



2009-2010 DASB Budget Stipulations

Failure to comply with these stipulations or with the DASB Budget and Finance Code may result in the reduction of your proposed budget allocation by a significant amount for the next fiscal year and/or the freezing of current funds until the Finance Committee or the Senate is satisfied that the deficiencies have been corrected.

General

1. All programs that receive DASB funds shall encourage DASB Card membership purchase. Encouragement includes, but is not limited to, requiring DASB funded student employees to be current DASB members, and that students receiving DASB funded services be current members of DASB. DASB Card membership purchase encouragement will be a factor in future funding.
2. All Student Employees funded by DASB must be DASB Members.
3. All promotional materials and capital items for all programs funded by the DASB must print “Sponsored by De Anza Associated Student Body (DASB)” or “Funded by De Anza Associated Student Body (DASB)” or use the DASB logo either in place of the text “De Anza Associated Student Body (DASB)” or the DASB logo by itself on them.
4. Recycling: All organizations using DASB funds are encouraged to purchase and use recycled paper and paper products with DASB funds.
5. No Special Allocation Funds can be used for Travel. With the exceptions of Creative Arts and Athletics, no funds can be used for Travel/Conferences unless so allocated during the budget approval process. Any clubs wanting to get funding for travel must submit applications to the Inter Club Council (ICC).
6. For any workshops and performances funded by the DASB an invitation should be extended to the DASB President or delegate at least two weeks prior to the event.
7. The variance account can only be used to cover costs that go over the original allocation up to 10% not to exceed \$350.

8. Funds allocated must be used for the purpose stated in the original request and cannot be used for or allocated/donated to other programs without DASB senate approval. For every matter in stipulations that must be “mutually agreed upon”, the service in question may not use any of the money allocated to it by the DASB Senate until after said mutual agreement has occurred between representatives of the involved service and the DASB Budget & Finance Committee.
9. For contracted speakers the fee shall not exceed \$1500.00 per speaker per event. For performances the fee should not exceed \$2000.00 per performance. Meals and beverages will not be reimbursed.
10. No funds shall be used for promotional clothing unless so specified in the approved budget. Funds may be used for promotional clothing by requesting a waiver from the DASB Budget and Finance Committee during the fiscal year of the budget.
11. DASB shall not fund any banquets other than for the Special Education Division.
12. Items that are not listed in the annual budget are not reimbursed for mileage.
13. The Special Events Coordinator must present a quarterly report for the Flea Market to the DASB Senate. The report shall include Profit and Loss statements, inventory and other information deemed important to administer the financial well being of the Special Events programs and services.
14. All College/Student services funded by the DASB are required to participate in a DASB Student Services Day, to be located inside of or within 250 feet of the Campus Center.

DASB

15. DASB recognizes the importance of and supports Multicultural/Diversity programming to educate and enhance awareness of the diverse populations attending De Anza College. The DASB Vice President of Diversity and Events, in concert with the DASB Diversity and Events Committee Advisor, will serve as the budgeter for the Multicultural/Diversity funds. In order to insure quality programs will be conducted for the good of our student population, the DASB in cooperation with staff, student club members and Student Activities will establish target dates for each funded program. If the staff and student club members associated with each of the funded programs have not met these target dates, the DASB Vice President of Diversity and Events may coordinate events recognizing the various Multicultural/Diversity groups.
16. The DASB Leadership funds must be used for multiple retreats and multiple workshops.
17. The DASB Telephone funds are to only be used for cell phone reimbursements for the DASB President and DASB Vice President of Budget and Finance, up to \$30.00 per month, not to exceed the budgeted amount.
18. The DASB Senate must decide which conferences to attend with the DASB/ICC Student Leadership Conference(s) account.

19. For the DASB Campus Events account no gift items/prizes/giveaways can be over \$50 in value and there can be no transfers from Technical and Professional Services.

ICC

20. ICC Travel must have its own account. All students must be current DASB cardholders. Travel must have a club advisor to travel with at all times. All ICC accounts are funded only for participating clubs and conferences in California. Clubs may use some of this funding for conferences outside of California by requesting a waiver from the DASB Budget and Finance Committee during the fiscal year of the budget.

21. No capital funding for clubs.

College Life

22. The Multicultural Author Readings Series account is not to be used for the purchase of promotional pens.

College Services

23. Funding for CalWORKs Students is restricted to the purchase of required class supplies only.
24. La Voz shall provide DASB with one-half page of advertisement space per issue. The DASB Marketing and Communications Committee shall determine the allocation of the information within advertising space.
25. La Voz shall put on their distribution racks: "Student Subscription to La Voz is provided by DASB." The DASB VP of Marketing and Communications will work with the La Voz Advertising Manager regarding the final details.
26. La Voz account is to only be used for printing.
27. Books purchased with the Library – Textbook on Reserve Collection account must have a sticker placed on them with the DASB Logo and indicating they were purchased by DASB.
28. Students must show their DASB Card to borrow a calculator purchased for the Math Performance Program (MPSP) with DASB funds.
29. For the Research Mentoring Program priority will be given to surveys by DASB for students at no cost.
30. DASB Funding for the Tutorial and Academic Skills Center is for tutorial salaries and benefits only.

Creative Arts

31. All Creative Arts performing groups funded in the DASB Budget are required to put on a performance at least once a year during Monday – Thursday, 11:30 am – 1:30 pm or 5:30 pm – 7:00 pm, at any location accessible to all students.
32. Creative Arts cannot use DASB Funds for any facilities rental.
33. The Student Film and Video Productions account cannot be used for capital nor can funds be transferred to capital.

Athletics

34. All Athletics accounts are funded only for participating athletes, 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.
35. For Athletics accounts no budget transfers shall be allowed from women's to men's accounts or vice versa.
36. Vehicles rented for athletics use must only be rented for the day of the event.

Other Divisions

37. DASB funding for the Red Wheelbarrow Literary Magazine is to be used for the De Anza College Student Edition only.

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