



## 2024-2025 DASG Budget Stipulations

Failure to comply with these stipulations or with the DASG Finance Code may result in the reduction of your 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. Requests to temporarily wave or permanently modify any stipulations must be submitted to the DASG Finance Committee for approval.

### General

1. All programs that receive DASG funds shall encourage DASG Card membership purchase. Encouragement includes, but is not limited to, requiring DASG funded student employees to be current DASG members, and that students receiving DASG funded services be current members of DASG. DASG Card membership purchase encouragement will be a factor in future funding.
2. All Student Employees funded by DASG must be DASG Members. Prior to student employment all student employees must submit copies of their DASG Cards with their employment applications to be eligible for employment.
3. No DASG Funds shall be used for General Office Supplies in Object Code 4010 except for DASG Operational accounts.
4. No DASG funds can be used to purchase instructional equipment or supplies used in courses offered by the De Anza College.
5. All programs funded by DASG must place a sign visible to students in their areas stating they are partially funded by DASG.
6. All promotional materials and capital items for all programs funded by the DASG must print "Sponsored by De Anza Student Government (DASG)" or "Funded by De Anza Student Government (DASG)" or use the DASG logo either in place of the text "De Anza Student Government (DASG)" or the DASG logo by itself on them. The logo can be found online at <https://www.deanza.edu/dasg/dasg-logo.html>.

7. For all events funded or sponsored by the DASG the event organizers shall provide the information and/or marketing materials to the DASG Secretary ([DASGSecretary@fhda.edu](mailto:DASGSecretary@fhda.edu)) and Office of College Life ([CollegeLife@fhda.edu](mailto:CollegeLife@fhda.edu)) at least two weeks in advance so that the events can be promoted on the DASG Senate Agendas under Upcoming Events.
8. Recycling: All organizations using DASG funds are encouraged to purchase and use recycled paper and paper products with DASG funds.
9. The variance account can only be used to cover costs that go over the original allocation up to 10% not to exceed \$350.
10. Funds allocated must be used for the purpose stated in the original request. Changes may be requested by submitting a Line-Item Transfer Request Form to move funds between different line items within the same Account, or a Budget Transfer Request Form to move funds between different accounts within the same Fund. Collaboration between different accounts is possible for events or programs if there is funding allocated and approved in the different accounts for such purposes.
11. For contracted speakers or performers DASG Funding shall not exceed \$20,000 per speaker or performer/performing group per event or performance.
12. No funds shall be used for promotional clothing unless so specified in the approved budget, with a cap of no more than \$100 per item of promotional clothing per person excluding tax and shipping.
13. Any events with food must be open and promoted to the entire student body.
14. All College/Student services funded by the DASG are encouraged to participate in a DASG Student Resource Fair event once per quarter, excluding summer, to be located inside of or within 250 feet of the Campus Center.
15. No Capital items may be purchased in April, May, or June due to District Purchasing deadlines.
16. Any income on disposal of any capital items purchased with DASG Funds shall revert to the DASG General Fund.
17. No DASG funds can be used to purchase beverages in single-use plastic bottles of 500 milliliters (16.9 fluid ounces) or smaller.
18. All programs receiving DASG funding are highly encouraged to submit sign in sheets of student attendees to the Student Accounts Office with their payment requests for any events or conferences held. Sign in sheets or lack thereof will be factored into DASG budget deliberations.

19. All programs, events, meetings, etc. must adhere to and follow the District Food Purchase Procedures available online at <https://business.fhda.edu/policies-and-procedures/fff-food-purchase-procedures.html>.
20. The total cost for all meals, food, drinks, snacks, etc. for all events, meetings, programs, etc. must adhere to the Per Diem amounts in the District Travel Guidelines available online at <https://business.fhda.edu/policies-and-procedures/hh-travel-guidelines.html>. Current rates are available by entering the Cupertino ZIP Code, 95014, in the form online at <https://www.gsa.gov/travel/plan-book/per-diem-rates>. For all events, meetings, programs, etc. the following items must be included and submitted for payments or reimbursements: Event or Meeting Title, Date, Time, Location, Agenda/Program, Invitation, Flyer, Webpage, Social Media Posts, Attendee List, Sign-In Sheet, Number of Attendees, and any other documentation specific to the Event or Meeting. Exception to the District Travel Guidelines: complete detailed itemized receipts/invoices are required for all DASG and Club accounts.
21. DASG Conference and Travel funding shall be used for students and their advisors and shall be for students' academic, professional, and personal development only, and not for entertainment/recreational purposes.
22. DASG Conference and Travel funding shall be used for students and their advisors for registration fees, publicly accessible transportation, lodging, and meals not provided by the conference. DASG will only reimburse publicly accessible transportation costs between transit centers, lodging, and conference sites. Travel expenses must include complete detailed itemized receipts/invoices to be reimbursed. For Conference and Travel funding the following items must be included and submitted for payments or reimbursements: Conference Title, Dates, Times, Locations, Agenda/Program, Invitation, Flyer, Webpage, Social Media Posts, Attendee List, Sign-In Sheet, Number of Attendees, and any other documentation specific to the Conference.
23. All programs that receive DASG funding for Conference and Travel, must upon request, at a mutually agreed upon time, give a presentation to the DASG Senate by students that attended the conference reporting on what they learned and how they benefited from attending.

#### DASG Operational

#### DASG Government Costs

24. All promotional items purchased by DASG must be eco-friendly whenever available and cost effective.

25. All DASG Marketing expenses are required to use eco-friendly products in doing so when available and cost effective. All promotional giveaway items purchased by the DASG Marketing Committee must be a joint promotional item with ICC.

#### DASG Support Costs

26. Continued funding of the Account Office Staff and College Life Office Staff accounts is dependent on negotiation between the DASG Finance Committee and De Anza College Administration.

#### DASG and ICC Programs and Services

##### *ICC and Student Clubs*

27. All promotional items purchased by ICC must be eco-friendly whenever available and cost effective. All promotional giveaway items purchased by the ICC must be a joint promotional item with DASG.
28. No travel funding for clubs until the De Anza Office of College Life has created a Student Travel and Off-Campus Event Guidelines/Policy(ies).
29. No capital funding for clubs.

##### *DASG Programs and Services*

30. Repairs on the Bicycles for the DASG Bicycle Program must be completed by a certified mechanic.

#### Campus Events and Services

31. La Voz shall provide the Foothill and De Anza Associated Student Bodies with half-priced advertisements in print, online and on their social media. In addition, La Voz shall provide DASG with at least three free advertisements online and on social media and at least one free half-page of print advertisement space per quarter. The DASG Marketing Committee shall be responsible for the advertising and must work with the Inter Club Council (ICC) for ICC advertisements. Individual student clubs will work with La Voz directly for their own advertisements and must complete a College Life Pre-Authorization form to verify the availability of funds.

32. La Voz shall state in the print editions, on their website, and on their distribution racks (if possible), "Student Access to La Voz is partially funded by the De Anza Student Government (DASG)."
33. Funding for Textbook Program - CalWORKs Students shall be used for renting CalWORKs Students' textbooks whenever possible.
34. Funding for Textbook Program – EOPS Students shall be used for renting EOPS Students' textbooks whenever possible.
35. DASG Funding for the Tutorial and Academic Skills Center is for tutorial salaries and benefits only.
36. Funding for Veterans' Program shall be used for renting Veteran Students' textbooks whenever possible.

#### Divisional Support

37. No DASG funding shall be used for academic/instructional purposes, excluding supplemental cocurricular/extracurricular programs that cater to students' academic success, for example, conferences and field trips.

#### Athletics

38. The Athletics account is funded only for participating student athletes and coaches (students have to be DASG card holding members). Lodging shall only be funded for students. Only contests held in California will be funded. The athletics account shall only be used to fund food and lodging for away games. Athletics must adhere to the FHDA Travel Policy unless otherwise noted in these stipulations or the DASG Finance Code. The FHDA Travel Policy is available online at <https://business.fhda.edu/policies-and-procedures/ff-travel-policy.html>.
39. For away games, De Anza Athletic Teams are subject to a maximum allocation of \$10 for breakfast, \$15 for Lunch, and \$25 for dinner per student athlete. Each student athlete, coach, or staff member is allowed a maximum of one breakfast, one lunch, and one dinner in a twenty-four hour period. In the event that there is a required banquet at the State Championships the maximum allocation for Dinner would be waived. Classifying the type of meal will be up to the discretion of the DASG Chair of Finance. The budgeter shall have the right to appeal the decision to the DASG Finance Committee.

All meal expenditures require original detailed receipts/invoices that show actual amounts spent for meals, and for each athlete(s). Expenses submitted without

receipts/invoices will not be reimbursed. All unused cash advance amounts shall be returned to Student Accounts.

If the athletic budgeter feels more than one meal is needed it will be up to the discretion of the Chair of Finance if one or more meal(s) will be given.

#### Other Divisions

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