

NEW OR ADDITIONAL FUNDING REQUESTS

- 1. Program (Account) Name: Homecoming
- 2. Have you previously received DASG funding for this program?
 No Yes DASG Account Number: _____ Year Funded: _____
- 3. If yes, amount previously requested for current account \$ _____
- 4. If yes, total amount previously allocated current account \$ _____
- 5. How long has this program existed? _____
- 6. Number of students directly served or involved in this program: 500+

Please ACCURATELY and THOROUGHLY complete numbers 8 – 11 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-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: _____
 Trust Accounts: _____
 Fund 15 Accounts: possibly, but not confirmed
 FHDA Foundation Accounts: possibly, but not confirmed
 Grant Funded Accounts: _____
 Other District Accounts: _____
 Off-Campus/Off-District Accounts: _____
 On-Campus Co-Sponsorships: _____
 Off-Campus Co-Sponsorships: _____

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? _____
Host Homecoming events to welcome students to the new academic year on Friday night and Saturday morning before the De Anza vs. Foothill football game. This year's dates and times are 6:00 pm – 9:00 pm Friday 11/17/2023 and 10:00am – 1:00 pm Saturday 11/18/2023.

9. How do you use other funding to support your program? _____ This is a new program and we are currently seeking out multiple funding sources

10. What would be the impact if DASG did not completely fund this request? _____ Either the event would be reduced in scope or not happen at all. It is likely that other sources of funding would seek to match DASG funding rather than be the sole providers.

11. 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 could ask students who attend to show their DASG Card and also use the events as an opportunity to promote DASG.

12. Total amount being requested **\$ 10,000**
(You must also complete the object code information on the next page)

Signatures that are needed for requesting funds
 All 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.**

The DASG Finance Code and the DASG Budget Stipulations must be adhered to at all times.
 They are available at <https://www.deanza.edu/dasg/budget/>

DASG Object Code/Line Item Information

* Fill out only applicable object codes. *

Object Code Name and Number	Description of Expenses (Please itemize all your expenses, BE SPECIFIC)	Requested Amount (round up to the next whole dollar)	DASG Use Only Approved Amount
Supplies – 4010 (Office supplies or as specified in request or stipulations)	Event Supplies and Decorations	1,000	
Promotional Items – 4013 (Reusable banners that will last multiple years)	Event related items to give out to students	1,500	
Food/Refreshments – 4015 (Must adhere to district Administrative Procedure 6331, http://www.boarddocs.com/ca/fhda/Board.nsf/goto?open&id=AKVUKX7C7F98)	Food and drinks for the event.	5,000	
Printing – 4060 (flyers, posters, programs, forms, etc.)	Posters, Flyers, and Postcards to promote the event.	500	
Technical & Professional Services – 5214 (Consultants/Guest Speakers/Entertainment) maximum \$1,200 per speaker per event maximum \$1,800 per performance	Photo Booths, Games, and other such activities for the event	2,000	
Grand Total		\$10,000	

No deficit spending will be allowed and all accounts shall be held to line item amounts. Funds allocated to a program must be used for the purpose stated in the original request and stay with that program and cannot be used for or allocated/donated to other programs without DASG Senate approval.

A budgeter's and an administrator's signature are required before this form will be considered.

The Budgeter and Administrator cannot be the same person.

Budgeter's Name (PRINT)	Budgeter's Signature	Phone Number	E-mail
Budgeter's Name (PRINT)	Budgeter's Signature	Phone Number	E-mail
Administrator's Name (PRINT)	Administrators Signature	Phone Number	E-mail

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