



2008-2009 DASB Budget Stipulations

Failure to comply with these stipulations or with the DASB Budget and Finance Code may result in the reduction of your proposed budget allocation by a significant amount for the next fiscal year and/or the freezing of current funds until the Finance Committee or the Senate is satisfied that the deficiencies have been corrected.

1. All programs that receive DASB funds shall encourage DASB Card membership purchase. Encouragement includes, but is not limited to, requiring DASB funded student employees to be current DASB members, and that students receiving DASB funded services be current members of DASB. DASB Card membership purchase encouragement will be a factor in future funding.
2. All promotional materials and capital items for all programs funded by the DASB must print “Sponsored by De Anza Associated Student Body (DASB)” or “Funded by De Anza Associated Student Body (DASB)” or use the DASB logo either in place of the text “De Anza Associated Student Body (DASB)” or the DASB logo by itself on them.
3. All Creative Arts performing groups funded in the DASB Budget are required to put on a performance at least once a year during Monday – Thursday, 11:30 am – 1:30 pm or 5:30 pm – 7:00 pm, at any location accessible to all students.
4. The Special Events Coordinator must present a quarterly report for the Flea Market to the DASB Senate. The report shall include Profit and Loss statements, inventory and other information deemed important to administer the financial well being of the Special Events programs and services.
5. All College/Student services funded by the DASB are required to participate in a DASB Student Services Day, to be located inside of or within 250 feet of the Campus Center.
6. DASB recognizes the importance of and supports Multicultural/Diversity programming to educate and enhance awareness of the diverse populations attending De Anza College. The DASB Vice President of Diversity and Events, in concert with the DASB Diversity and Events Committee Advisor, will serve as the budgeter for the Multicultural/Diversity funds. In order to insure quality programs will be conducted for the good of our student population, the DASB in cooperation with staff, student club members and Student Activities will establish target dates for each funded program. If the staff and student club members

associated with each of the funded programs have not met these target dates, the DASB Vice President of Diversity and Events may coordinate events recognizing the various Multicultural/Diversity groups.

7. Recycling: All organizations using DASB funds are encouraged to purchase and use recycled paper and paper products with DASB funds.
8. No Special Allocation Funds can be used for Travel. With the exceptions of Creative Arts and Athletics, no funds can be used for Travel/Conferences unless so allocated during the budget approval process. Any clubs wanting to get funding for travel must submit applications to the Inter Club Council (ICC).
9. For any workshops and performances funded by the DASB an invitation should be extended to the DASB President or delegate at least two weeks prior to the event.
10. The DASB Leadership funds must be used for multiple retreats and multiple workshops.
11. The DASB Telephone funds are to only be used for cell phone reimbursements for the DASB President and DASB Vice President of Budget and Finance, up to \$30.00 per month, not to exceed the budgeted amount.
12. The variance account can only be used to cover costs that go over the original allocation up to 10% not to exceed \$350.
13. Funds allocated must be used for the purpose stated in the original request and cannot be used for or allocated/donated to other programs without DASB senate approval. For every matter in stipulations that must be “mutually agreed upon”, the service in question may not use any of the money allocated to it by the DASB Senate until after said mutual agreement has occurred between representatives of the involved service and the DASB Budget & Finance Committee.
14. Funding for CalWORKs Students is restricted to the purchase of required class supplies only.
15. All Athletics accounts are funded only for away games and contests travel in California. Teams may use some of this funding for games and contests out of California by requesting a waiver from the DASB Budget and Finance Committee during the fiscal year of the budget.
16. For contracted speakers the fee shall not exceed \$1500.00 per speaker per event. For performances the fee should not exceed \$2000.00 per performance. An additional \$500 may be requested for transportation and lodging. Meals will not be reimbursed.
17. Creative Arts cannot use DASB Funds for any facilities rental.
18. La Voz shall provide DASB with one-half page of advertisement space per issue. The DASB Marketing and Communications Committee shall determine the allocation of the information within advertising space.

19. La Voz shall put on their distribution racks: "Student Subscription to La Voz is provided by DASB." The DASB VP of Marketing and Communications will work with the La Voz Advertising Manager regarding the final details.
20. La Voz account is to only be used for printing.
21. No funds shall be used for promotional clothing unless so specified in the approved budget. Funds may be used for promotional clothing by requesting a waiver from the DASB Budget and Finance Committee during the fiscal year of the budget.
22. ICC Travel must have its own account.
23. DASB Funding for the Tutorial and Academic Skills Center is for tutorial salaries and benefits only.
24. DASB funding for the Red Wheelbarrow Literary Magazine is to be used for the De Anza College Student Edition only.
25. Students must show their DASB Card to borrow a calculator purchased for the Math Performance Program (MPSP) with DASB funds.
26. The DASB Senate must decide which conferences to attend with the DASB/ICC Student Leadership Conference(s) account.
27. The Multicultural Author Readings Series account is not to be used for the purchase of promotional pens.
28. The California History Center account is to only be used for the oral history interviewer.
29. For Athletics accounts no budget transfers shall be allowed from women's to men's accounts or vice versa.
30. For the Research Mentoring Program priority will be given to surveys by DASB for students at no cost.
31. DASB shall not fund any banquets other than for the Special Education Division.

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