

# DASB Budget Request 2020-2021

## For DASB Operational Accounts Only

Budget Request due to the Office of College Life by 4:00 pm Tuesday, November 12, 2019

Applications and attachments must be submitted via email to Dennis Shannakian at [ShannakianDennis@fhda.edu](mailto:ShannakianDennis@fhda.edu).

The Subject must be in the following format: "DASB Budget Request - DASB Account/Program Name - DASB Account Number"

For Example: "DASB Budget Request - DASB 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: DASB Legislative Affairs Committee
2. Is this a new DASB account? Yes  No  DASB Account Number: \_\_\_\_\_
3. Amount requested for 2019-2020 \$ \_\_\_\_\_
4. Total amount allocated for 2019-2020 \$ \_\_\_\_\_
5. How long has this program existed? 2 years
6. Number of students directly served in this program: \_\_\_\_\_

**Please ACCURATELY and THOROUGHLY complete numbers 7 – 10 and use additional sheets if necessary.**

7. List ALL other 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-DASB Funding Sources will result in the immediate disqualification of your request and/or the freezing of your DASB Account if already approved.**

B Budget Accounts: \_\_\_\_\_

Trust Accounts: N/A

Fund 15 Accounts: N/A

FHDA Foundation Accounts: N/A

Grant Funded Accounts: N/A

Other District Accounts: N/A

Off-Campus/Off-District Accounts: N/A

On-Campus Co-Sponsorships: N/A

Off-Campus Co-Sponsorships: N/A

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 Legislative Affairs Committee's mission is to promote the interests of De Anza College students at a district, city, region and state level, As well as promote the participation and general knowledge of relevant off-campus meeting which could affect the lives of De Anza College students. These funds will be used to facilitate the interests of De Anza students by helping organize and promote student presence at off-campus meetings.

9. How have you been meeting or how do you plan to meet the budget stipulation of requiring that all students benefiting from DASB funds allocated to you have paid the \$10 DA Student Body Fee and are DASB Members (DASB Budget Stipulation # 1)? \_\_\_\_\_

The Committee will promote the Student Body Fee by consistently informing its members about the importance of having students pay said fee because it will fund the services and goods that the DASB provides for De Anza College students.

10. What would be the impact if DASB did not completely fund this request? \_\_\_\_\_

If DASB does not completely fund this request it would hinder the efficiency and effectiveness in which De Anza College Student's interests are represented in external bodies at a district, city, regional, and state level because Legislative Affairs Committee would not be able to participate in off-campus meetings, undermining any projects that the DASB would like to collaborate with other ASOs, and finally lead these projects to failure of fulfillment.

11. Total amount being requested for 2020-2021 (from page 3) \$275.00

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

## 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.   | <u>Food Refreshments</u> | <u>Two SSCCC Meetings</u> | <u>175.00</u>   |
|      |                          | TOTAL:                    | <u>\$175.00</u> |

## Domestic Conference and Travel (5510)

(Must adhere to district travel policies, <http://business.fhda.edu/policies-and-procedures/ff-travel-policy.html>, and DASB Limitation and Requirements from the DASB Finance Code)

|      | Item                             | Intended Use                        |                  |
|------|----------------------------------|-------------------------------------|------------------|
| Cost |                                  |                                     |                  |
| 1.   | <u>SSCCC Events Contribution</u> | <u>Help facilitate SSCCC events</u> | <u>100.00</u>    |
|      |                                  | <u>at other colleges</u>            |                  |
|      |                                  | TOTAL:                              | <u>\$ 100.00</u> |

**Total amount requested (also complete line 11 at bottom of first page) \$275.00**

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

### Signatures that are required for utilizing funds

All 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 DASB 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's Name: Juan Manuel Marquez

Phone Number: (408) 620-0733

E-mail: juanmanuelmb15@gmail.com

Relationship to Project: DASB Chair of Legislative Affairs

Position on Campus: Student DASB Senator

Administrator's Name: Michele LeBleu-Burns

Phone Number: 408-864-8218

E-mail: lebleuburnsmichele@fhda.edu

Relationship to Project: Administrator

Position on Campus: Dean of Student Development

Approved by DASB Chair of Finance

(Produced by the Office of College Life - 8/1/2019)