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.

Applications must be submitted as Word documents or searchable text PDFs (not scans; signatures are not required)

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 - DASG Budget Committee - 41-51140"

Everything submitted will be publicly available online.

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

1.	Program (Account) Name:I	nter Clul	b Council				
2.	Is this a new DASG account? Yes] No ⊠	DASG Acco	unt Number:	41-54100		
3.	Amount requested for 2023-2024		\$	56,950	_		
4.	Total amount allocated for 2023-2	.024 \$ <u>.</u>	19,000)			
5.	How long has this program existed	i? <u>Si</u>	ince 1972 (52	2 years)	_		
6.	Number of students directly serve	d in this	program:	10,000			
Please ACCURATELY and THOROUGHLY complete numbers 7 – 10 and use additional sheets if necessary.							
7.	and Account Purposes/Restrictions) also and co-sponsorships. Accounts and amore Failure to disclose ANY and ALL non-DAS and/or the freezing of your DASG Accounts Budget Accounts:	ALL non-DASG accounts and/or sources of income (list ALL <u>Account Numbers</u> , <u>Account Names</u> , <u>Account Balances</u> , <u>Account Purposes/Restrictions</u>) also list ALL Co-Sponsorships for the Program; include anticipated future sources co-sponsorships. Accounts and amounts will be verified. ure to disclose <u>ANY</u> and <u>ALL</u> non-DASG Funding Sources will result in the immediate disqualification of your request lor the freezing of your DASG Account if already approved. udget Accounts: None st Accounts: ICC #44-4320, ICC Capital #44-4290, ICC Inactive Hold #44-4300, ICC Scholarship #44-10, ICC Fundraiser Holding #44-4285					
	Fund 15 Accounts:	None					
	FHDA Foundation Accounts:						
	Grant Funded Accounts: 1 Other District Accounts: 1						
	Off-Campus/Off-District Accounts:						
	On-Campus Co-Sponsorships:						
	Off-Campus Co-Sponsorships:						
	•						

8. Give a brief description of the program/services to be provided and how they fulfill the mission of the college. How will these funds benefit present and future students? The Inter Club Council is comprised of 57 Active clubs as of 11/6/2023. The ICC meets 5 times each quarter (Fall/Winter/Spring) to get relevant updates and discuss club business. This may include the review and approval of club budget requests after initial review and recommendation by the ICC Officers. The ICC provides financial support for clubs to create events on campus; clubs may request funds for supplies, printing, professional services, technical and professional services. The clubs can also individually funds their own refreshments and swag/giveaway items. The ICC

requests funding for us to then provide for clubs for event-related requests, Club Awards for participating in activities, and starter funds for newly created clubs. These funds are crucial for helping clubs stay active and are supported in creating well-attended events, and this in turn helps the ICC's endeavor to continue bringing life back to our campus, and ensure our students find ample opportunities for engagement and community.

- 9. How have you been meeting or how do you plan to meet the budget stipulation of requiring that all students benefiting from DASG funds allocated to you have paid the \$10 DA Student Body Fee and are DASG Members (DASG Budget Stipulation # 1)? _____ The ICC Codes and all club constitutions state that club members must be DASG Cardholders. The ICC Officers must also have DASG cards and that is checked when they run for office and throughout the duration of their term when elected or appointed.
- 10. What would be the impact if DASG did not completely fund this request? The college would suffer from a less vibrant campus, and the clubs on campus would not have the additional financial support they have benefitted from since 1978. This includes both direct funding provided to clubs as well as the ICC operational budget used to put on events like Club Day which greatly help promote our clubs. Student engagement on campus is essential to make their De Anza experience less transitory and has shown to increase rates of retention and graduation. The ICC is essential in fostering community in our college and our continued efforts to build engagement on-campus, and we need DASG's support to continue bringing that.

11. Total amount being requested for 2024-2025 (from page 4)

1.

53,200

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

Supplies (4010)

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

ItemIntended UseCostCanva Pro (w/ OCL), event supplies, office suppliesEvents/Office2,500

TOTAL: \$ 2,500

Promotional Items (4013)

(banners, imprinted marketing items and clothing)

Item Intended Use Cost

1. <u>ICC apparel for officers, free ICC giveaway items</u> <u>Marketing</u> 3,200

TOTAL: \$ 3,200

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>Beverages, candy, snacks for events/meetings</u> <u>Event refreshments</u> <u>5,000</u>

TOTAL: \$ 5,000

Printing (4060)

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

Item Intended Use Cost

1. ICC flyers, posters, brochures, postcards, etc Marketing 1,500

TOTAL: \$ 1,500

Technical and Professional Services (5214)

(Limited Engagement/Independent Contractor Agreements, Consultants/Guest Speakers/Entertainment (list programs). For contracted speakers or performers DASG Funding shall not exceed \$5,000 per event or performance. Meals, beverages, and travel will not be reimbursed.)

	ltem	Intended Use	Cost					
1.	DJ, campus security & custodial, entertainment	Event/vendor fees	5,000					
		TOTAL:	\$ 5,000					
Scholarships (5260)								
	\$1000 per quarter for each ICC Chair (except Chairperson, included with DASG; 5 total)							
	\$500 per quarter for each ICC Vice Chair (3 total)							
	Item	Intended Use	Cost					
1.	ICC Leader Scholarship - Chairs	<u>Leader compensation</u>	15,000					
2.	ICC Leader Scholarship - Vice Chairs	<u>Leader compensation</u>	4,500					
		TOTAL:	\$ <u>19,500</u>					
Equipment Rental/Lease (5310)								
	Item	Intended Use	Cost					
1.	Additional chairs, one-time event equipment	Event support	1,500					
		TOTAL:	\$ <u>1,500</u>					
Additional Account #s								
41-54	ICC Events Awards	\$8,000						
41-54	720 ICC Allocations for New Clubs	\$2,000						
41-54	730 Club/ICC Special Allocations	\$5,000						
Total	Total amount requested (also complete line 11 at bottom of page two) \$ 53,200							

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; applications must be submitted as Word documents or searchable text PDFs (not scans).

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.

Budgeter and Administrator Information

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: Maritza Arreola Phone Number: 408-864-8692 **Email Address:** arreolamaritza@fhda.edu Relationship to Project: Advisor Leadership Development & Student Activities Coordinator Position on Campus: Administrator's Name: Michele LeBleu-Burns Phone Number: <u>408-864-8218</u> **Email Address:** lebleuburnsmichele@fhda.edu Relationship to Project: <u>Administrator</u>

Dean of Student Development

Approved by DASG Chair of Finance

Position on Campus:

(Produced by the Office of College Life - 10/2/2023)