended Use	Cost
1.	<u>Additional chairs, one-time event equipment</u>	<u>Event support</u>	<u>1,500</u>
		TOTAL:	\$ <u>1,500</u>

**Additional Account #s**

41-54600	ICC Events Awards	\$8,000
41-54720	ICC Allocations for New Clubs	\$2,000
41-54730	Club/ICC Special Allocations	\$5,000

**Total amount requested (also complete line 11 at bottom of page two)      \$ 53,200**

**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**

For DASG accounts the Budgeter is the person directly responsible for managing the account program and the Administrator is the person over them.

Budgeter’s Name: Maritza Arreola

Phone Number: 408-864-8692

Email Address: arreolamaritza@fhda.edu

Relationship to Project: Advisor

Position on Campus: Leadership Development & Student Activities Coordinator

Administrator’s Name: Michele LeBleu-Burns

Phone Number: 408-864-8218

Email Address: 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 - 10/2/2023)