DASG Budget Request 2023-2024
For All Programs Excluding Athletics

Budget Request due to the Office of College Life by 4:00 pm Monday, November 7, 2022
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: Mentors@De Anza
2. Is this a new DASG account? Yes ☐ No ☑ DASG Account Number: 41-56585
3. Amount requested for 2022-2023 $ 4,520
4. Total amount allocated for 2022-2023 $ 2,920
5. How long has this program existed?   2 years
6. Number of students directly served in this program: 160
   Please ACCURATELY and THOROUGHLY complete numbers 7 – 10 and use additional sheets if necessary.
7. 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)?   One of the requirements for students to apply as a mentor or mentee is to be a current DASG card holder; therefore, to have paid the fee.

8. What would be the impact if DASG did not completely fund this request?   Mentors@De Anza would be unable to run the program as we normally do. We would be unable to create a proactive, engaging space for students to receive help with their De Anza journey, or for experienced students to share their own experiences. We would not be able to work towards our goal of equity and making sure those who need help can get it and have access to the resources they need. Since we are transitioning from a completely online program to a hybrid program, our expenses have increased, and if DASG did not fund our request we would not be able to fully serve our students and meet in-person program needs.

9. Total amount being requested for 2023-2024 (from page 3) $ 9,830

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

Supplies (4010)
(Non-capital as specified; NO general office supplies)

	Item	Intended Use	Cost
1.	Trifolds and Posters	In-person events	50
2.	Reusable tabling supplies (tablecloth, flyer holder, etc)	In-person events	50
3.	Stationary (staples, pens, highlighters, markers, etc)	In-person events	50
4.	Promotional Items (Sweaters, custom stationary, etc)	Marketing	500
5.	MailMerge Subscription	Sending announcements to involved students	40
6.	Canva Subscription	Outreach & promotion	40
7.	Wordpress Subscription	Blog w/ important info for current students	100
8.	Polaroid Camera	Taking photos for promo use	150
		TOTAL:	$ 980

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.	Snacks, food, drinks	In-person events	800
		TOTAL:	$ 800

Printing (4060)

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

	Item	Intended Use	Cost
1.	Stickers, flyers, brochures, posters	Promoting, informing	800
		TOTAL:	$ 800

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
1.	Transfer panelist payment (5 per year)	Paying alum speakers	3,500
2.	Lead & Senior Mentor Stipend	Paying Lead & Senior Mentors	3,330
		TOTAL:	$ 6,800

Capital (6420)

(Any durable item whose value exceeds $200 and has usable life of one (1) year or more;
NO general office equipment)

	Item	Intended Use	Cost
1.	Microphones (2)	Recording for blog & podcast	250
2.	Audio Interface (2)	Record multiple inputs, necessary for use with mics	200
		TOTAL:	$ 450

Total amount being requested for 2023-2024 (also complete line 9 at bottom of first page)

$ 9,830

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

Request For Information (RFI)

	Question / Inquiry	Program Response
1.	Please provide a **thorough** description of your program. Please describe the new services or features of your program that were implemented after you last submitted a DASG RFI. Explain how your program is unique. Are there any programs on campus that are similar or is there any duplication of services?	Mentors at De Anza is a program created by students for students. Many students struggle with navigating De Anza, especially during their first year, and receiving the proper help from counselors. The goal of this program is to connect first and second/third year students based on their majors and experience. That way, creating a firm and close community but also making sure students feel more confident in their academic and personal success. Besides Peer Mentorship, features of this program include events (both in-person and online), training for peer mentors, and a content creation arm focusing on blog and podcast to share information about transfer and college life to De Anza students. There is no other program currently at De Anza that is fully led by students, free for students and that has the number of people we have right now that is based on Peer Mentorship and open to all De Anza student DASG cardholders.
2.	How will your program expand students' perspectives and positively impact their lives and the community? (250 words max)	One way that this program expands students' perspectives and impacts their lives is by connecting them with students that are knowledgeable in what they need the most. If college life is their goal, those students will leave the program knowing everything there is about college life and integrated in the community they wish to join. Another way that students are positively impacted is by being exposed to students who are knowledgeable in terms of transfer services and resources, which can help guide them and support them throughout their transfer journeys. In addition to that, this program hosts an annual series of transfer panels with alumni, and requires training about current relevant information and De Anza resources available for them that contribute to an equitable campus.
3.	Go through the most recent DASG Budget Guiding Principles and explain how your program fits each of them or as many as possible. Please do not merely copy and paste the DASG Guiding Principles. The DASG Budget Guiding Principles are available at www.deanza.edu/dasg/budget	We believe the Mentors at de Anza program promotes and obliges by all the DASG budget guiding principles. Our main priority are the students. Therefore, doing any and everything we can in our power to assure a safe, educational and equitable place is one of the main purposes of this program. The only principle that this program would like to improve is investing and promoting environmental and sustainable practices for students.

	Question / Inquiry	Program Response
4.	Explain how your program advertises and promotes itself to all students. Has your program made extra effort to market and reach underserved students? If so, describe how. If not, describe what challenges your program faces in trying to do so. Provide a clear plan for the current academic year as well as any marketing material you will or have used.	Our program not only engages with students on social media every week but also connects with them through e-mail. Our program sends a weekly e-mail with information about new events on campus and on the program. We promote ourselves for those on the program and outside our program. We also have made success to contact underserved students by contacting their constituency and inviting them to not only join the program but to also on our transfer panel and on our podcast. While promoting any event, we make sure to promote it equally to all organizations, clubs, programs and students. The current marketing plan is to reach out to as many students as possible, making sure every single community is included. As for now, because of the pandemic situation, this will be mainly done by posting on social media, emailing, talking to people on campus while hosting events and speaking in classes about our program. We are also transitioning to a hybrid and in-person model, so outreach efforts have included tabling and speaking directly to students and posting flyers around campus.
5.	Explain how your program promotes equity within the program and on campus. For example: equity training for all staff and student leaders, hiring from underrepresented communities, etc.	During the mentorship training process, we make sure to prioritize every single request and make sure those who need a specific help, will get it. We also make sure to include and make it required an equity training for all incoming peer mentors. That training is done by reading, watching and completing discussion on topics regarding equity.
6.	How has your program adapted to providing its services online? Alternatively, please provide a clear plan for how your program would provide online services if needed in the future.	Absolutely. Our program was not only created in an online environment but also fully adapted to all matters when it comes to including all students. This program will keep the mentorship training online regardless of the setting we find ourselves in. Not only that but this program will maintain our main communication online to make sure we are available for students in all time zones.

	Question / Inquiry	Program Response
7.	Please indicate which object codes are critical for DASG to fund this year. Please do NOT list down all of the object codes.	As this is a new program that was created during a pandemic, we do not have much in physical supplies or materials. Due to that, I believe the **supplies** and **capital** are important for this program. Since we are transitioning to a hybrid model, it is increasingly critical for our program to receive funding for **food** for in-person events, and for **printing** so that we are able to share about this program while in-person. Since the Lead and Senior Mentors are investing hundreds of their hours unpaid into running this program, we believe it is crucial to provide them a stipend to compensate for their efforts through the **professional services**. Not only that but because this program relies on the voluntary time of alumni (transfer students) to being available for 2 or 3 hours of their day to help us, we think it's fair that we give them some kind of monetary help. That is why the last and most important object code that are critical for this program is the **professional services**.

Data Sheets/Attachments

Please attach supporting documents of the following questions and list the document names accordingly.

Covering all the bullet points will be beneficial for our review process. IF attachment is not required or missing, please give your thorough answers below.

	Question / Inquiry	Document Name / Additional Response
1.	ENROLLMENT • Number of total AND new active students over the past 3 years • Number of enrolments retained (stayed for more than a quarter) • Number of students enrolled in online services • Does your program serve a certain demographic or the whole De Anza population? • Racial demographics (if possible)	• Total active students over the past 3 years: 550 • Total current active students: 160 • We typically retain 50+% of students from quarter to quarter. • Our program serves all De Anza students • Our racial demographics or any personal information about the students cannot be displayed for privacy reasons
2.	STUDENT FEEDBACK • Attach student feedback forms, surveys, etc. • How has your program responded to suggestions made by students in the previous year?	• We have feedback surveys for our mentorship program and peer pairing. • Here's one of them: https://forms.gle/LvJu43bZQUhrh1qj8 • Our program always bases any change made on the student's feedback
3.	FUNDING • List any funding from the college, sources of income, any grants, and any other source (include ALL Account Numbers, Account Names, Account Balances, and Account Purposes/Restrictions) • Attach account reports of all sources of funding	The only funding this program has received was from DASG.

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: Leadership Development & 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 - 8/23/2022)