## **DASG Budget Request 2024-2025**

## For DASG Operational Accounts Only (DASG Senate and Related Accounts Only)

Budget Request due to the Office of College Life by 4:00 pm Monday, November 6, 2023 Applications and attachments must be typed and submitted via email to Dennis Shannakian at ShannakianDennis@fhda.edu.

Please also copy the Administrator on the email.

For accessibility, applications and attachments must be submitted in their original file formats when available (Word, Excel, etc.) (not scans, images, or PDFs; signatures are not required). Attachments may be submitted in other formats including PDFs, preferably with searchable text (not scans or images), if that is all that is available. The applications and attachments may be submitted as separate files. The Email Subject must be in the following format:

"DASG Budget Request - Your DASG Account/Program Name - Your DASG Account Number"

For Example: "DASG Budget Request - Youth Leadership Conference - 41-56349"

## Everything submitted will be publicly available online.

Delete the Object Codes and lines within Object Codes you do not need.

1.	Program (Account) Name: CCC	SAA Student Leadership Conference
	(DASG Oper	rational - DASG Government Cost)
2.	Is this a new DASG account? Yes $lacksquare$ N	o 🗵 DASG Account Number: 41-511xx or 46-52612
3	Amount requested for 2023-2024	\$ 15,000
٥.	Amount requested for 2023 2024	Ÿ <u>13,000</u>
4.	Total amount allocated for 2023-2024	\$ 10,000
5.	How long has this program existed?	20 + years
6.	Number of students directly served in Anza Student Trustee	this program: All DASG Senators, ICC Officers, and the De
	Please ACCURATELY and THOROUGHLY o	complete numbers 7 – 10 and use additional sheets if necessary.
7.	· · · · · · · · · · · · · · · · · · ·	of income (list ALL <u>Account Numbers</u> , <u>Account Names</u> , <u>Account Balances</u> ; ALL Co-Sponsorships for the Program; include anticipated future sources
	and co-sponsorships. Accounts and amounts	
		nding Sources will result in the immediate disqualification of your request
	and/or the freezing of your DASG Account if	
	B Budget Accounts:	
	Trust Accounts:	None
	Fund 15 Accounts:	None
	FHDA Foundation Accounts:	None
	Grant Funded Accounts:	None
	Other District Accounts:	None
	Off-Campus/Off-District Accounts:	None
	On-Campus Co-Sponsorships:	None
	Off-Campus Co-Sponsorships:	None
8.	Give a brief description of the program/se	ervices to be provided and how they fulfill the mission of the college.
	•	future students? The funds would allow DASG Senators,
	•	visor(s) to attend the California Student Affairs Association (CCCSAA)
	· ·	ectly related to their student leadership role as well as enhance their
	otacon Leadership comercine that is an	conficients to their stadent leadership role as trends emidile their

leadership skills so that they can do their jobs more effectively. This conference will help students develop life
long skills that can be applied to their career and personal life.
9. How have you been meeting or how do you plan to meet the budget stipulation of requiring that a students benefiting from DASG funds allocated to you have paid the \$10 DA Student Body Fee and are DASG Members (DASG Budget Stipulation # 1)?All DASG Senators and ICC Officers must be DASG Members
10. What would be the impact if DASG did not completely fund this request? Students would no be able to attend the conference.
11. Total amount being requested for 2024-2025 (from page 4) \$ 15,000
Delete the Object Codes and lines within Object Codes you do not need.
Domestic Conference and Travel (5510)  (Must adhere to district travel policies, <a href="http://business.fhda.edu/policies-and-procedures/ff-travel-policy.html">http://business.fhda.edu/policies-and-procedures/ff-travel-policy.html</a> ,  and DASG Limitation and Requirements from the DASG Finance Code)  Item  Intended Use  Cost  CCCSAA Student Leadership Conference  registration, travel, hotel, meals  TOTAL:  \$ 15,000
Total amount requested (also complete line 11 at bottom of page two) \$ 15,000
Delete the Object Codes and lines within Object Codes you do not need.
Signatures are not Required for this Application Signatures are not required for this application; however, the Administrator should still review and approve the application and should be copied on the email submitting the application. The Budgeter and Administrator cannot be the same person. Applications must be typed and submitted via email along with any attachments. For accessibility, applications and attachments must be submitted in their original file formats when available (Word, Excel, etc.) (not scans, images, or PDFs; signatures are not required). Attachments may be submitted in other formats including PDFs, preferably with searchable text (not scans or images), if that is all that is available. The applications and attachments may be submitted as separate files.
Signatures that are Required for Utilizing Funds All future 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.
<b>Budgeter and Administrator Information</b> For DASG accounts the Budgeter is the person directly responsible for managing the account program and the Administrator is the person over them.
Budgeter's Name: Hyon Chu Yi-Baker

Phone Number:	408-864-8239
Email Address:	YiBakerHyonChu@fhda.edu
Relationship to Project:	DASG Advisor
Position on Campus:	Director of College Life
Administrator's Name:	Michele LeBleu-Burns
Phone Number:	408-864-8218
Email Address:	LeBleuBurnsMichele@fhda.edu
Relationship to Project:	Administrator
Position on Campus:	Dean of Student Development

Approved by DASG Chair of Finance

(Produced by the Office of College Life - 11/11/2023)