

# 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](mailto: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: Legal Advice
2. Is this a new DASG account? Yes  No  DASG Account Number: 41-55145
3. Amount requested for 2021-2022 \$22,176
4. Total amount allocated for 2021-2022 \$9,504
5. How long has this program existed? 30 + years
6. Number of students directly served in this program: 500 +  
*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: 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/services to be provided and how they fulfill the mission of the college. How will these funds benefit present and future students? Legal Advice to students on a walk-in appointment basis. Assists students with legal questions. We currently provide two hours of service per week.
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)? We check current enrollment and DASG membership status when students ask to make an appointment.
10. What would be the impact if DASG did not completely fund this request? There would be no DASB Legal Advice service for students.
11. Total amount being requested for 2022-2023 (from page 3) \$22,176

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

## Casual Payroll (2350)

### MUST ALSO COMPLETE THE BENEFITS (3200) SECTION

	Job Title	# of emp. x \$ Per hr x # hrs/wk x # of wks	Cost
1.	Legal Advisor	1x\$120x4x42	20,160
		TOTAL:	\$ 20,160

## 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.	Legal Advisor	20,160 x 0.10	2,016
		TOTAL:	\$ 2,016

Total amount requested (also complete line 11 at bottom of first page) \$22,176

**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: Dennis Shannakian  
Phone Number: 408-864-8757  
Email: ShannakianDennis@fhda.edu  
Relationship to Project: Budgeter  
Position on Campus: College Life Office Coordinator  
Administrator's Name: (print) Michele LeBleu-Burns  
Phone Number: 408-864-8218  
Email: LeBleuBurnsMichele@fhda.edu  
Relationship to Project: Administrator  
Position on Campus: Dean of Student Development