



## 2014-2015 DASB Budget Stipulations

Failure to comply with these stipulations or with the DASB Finance Code may result in the reduction of your 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.

### General

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 Student Employees funded by DASB must be DASB Members. Prior to student employment all student employees must submit copies of their DASB Cards with their employment applications to be eligible for employment.
3. All programs funded by DASB must place a sign visible to students in their areas stating they are partially funded by DASB.
4. 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.
5. Recycling: All organizations using DASB funds are encouraged to purchase and use recycled paper and paper products with DASB funds.
6. No Special Allocation funds can be used for Travel unless it is to augment travel funding already allocated during the annual budget approval process.
7. Mileage shall not be reimbursed by DASB.
8. The variance account can only be used to cover costs that go over the original allocation up to 10% not to exceed \$350.
9. 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.

10. 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. Meals and beverages will not be reimbursed. Any appeals to these dollar amounts shall be heard by the DASB Finance Committee.
11. No funds shall be used for promotional clothing unless so specified in the approved budget.
12. DASB shall not fund any banquets other than for the Disability Support Programs & Services (DSP&S) Division.
13. 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.
14. No Capital items may be purchased in April, May or June.
15. Any income on disposal of any capital items purchased with DASB Funds shall revert to the DASB General Fund.

## **DASB**

16. All promotional items purchased by DASB must be eco-friendly whenever available and cost effective.
17. 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 Diversity and Events must establish a committee to host the event, 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 The Office of College Life 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 Chair of Diversity and Events may coordinate events recognizing the various Multicultural/Diversity groups.
18. The DASB Leadership Training funds must be used for multiple retreats and multiple workshops. \$1,500 must be used for professionally provided team building exercise(s) during the Fall quarter and must be used before/during Spring quarter (before June 30th).
19. \$1,500 of the Student Advocacy fund is reserved for the FACC Conference.
20. Expenditures over \$1,000 for the Advocacy and Rallies account must be approved by senate.
21. For the DASB Campus Events account there can be no transfers from Technical and Professional Services.
22. No gift items/prizes/giveaways can be over \$50 in value.

23. All DASB Marketing expenses including but not limited to advertising, banners, printing, and promotional items must be processed through the DASB Marketing Committee and are required to use eco-friendly products in doing so when available and cost effective.
24. The funds in the DASB New Senate Orientation account should be used to hold a new senate orientation before the 8<sup>th</sup> week of spring quarter by the DASB Executive committee.
25. Continued funding of the Account Office Staff account is dependent on negotiation between the DASB Finance Committee and De Anza College Administration.
26. Expenditures over \$1,000 for the Advocacy and Rallies account must be approved by senate.
27. If a request is made for sign language interpreter(s), the request will come from Special Allocations and not DASB General Diversity Events.
28. Ten (10) movie tickets per week per student and staff.

## **ICC**

29. All promotional items purchased by ICC must be eco-friendly whenever available and cost effective.
30. No travel funding for clubs.
31. No capital funding for clubs.
32. The ICC Telephone funding is for the ICC Advisor only.

## **College Life**

33. Repairs on the Bicycles for the DASB Bicycle Program must be completed by a certified mechanic.

## **College Services**

34. The Honors program funding shall be used to support continuing 2013-2014 Honors students only. The DASB will reconsider this stipulation upon administration's financial support of an independent Honors program (not affiliated with PTK or other such organizations) with rigorous, Honors-only core classes (note: The DASB recognizes the importance of a robust Honors program that is recognized and acknowledged by 4-year institutions and transfer agreements (e.g. UCLA, UC Berkeley, etc.)).
35. La Voz shall provide DASB with one-half page of advertisement space per subscribed issue. The DASB Marketing Committee shall be responsible for the advertising space. The DASB Marketing Committee has to work with Inter Club Council (ICC) on the La Voz advertising space.
36. La Voz shall put on their distribution racks: "Student Subscription to La Voz is provided by DASB."

37. The La Voz Weekly account is to only be used for purchasing subscriptions and maintaining their website to La Voz Weekly for DASB members.
38. Books purchased with the Library – Textbook on Reserve Collection account must have a sticker placed on them with the DASB Logo and indicating they were purchased by DASB.
39. Students must show their DASB Card to borrow a calculator purchased for the Math Performance Program (MPSP) with DASB funds.
40. Funding for Textbook Program - CalWORKs Students shall be used for renting CalWORKs Students' textbooks whenever possible.
41. Funding for Textbook Rentals - EOPS Students is restricted to renting EOPS Students' textbooks only.
42. DASB Funding for the Tutorial and Academic Skills Center is for tutorial salaries and benefits only.
43. The Tutorial and Academic Skills Center must provide accountability reports.
44. Funding for Veterans' Program shall be used for renting Veterans' textbooks whenever possible.

### **Creative Arts**

45. 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.
46. Creative Arts cannot use DASB Funds for any facilities rental.
47. The funding for the Patnoe Jazz Festival must be used to maintain the traditional Patnoe Jazz Festival Format as per 2008-2009 and earlier.

### **Athletics**

48. All Athletics accounts are funded only for participating athletes, red shirts, statisticians, referees and film crew (students have to be DASB card holding members). Only contests held in California will be funded.
49. Vehicles rented for athletic team competition use must be rented on the day of the event with the exception of team competition occurring on weekends and must be returned by the next business day the rental company is open.

50. For away games, De Anza Athletic Teams are subject to a maximum allocation of \$10 for breakfast, \$12 for Lunch, and \$15 for dinner per student athlete. Each student athlete is allowed a maximum of one breakfast, one lunch, and one dinner in a twenty-four hour period. Classifying the type of meal will be up to the discretion of the DASB Chair of Finance. The budgeter shall have the right to appeal the decision to the DASB Finance Committee.

All meal expenditures require original detailed receipts/invoices that show amounts actually spent for meals, and for each athlete(s). Expenses submitted without receipts/invoices will not be reimbursed. All unused cash advance amounts shall be returned to Student Accounts. If the athletic budgeter feels more than one meal is needed it will be up to the discretion of the Chair of Finance if one or more meal(s) will be given.

### **Other Divisions**

51. DASB funding for the Red Wheelbarrow Literary Magazine is to be used for the De Anza College Student Edition only.

Revised: 3/20/2014, saved as: "2014-2015 DASB Budget Stipulations.doc"