## **DASG Budget Request 2023-2024**

# 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 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: CCCSAA Student Leadership Conference
	(DASG Operational - DASG Government Cost)
2.	Is this a new DASG account? Yes \(\bigsim\) No \(\bigsim\) DASG Account Number: 41-511xx or 46-52612
3.	Amount requested for 2022-2023 \$ 8,000
-	Total amount allocated for 2022-2023 $\frac{1,100 + 7,022 \text{ from Special Allocations}}{1,100 + 7,022 \text{ from Special Allocations}}$
	How long has this program existed? 20 + years
6.	Number of students directly served in this program: All DASG Senators, ICC Officers, and the De
٥.	Anza Student Trustee
	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? The funds would allow DASG Senators, ICC
	Officers, the Student Trustee, and Advisor(s) to attend the California Student Affairs Association (CCCSAA)
	Student Leadership conference that is directly related to their student leadership role as well as enhance 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 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)? All DASG Senators and ICC Officers must be DASG Members
10.	What would be the impact if DASG did not completely fund this request? <u>Students would not be</u>
	able to attend the conference.
11.	Total amount being requested for 2023-2024 (from page 4) \$ 15.000

### **Domestic Conference and Travel (5510)**

(Must adhere to district travel policies,

http://business.fhda.edu/policies-and-procedures/ff-travel-policy.html, and DASG Limitation and Requirements from the DASG Finance Code)

Intended Use Cost 1. CCCSAA Student Leadership Conference registration, travel, hotel, meals 15,000 TOTAL: 15,000 Total amount requested (also complete line 11 at bottom of first page) 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; 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: (print)	Hyon Chu Yi-Baker
Phone Number:	408-864-8239
Email:	YiBakerHyonChu@fhda.edu
Relationship to Project:	DASG Advisor
Position on Campus:	Director of College Life
Administrator's Name: (print)	Michele LeBleu-Burns
Administrator's Name: (print) Phone Number:	Michele LeBleu-Burns 408-864-8218
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Phone Number:	408-864-8218

Approved by DASG Chair of Finance

(Produced by the Office of College Life - 8/23/2022)