

DASB Budget Request 2020-2021

1. Program (Account) Name: Higher Education For AB-540 Students (HEFAS)
2. Is this a new DASB account? Yes No DASB Account Number: 41 - 56410
3. Amount requested for 2019-2020 \$ 26,030.12
4. Total amount allocated for 2019-2020 \$ 21,551.00
5. How long has this program existed? 8 Years
6. Number of students directly served in this program: 530 Members

Please ACCURATELY and THOROUGHLY complete numbers 7 – 10 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-DASB Funding Sources will result in the immediate disqualification of your request and/or the freezing of your DASB Account if already approved.

- FHDA Foundation Accounts: \$7,500.00 - From Castellanos Family Foundation

8. 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 \$10 DA Student Body Fee and are DASB Members (DASB Budget Stipulation # 1)? Our program not only caters to undocumented students, but it is also open to low-income students. This means that more than half of the students attending De Anza College qualify for our membership. We also encourage students to get involved with us as volunteers or allies promoting higher education and supporting undocumented and low-income students. HEFAS collaborates with many organizations and clubs on campus such as VIDA, Office of Equity, LEAD, Puente, EOPS, MEXA, and many more. HEFAS also hosts an annual conference open to all students on campus through the HEFAS Summit every spring quarter.

9. What would be the impact if DASB did not completely fund this request? The consequences of not getting funded would mean the program will not exist. More than half of our budget comes from DASB which helps pay for our student interns, provides free printing and supplies for our members. Due to our current political climate, it would be devastating for our members to be unable to have this undocumented student resource center on campus. Our members need us the most during these times because we provide a safe space, resources, legal reference, and relieve financial stress for the undocumented community during a limbo of

uncertainty. Funding our program will implement De Anza's mission statement of helping every student from any background achieve their educational goals.

10. Total amount being requested for 2020-2021 (from page 3) \$ 26,618.33

Student Payroll (2310)

MUST ALSO COMPLETE THE BENEFITS (3200) SECTION

Job Title	# of emp. x \$ Per hr x # hrs/wk x # of wks	Cost
1. Office Coordinator	\$15x12wksx3qrtsx5h_____	<u>\$2700.00</u>
2. Outreach Coordinator	\$15x12wksx3qrtsx10h_____	<u>\$5400.00</u>
3. PR Coordinator	\$15x12wksx3qrtsx10h_____	<u>\$5400.00</u>
4. Membership Coordinator	\$15x12wksx3qrtsx10h_____	<u>\$5400.00</u>
5. Volunteer Coordinator	\$15x12wksx3qrtsx10h_____	<u>\$5400.00</u>

TOTAL: \$ 24,300.00

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. <u>Student Interns</u>	<u>\$24,300 x 1.31%</u>	<u>\$318.33</u>

TOTAL: \$318.33

Supplies (4010)

(Non-capital, general office supplies or as specified)

	Item	Intended Use	Cost
1.	<u>General Office Supplies</u>	<u>Paper, Binders, Inl, Pens, Etc.</u>	<u>\$300.00</u>
		TOTAL:	\$ 300.00

Food/Refreshments (4015)

(Must adhere to district Administrative Procedure 6331,
<http://www.boarddocs.com/ca/fhda/Board.nsf/goto?open&id=AKVUKX7C7F98>)

	Item	Intended Use	Cost
1.	<u>Food</u>	<u>Snacks, meals, and beverages</u>	<u>\$300.00</u>
		TOTAL:	\$ <u>300.00</u>

Printing (4060)

(Flyers, posters, programs, forms, etc.)

	Item	Intended Use	Cost
1.	<u>Printing</u>	<u>Flyers, Forms, Brochures, Resource guides, etc.</u>	<u>\$300.00</u>
		TOTAL:	\$ <u>300.00</u>

Technical and Professional Services (5214)

(Independent Contractor amounts, Consultants/Guest Speakers/Entertainment (list programs).

For contracted speakers the fee shall not exceed \$1,200 per speaker per event. For performances the fee shall not exceed \$1,800 per performance.)

Item	Intended Use	Cost
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		<ul style="list-style-type: none"> ○ 277 visits ● Fall - Spring Quarter Total (2018 - 2019) ○ 740 visits <p>Although we have grown substantially, there is room for growth. There is believed to be more than 1,000 students at De Anza College that qualify for our program as undocumented students that need help and support. As HEFAS continues to grow, our goal is to meet the needs of all 1,000 students in helping them achieve their academic and personal goals.</p>
3	<p>Why is your program important and what is the rationale behind having this program on campus? (250 words max)</p>	<p>HEFAS is essential to the De Anza campus because it provides necessary resources and a safe environment to the undocumented and low-income student population. Due to the current threats and fears of immigration policy, there will be a decrease in enrollment of undocumented students. In order to ensure this community is able to enter and complete higher education, HEFAS actively recruits on and off campus allowing for the eligible student body population to benefit from immediate and significant support through our free resources that include: printing, supplies, testing material, book loans, computers, food?, workshops, mentoring, and guidance. Having a safe and secure place for students to destress, seek help, and receive resources is essential to any campus, especially for student retention. HEFAS interns also support the faculty and staff that facilitate the undocumented trainings that prepare faculty, staff and administrators to promote an inclusive space throughout campus for undocumented students and other marginalized groups.</p>
4	<p>How will your program expand students' perspectives and positively impact their lives and the community? (250 words max)</p>	<p>One of HEFAS core values is building community leaders out of our members. Before building leadership, HEFAS educates our members in numerous ways. Whether it be through one-on-one conversation, workshops, or events we provide students with necessary knowledge that allows them to apply and succeed in school, work, and life. The type of resources and opportunities we provide our members with are: volunteering, undocumented training, immigration and public policy education, entrepreneurship, self care and mental health, know your rights training,</p>

		<p>scholarships, and information on opportunities on and off campus. The hope is that the students take this information and use it themselves as well as share it with other. Expanding the impact of HEFAS' resources and information.</p> <p>HEFAS also hosts an annual summit during the spring quarter focused on a central topic around immigration. The annual summit hosts a community keynote speaker, various workshops, food, entertainment, and more to the De Anza community that opens perspectives on immigration issues and gives opportunities for dialogue. This summit is open and attended by all students, educators, and community members.</p>
5	<p>How is your program working to improve itself every year? Do you receive student feedback? Implementing a student survey and sharing the results with DASB will be beneficial for our review process.</p>	<p>At the end of every quarter, the HEFAS interns and our Program Coordinator meet to reflect on the quarter or whole academic year. We fully analyze both pros and cons of HEFAS' structure, outcomes, and strategy for next academic year. In order to keep services and events that work and modify and add new ones based on the changing student population.</p> <p>We also host a survey at the end of some our events like the Undocuwelcome and Annual HEFAS Summit, where we receive feedback from participants and members of the event.</p>
6	<p>What are all of your sources of funding? Please include funding from the college, any sources of income, any grants, and any other source. If there are no other sources, has your program taken the initiative to search for other sources? (list ALL Account Numbers, Account Names, Account Balances, and Account Purposes/Restrictions)</p>	<p>DASB: \$21,551.00 Account Number: 41-56410</p> <ul style="list-style-type: none"> - For student interns and benefits - For supplies and printing <p>Castellanos Family Foundation Grant: \$7,500.00 Foundation Account: Index 2FO150</p> <ul style="list-style-type: none"> - For HEFAS center functions and the HEFAS Annual Summit

7	<p>Go through the DASB budget goals for the current academic year and explain how your program fits each of them or as many as possible. (250 words max)</p> <p>The DASB budget goals are available at www.deanza.edu/dasb/budget</p>	<ol style="list-style-type: none">1. As an undocumented student resource center, HEFAS provides services and resources that support and allow undocumented and low-income students to achieve in higher education.2. HEFAS provides volunteering and internship opportunities in issues facing the undocumented community like public policy, relief services, and education. HEFAS also hosts events that are of inclusive topics and discussions for all students like Undocuqueer, funding higher education, resume building and navigating De Anza.3. HEFAS is a year long program that provides services throughout the academic calendar. This is made possible by the available budget during the year that pays for HEFAS' internships.4. HEFAS members consist of active and enrolled DASB students. HEFAS hosts a large portion of the De Anza student population since the program is open to undocumented and low-income students alike. These student populations are our main focus, but we do still informally serve any student who comes by our events and office.5. HEFAS is able to efficiently serve its members thanks to the 5 internship positions made available by the budget. The student interns work together to accomplish the program's goals through weekly trainings, weekly meetings, and guidance from their program coordinator. Interns keep the office open so that students have access to all of its services. HEFAS also uses the work of volunteers to delegate tasks, time management, and projects in support of HEFAS events and members.6. HEFAS is a program that does not produce any revenue since it is dedicated to serving and alleviating financial stress of one of the most marginalized groups of students on campus.7. HEFAS tracks its budget throughout the year to ensure its members are receiving the best use of resources for the member's benefit. This includes monthly budget reviews that allow HEFAS to make modifications as needed while still meeting our mission.
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8	<p>Explain how your program is unique. Are there any programs on campus that are similar or is there any duplication of services? (250 words max)</p>	<p>HEFAS is unique because not many community colleges or universities have an undocumented student resources center (USRC) like HEFAS. HEFAS is able to provide resources and services also available in other programs like free printing and supplies, however, not all HEFAS members qualify for those programs. HEFAS is unique in providing a safe space that is specific to undocumented students and therefore inclusive to other students with other intersectionalities that might not have access to a supporting community. HEFAS also works closely with off campus legal and service providers to bring their resources to De Anza students.</p> <p>AB 1645 is a new state mandate that requires a designated liason at all college campuses. This person would further develop the avenues that undocumented students can take too complete their academic goals at De Anza. This shows us how unique and necessary programs like HEFAS need to exist on every campus.</p>

<p>9</p>	<p>Explain how your program advertises and promotes itself to the general student population. Provide a clear plan for the current academic year as well as any marketing material you will or have used. (250 words max)</p>	<p>HEFAS advertises itself throughout the academic year. Every second week of the quarter, HEFAS hosts tabling events, classroom presentations, and flyer handouts. HEFAS also has two internship positions that are dedicated to promoting our services. These positions are the Outreach coordinator and PR coordinator. The outreach coordinator reaches out to outside schools, communities, and events on campus to make HEFAS visible and bring our services to students. The PR coordinator is in charge of HEFAS' designated De Anza webpage currently being rennovated and our weekly newsletter that features resources and opportunities specific to our focus communities. HEFAS also hosts and cosponsors events throughout the year to build inclusivity with other communitites and promote each others programs</p>
<p>10</p>	<p>Explain how your program promotes equity on campus. (250 words max)</p>	<p>HEFAS promotes equity on campus by supporting and uplifting the marginalized community of undocumented students at De Anza College. Through our services, undocumented and low-income students are able to receive help with food security, supplies, peer guidance, academic and work opportunitites, scholarships, and educational support to level the playing field on their way to graduation. Most of our events encourage conversations of equity, inclusivity, and solidarty amongst various groups. By having financial, educational, and allied support, undocumented and low-income students on campus have a stronger opportunity to achieve success.</p>

Signatures that are required for utilizing 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. **The Budgeter and Administrator cannot be the same person.**

Budgeter's Name: Angelica Esquivel

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Relationship to Project: Supervisor

Position on Campus: Program Coordinator, VIDA /HEFAS

Administrator's Name: Alicia Cortez

Phone Extension: 8365

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Relationship to Project: Admin. Manager

Position on Campus: Dean of Equity and Engagement