

DASG Budget Request 2022-2023

For DASG Operational Accounts Only

Budget Request due to the Office of College Life by 4:00 pm Monday, November 1, 2021
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 Subject must be in the following format: "DASG Budget Request - DASG Account/Program Name - 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: Inter-Club Council (ICC)
2. Is this a new DASG account? Yes No DASG Account Number: 41-53100
3. Amount requested for 2021-2022 \$63,037
4. Total amount allocated for 2021-2022 \$27,542
5. How long has this program existed? Since 1972 (50 years)
6. Number of students directly served in this program: 10,000

Please ACCURATELY and THOROUGHLY complete numbers 7 – 10 and use additional sheets if necessary.

7. List ALL non-DASG 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-DASG Funding Sources will result in the immediate disqualification of your request and/or the freezing of your DASG Account if already approved.

B Budget Accounts: None

Trust Accounts: ICC #44-4320, ICC Capital #44-4290, ICC Inactive Hold #44-4300, ICC Scholarship #44-4310, ICC Fundraiser Holding #44-4285

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/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 49 Active clubs as of 11/1/21. The ICC meets 5 times each quarter (fall/winter/spring only), and reviews club budget requests at our ICC Agenda/Officer meetings; we also take care of ICC business and approve budget requests in these meetings, such as which clubs raise money operating Flea Market Concessions. Clubs may request funds for supplies, printing, technical and professional services (speakers, entertainment, clean up services, security services), to provide financial support for clubs to create events on campus. The clubs individually fund their own refreshments, awards, and t-shirts for members. The ICC requests money from its own allocation to provide or clubs, and DASG, with equipment (such as tents or PA system), to provide our clubs with awards for participating in activities (they must be present at the meeting to receive the award), and to create well-attended events on campus. The stated requests have been calculated by matching the trends of club use, and the projected number of clubs to be active by the end of the quarter. The advertising budget has been determined by buying Facebook ads to promote ICC events to our De Anza students as our targeted population.

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 Code and all club constitutions state that the club members must be DASB cardholders. The ICC Officers must have DASG cards and that is checked when they run for office and also while they are an officer.

10. What would be the impact if DASG did not completely fund this request? _____

De Anza College would suffer from a less vibrant campus, and the clubs on campus would not have the additional financial support they have enjoyed since 1978. Student engagement on campus is essential to make their De Anza experience less transitory and has shown to increase retention and graduation rates. Especially now as the campus moves into implementing the Villages in Guided Pathways, the clubs are a potential key component for these wrap-around support opportunities. The ICC is essential in fostering the community in our college.

11. Total amount being requested for 2022-2023 (from page 3) \$63,157 _____

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

Student Payroll (2310)

MUST ALSO COMPLETE THE BENEFITS (3200) SECTION

Must adhere to FHDA Student Pay Levels as stated at

<https://www.deanza.edu/financialaid/types/studentjobs.html>

	Job Title	# of emp. x \$ Per hr x # hrs/wk x # of wks	Cost
1.	ICC Secretary _____	\$17.60 x 19 hr x 48 wk	\$16,051.20 _____
2.	ICC Chair of Equity _____	\$16.60 x 6 hr x 48 wk	\$4,780.80 _____
		TOTAL:	\$20,832 _____

Hourly 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.	ICC Secretary _____	\$16,051.20 x 1.52% _____	\$250 _____
2.	ICC Chair of Equity _____	\$4,780.80 x 1.52% _____	\$75 _____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
		TOTAL:	\$325 _____

Supplies (4010)

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

	Item	Intended Use	Cost
	Color paper, office supplies, plastic flyer stands, ICC Chairperson’s personalized gavel, engraving on the perpetual ICC Chairperson plaque, Gaffer and non-stick (painter’s) tape, batteries, possible software and accessories, clipboards, containers, baskets, helium tank refills, and balloons		
		TOTAL:	\$3,500 _____

Promotional Items (4013)

(banners, imprinted marketing items and clothing)

	Item	Intended Use	Cost
	Free ICC Imprinted promotional item that is given to students to promote clubs and our website. Also, ICC has drawings for our Fall, Winter and Spring Welcome Receptions and F/W/D Finale receptions, and to ICC Reps for their perfect attendance		
		TOTAL:	\$4,000 _____

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
Candy for Welcome Week, Club Day, DASG Student Service Days, etc. Ice cream, hot chocolate, or snacks for our Welcome Week Reception and End of the Quarter Reception every quarter, refreshments for Fall Dance, Lunch and Dinner for Transitional ICC Officer Retreat for 10 people – outgoing & incoming ICC Officers, ICC Secretary, and ICC Advisor. \$2k per quarter on large-scale campus-wide events.

TOTAL: \$6,000 _____

Printing (4060)

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

Item Intended Use Cost
ICC Color Flyers, Postcards, Bookmarkers, and ICC Officers Business Cards

TOTAL: \$1,500 _____

Technical and Professional Services (5214)

(Limited Engagement/Independent Contractor Agreements, 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
Welcome Week Entertainment and DJ for Club Day (Fall, Winter, Spring) and DJ for Club Karaoke (Fall, Winter, Spring), and DJ, Campus Security and Clean-Up Services for ICC/DASB Fall Dance, Sign interpreters for ICC/Club Events, if needed. Entertainment and equipment rentals for Spring Carnival and other co-sponsored events with DASB Programs & Events programs.

TOTAL: \$5,000 _____

Equipment Rental / Leasing (5310)

Item Intended Use Cost
Carnival Games / Cotton Candy Machine Rental for Spring Carnival, and other ICC sponsored events. Also tables/chairs rental if needed.

TOTAL: \$1,500 _____

Advertisement (5745)

(Any durable item whose value exceeds \$200 and has usable life of one (1) year or more)

Item Intended Use Cost
Facebook Advertisement to promote De Anza ICC Events

TOTAL: \$500 _____

Additional Account #'s

41-54600 ICC Events/Awards \$10,000
41-54720 ICC Allocations – 20 new clubs @ \$50 one time only \$2,000
41-54730 ICC Club Allocation \$8,000

Total amount requested (also complete line 11 at bottom of first page) \$63,157 _____

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

Budgeter’s Name:	Maritza Arreola_____
Phone Number:	408-864-8692_____
Email:	arreolamaritza@fhda.edu_____
Relationship to Project:	Advisor_____
Position on Campus:	Student Activities Coordinator_____
Administrator’s Name:	Michele LeBleu-Burns_____
Phone Number:	408-864-8218_____
Email:	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 - 9/27/2021)