



# De Anza Associated Student Body Finance Committee Budget Bulletin For Athletics Only

Esha Menon, DASB Vice President of Budget and Finance  
October 6, 2008

**★ Keep this sheet for your reference. Do not copy/turn in with your application. ★**

The purpose of this bulletin is to inform you that the DASB is accepting requests for the 2009-2010 fiscal year. An application is attached. This bulletin provides information for applying for this funding opportunity. If you have any questions, please call Esha Menon, DASB Vice President of Budget and Finance, at 408-864-8695, John Cognetta, DASB Faculty Advisor, at 408-864-8239, or Dennis Shannakian, Student Activities Administrative Assistant, at 408-864-8757.

## **DASB 2009-2010 ANNUAL BUDGET FUNDING REQUESTS**

### **Welcome to Fall Quarter 2008**

In the tradition of "Students Working for Students", the De Anza Associated Student Body is beginning our annual budget process for the 2009-2010 academic year. We encourage Faculty, Staff and individual students to request funds for programs and projects that will benefit the general student body. The DASB has proudly supported numerous activities that lend in making De Anza College the best in California. Please read below for some changes that will be occurring for this funding cycle.

DASB funds are not intended to fund your entire program. Please be reasonable in your request. Please ensure that you are accurate with the number of traveling players and off campus games for each team. The DASB will use this information to determine the funding level for Athletics in order to ensure equitable funding throughout the Athletics accounts and to adhere to Title IX Regulations. The DASB will use a per-player equation for Athletics (i.e. \$50 per player; example only, amount may be more or less).

**NOTE: Teams will be allocated a total sum only for away games and contests travel in California. Teams may use some of this funding for games and contests out of California by requesting a waiver from the DASB Budget and Finance Committee during the fiscal year of the budget.**

- Any Request that is not fully completed will not be accepted.
- Any Request that is not in by the due date runs the risk of being rejected.

### **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 DASB funds and in the best interest of the student body. Administrators are responsible for any expenditures exceeding budget allocations.

### **Budget Information Meetings**

For questions regarding funding possibilities, procedures, requirements, etc. please go to a DASB Budget and Finance Committee Meeting, Mondays at 3:30 PM in the Santa Cruz Room (October 13, 20 or 27).

### **2009-2010 DASB BUDGET CALENDAR**

Monday, November 3, 2008

Budget Requests due to the Student Activities Office by 4 PM  
*Fourteen (14) copies (ONLY) total are required (keep the original for yourself)*

By Friday, February 27, 2009

Proposed 2009-2010 DASB budget posted on the DASB bulletin board located on lower level of the Campus Center and online at [www.deanza.edu/dasb/budget](http://www.deanza.edu/dasb/budget)  
Those requesting funds should review this draft.

By Wednesday, March 4, 2009

Final proposed draft presented to DASB Senate

Monday, May 4, 2009

DASB approved Budget presented to Board of Trustees for their approval.

Approved by DASB VP of Budget and Finance

Produced by Student Activities/das - 10/7/2008

# DASB Budget Request 2009-2010

For Athletics Use Only

Submit 14 copies (ONLY) total to the Student Activities Office by Monday, November 3, 2008, 4:00 PM.

**This form should be in front with any attachments stapled after it.**

1. Program (Account) Name: \_\_\_\_\_
2. Is this a new DASB account? Yes  No  DASB Account Number: \_\_\_\_\_
3. Amount requested for 2008-2009 \$ \_\_\_\_\_
4. Total amount allocated for 2008-2009 \$ \_\_\_\_\_
5. How long has this program existed? \_\_\_\_\_
6. \*Number of traveling players: \_\_\_\_\_ \*Number of off-campus games: \_\_\_\_\_

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

7. All other accounts and/or sources of income (list all account numbers, names, and amounts; this includes Trust Accounts, B Budgets, Fund 15 Accounts, Grant Funds and any other District Accounts):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8. Give a brief description of the program/services to be provided. How will these funds benefit present and future students? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

9. What would be the consequences if DASB didn't fund or completely fund this request? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

10. 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 \$6 DA Student Body Fee and are DASB Members (DASB Budget Stipulation # 1)? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

11. Total amount being requested for 2009-2010 (from page 2) \$ \_\_\_\_\_

\*Please ensure that you are accurate with the number of traveling players and off campus games for each team. The DASB will use this information to determine the funding level for Athletics in order to ensure equitable funding throughout the Athletics accounts and to adhere to Title IX Regulations. The DASB will use a per-player and number of off-campus games equation for Athletics (i.e. \$50 per player; example only, amount may be more or less).

