

## **STUDENT REPRESENTATION FEE (FUND 46)**

### **DASG FINANCE COMMITTEE AGENDA ITEM**

This form must be submitted to Student Accounts **NO LATER** than 4:00 PM on the Tuesday (subject to change) before the meeting in which you wish the item to appear. It **MUST** be filled out completely (all pages), or your request may be postponed or denied. Attach additional sheets if necessary.

**Clubs should fill out the "ICC/Club Budget Request" form for all requests.**

**NOTE: DASG Finance does not meet during the first week of the quarter, dead and finals weeks, breaks, or summer.**

*Please submit the original and one (1) copy of this form and any attachment(s) for a total of two (2) sets.*

Name: Dennis Shannakian Signature & Date: 7/27/2022

Phone: 408-864-8757 E-mail: shannakiandennis@fhda.edu

Group or department you are representing: Office of College Life

*You are required to attend the DASG Finance Committee meeting, Monday at 4:00 PM (subject to change), to answer any questions for items 1 and 2 below and possibly item 3 as well if determined by the Chair of Finance.*

**Request to be on the Finance Committee Agenda For: (check one)**

1.  **GENERAL ITEM (Includes Budget Transfers):**  
 Summary of item: (REQUIRED, use additional sheets if necessary) \_\_\_\_\_

2.  **NEW OR ADDITIONAL FUNDING: Total Requested Amount \$ \$7,000**  
*Complete the next two pages as well when requesting new or additional funding. Attach additional sheets if necessary. Also attach additional details and event/program descriptions. Incomplete applications will not be accepted.*

3.  **OBJECT CODE/LINE ITEM TRANSFER (Only Page 1 Required; must attend Finance Committee meeting only if contacted):**

Account Name: \_\_\_\_\_

Account Number: \_\_\_\_\_

From Object Code:	To Object Code:	Requested Amount \$	DASG Use only Approved Amount \$
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Reason for Transfer: (REQUIRED, use additional sheets if necessary) \_\_\_\_\_

*The Budgeter and Administrator cannot be the same person.*

\_\_\_\_\_  
 Budgeter's Name (PRINT)      Budgeter's Signature      Phone Number      E-mail

\_\_\_\_\_  
 Administrator's Name (PRINT)      Administrator's Signature      Phone Number      E-mail

**Action Taken**  
(office use only)

Transfer Approved and Forwarded to Student Accounts on \_\_\_\_\_  Transfer Denied  
Date

\_\_\_\_\_  
 DASG Chair of Finance      Date      DASG Advisor      Date

**The DASG Finance Code and the DASG Budget Stipulations must be adhered to at all times.**  
 They are available at <https://www.deanza.edu/dasg/budget/>

## Student Representation Fee (Fund 46) Funding Criteria

Check off all of the criteria you feel this request meets and attach all supporting documents including conference programs/schedules, event/workshop descriptions, etc.

Also submit a typed statement explaining why you feel this request meets the criteria for Student Representation Fee funds.

Your request will be reviewed by the DASG Finance Committee, DASG Senate, Dean of Student Development, and Vice President of Student Services to determine eligibility for funding from the Student Representation Fee funds.

- Carrying out voter registration, education, and mobilization campaigns
- Training students and hiring student interns to organize and advocate for themselves and their communities before state and local decision-making bodies
- Carrying out educational programs for the student body to help students become better informed of important decisions being made at the state and local level affecting their lives as students
- Supporting student advocates to meet with members of the state legislature and other elected officials in Sacramento and/or at the regional or local level
- Supporting student advocates to organize with other students at the local, regional, statewide, and national levels at conferences, training sessions, and advocacy gatherings
- Increasing the capacity of the student body to organize and mobilize and develop leadership to be more effective advocates for themselves and their communities before state and local decision-making bodies



# DASG Student Representation Fee (Fund 46) Object Code/Line Item Information

\* Fill out only applicable object codes. \*

Object Code Name and Number	Description of Expenses (Please itemize all your expenses, BE SPECIFIC)	Requested Amount (round up to the next whole dollar)	DASG Use Only Approved Amount
Student Payroll – 2310 Include hours to be worked x pay rate <b>MUST ALSO COMPLETE BENEFITS – 3200</b>			
Benefits – 3200 (1.52 % for Student Employees) <b>MUST BE COMPLETED WHEN REQUESTING PAYROLL</b>			
Supplies – 4010 (Office supplies or as specified in request or stipulations)			
Banners – 4013 (Reusable banners that will last multiple years)			
Food/Refreshments – 4015 (Must adhere to district Administrative Procedure 6331, <a href="http://www.boarddocs.com/ca/fhda/Board.nsf/goto?open&amp;id=AKVUKX7C7F98">http://www.boarddocs.com/ca/fhda/Board.nsf/goto?open &amp;id=AKVUKX7C7F98</a> )			
Printing – 4060 (flyers, posters, programs, forms, etc.)			
Technical & Professional Services – 5214 (Consultants/Guest Speakers/Entertainment) maximum \$1,200 per speaker per event maximum \$1,800 per performance			
Domestic Conference and Travel – 5510	Conference Fees, Travel, and Lodging for the 2022 CCCSAA Student Leadership Conference from Friday, October 21 to Sunday, October 23, 2022 in San Diego.	\$7,000	
<b>Grand Total</b>		<b>\$7,000</b>	

No deficit spending will be allowed and all accounts shall be held to line item amounts. Funds allocated to a program must be used for the purpose stated in the original request and stay with that program and cannot be used for or allocated/donated to other programs without DASG Senate approval.

***A budgeter's and an administrator's signature are required before this form will be considered.***

***The Budgeter and Administrator cannot be the same person.***

<u>Dennis Shannakian</u>		<u>408-864-8757</u>	<u>shannakiandennis@fhda.edu</u>
Budgeter's Name (PRINT)	Budgeter's Signature	Phone Number	E-mail
Budgeter's Name (PRINT)	Budgeter's Signature	Phone Number	E-mail
<u>Michele LeBleu-Burns</u>		<u>408-864-8218</u>	<u>lebleuburnsmichele@fhda.edu</u>
Administrator's Name (PRINT)	Administrators Signature	Phone Number	E-mail

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They are available at <https://www.deanza.edu/dasg/budget/>**