

DASB Budget Request 2021-2022

For All Programs Excluding Athletics

Budget Request due to the Office of College Life by 4:00 pm Monday, November 9, 2020

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: "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: **Mentors@De Anza Program** _____
2. Is this a new DASB account? Yes No DASB Account Number: N/A
3. Amount requested for 2020-2021 N/A
4. Total amount allocated for 2020-2021 N/A
5. How long has this program existed? **Since Summer 2020 (3 Months)**
6. Number of students directly served in this program: **3,000**
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: _____ 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. 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)? _____
Mentors and Mentees must sign a contract to be part of the program each quarter. These contracts stipulate that they must be DASB cardholders to be a mentor or mentee with the program. The Mentor Team's requirements reiterates that they must be DASB cardholders to apply for the positions. All events are posted on De Anza platforms for De Anza students.
9. What would be the impact if DASB did not completely fund this request? _____
De Anza would lose a major program on campus that supports the diverse student body in a variety of ways, and students would not be supported by the countless number of resources that help them with their transferring process. _____
10. Total amount being requested for 2021-2022 (from page 3) **\$19,992** _____

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

Student Payroll (2310)

MUST ALSO COMPLETE THE BENEFITS (3200) SECTION

Job Title	# of emp. x \$ Per hr x # hrs/wk x # of wks	Cost
1. Mentors Secretary	1x \$16.5 x 8 hours x 48 weeks _____	\$6,336
2. Group Mentors	5 x \$16.5 x 2 hours x 48 weeks _____	\$7,920
		TOTAL: \$14,256

Benefits (3200)

MUST ALSO BE COMPLETED WHEN REQUESTING PAYROLL

Benefits rates can change each year. Please check rates before requesting the same amount as last year.

(1.52 % for Student Employees, 10.4 % for Casual Employees)

Job Title	Total \$ x Percentage	Cost
1. Mentors Secretary _____	6,336 x 1.52%	\$100
2. Group Mentors	7,920 x 1.52%	\$120
TOTAL:		\$220

Supplies (4010)

(Non-capital as specified; NO general office supplies)

Item	Intended Use	Cost
1. Mentorship Awards	Recognition of service and leadership	3 x \$100 = \$300
↳ Crystal award, 1 mentor per quarter		
2. Podcast hosting on Buzzsprout	Representing student issue/voices	\$18 x 12 = \$216
3. Program Buttons	For promotion	\$300
TOTAL:		\$816

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. Drinks/Snacks	Mentorship Orientation Mixer x 3	\$300
2. Lunch (Pizza) _____	Mentors Retreat/Training x 3 _____	\$300 _____
TOTAL:		\$600

Printing (4060)

(Flyers, posters, programs, forms, etc.)

Item	Intended Use	Cost
1. Promotional Color Flyers	Promote our events	\$200
2. Certificates	Service & Mentorship Recognition	\$200
3. Banner	Promotional the program	\$200
TOTAL:		\$600

Technical and Professional Services (5214)

(Independent Contractor amounts, Consultants/Guest Speakers/Entertainment (list programs).

For contracted speakers the fee shall not exceed \$1,200 per speaker per event.

For performances the fee shall not exceed \$1,800 per performance.)

Item	Intended Use	Cost
1. Transfer Panelists _____	Campus wide transfer help _____	10 x \$100 = \$1,000 _____
2. Mentorship Speakers _____	Campus wide academic aid _____	\$1000 _____
TOTAL:		\$2000 _____

Scholarships (5260)

1. Scholarships	Scholarships (1 per quarter)	\$1,500
Total amount requested (also complete line 10 at bottom of first page)		\$19,992

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

Request For Information (RFI)

	Question / Inquiry	Program Response
1.	Please provide a thorough description of your program (250 words max)	<p>The Mentorship Program works to connect first-year students with experienced students who will provide support understanding how to plan classes, the transfer application process, and getting to know the resources available on campus. The program hosts different events, including transfer panels and transfer workshops to further help De Anza students through the transfer and application process.</p> <p>We have a podcast called De Anza Dialogues to cover topics on community college student life and showcase the incredible diversity of opinions and perspectives from students both from De Anza and beyond. We talk about everything from the stigma of community college to the transfer process from community college.</p>
2.	Please provide how many students are actively engaged in your program. Backing it up with data will help.	There are 87 mentees and 46 mentors who actively contribute to the main part of the program. Taking into consideration the individuals who attend our transfer panels and watch our YouTube channel, there are an additional 2,000.
3.	Why is your program important and what is the rationale behind having this program on campus? (250 words max)	The program is integral to De Anza's community as it personalizes the mentorship experience taking into consideration language barriers, major, location, and goals. There is a gap in the market of resources De Anza provides which is the niche where this program resides, closing the knowledge gap between students who can afford resources and those who cannot. This program works to connect all the other programs at De Anza and increase connection among our students to make the experience of community college less transitory.
4.	How will your program expand students' perspectives and positively impact their lives and the community? (250 words max)	Students will have the opportunity to learn about different experiences and perspectives through their relationships with their mentor or mentees. Our curriculum will supplement these experiences by teaching students of the different initiatives and programs provided by the college which emphasize equity and provide resources to minorities on campus. It will teach students to be more aware of their environment and how to in turn act positively as a conduit of help and opportunity to those who are in need. Through the topics in our podcast, we give students a voice to be heard and a pace to provide them more information about our community.
5.	How is your program working to improve itself every year? Do you receive student feedback? Implementing a student survey and sharing the results with DASB will be beneficial for our review process.	The program works to receive feedback after each major event as well as feedback for the mentor pairings. We will also release surveys at the end of the year to see the students' growth as well see how effective the program has been. Before transfer panels and events as well, we send out a survey to let the students decide the schools

		they are most interested in learning about to retain interactivity.
6.	What are all your sources of funding? Please include funding from the college, any sources of income, any grants, and any other source. Has your program taken the initiative to search for other sources? (list ALL Account Numbers, Account Names, Account Balances, and Account Purposes/Restrictions)	We currently have no sources of funding.
7.	Go through the most recent DASB Budget Goals/DASB Budget Guiding Principles and explain how your program fits each of them or as many as possible. (250 words max) The DASB Budget Goals/DASB Budget Guiding Principles are available at www.deanza.edu/dasb/budget	The program helps students succeed and helps them achieve their academic and personal goals through the one-to-one mentorship with an individual who is in the same major. This keeps the student accountable and pushes them to what they are trying to achieve. It benefits students because it's a free resource to act as a guiding force for students to take advantage of opportunities on campus and at whatever community college they attend. It promotes leadership, engagement, and advocacy in students through the program's focus on the personal development of all the participating students and the shining of our spotlight on opportunities students can take part in or lead in the program.
8.	Explain how your program is unique. Are there any programs on campus that are similar or is there any duplication of services? (250 words max)	The program is unique because it is the first of De Anza's programs to have a peer-to-peer mentorship element. Other programs that focus on providing resources and opportunities to students offer a different mentorship specialization which does not offer the same guidance. The program also hosts different events to help students with their transfer journey, regardless if they are a student at De Anza or not. We focus on bridging the gap of knowledge for students who cannot afford these resources or simply are not aware of the available opportunities.
9.	Explain how your program advertises and promotes itself to all students. Has your program made extra effort to market and reach underserved students? If so, describe how. If not, describe what challenges your program faces in trying to do so. Provide a clear plan for the current academic year as well as any marketing material you will or have used. (250 words max)	The program markets itself using the major social media platforms Instagram, Facebook, Twitter, as well as Youtube. We advertise ourselves using other organizations on and off-campus by contacting them or partnering with them for our events. We also utilize professors and other faculty to spread the reach of the program and to include more students who can take advantage of the resources and events we have. For the upcoming year, we will continue partnering with the equity programs on campus to promote our program and market using advertisements on social media and in-person.
10.	Explain how your program promotes equity on campus. (250 words max)	The program focuses on reducing gender and race barriers to learning and transfer resources with our curriculum for

		mentors and the inclusivity we emphasize from within. From our program, individuals will learn how to create an inclusive environment and accommodate learning styles and disabilities with their mentor-mentee relationships. Our diverse curriculum will create mindfulness in students that will be utilized in their everyday lives. Our program will also partner with the diverse programs and services on-campus to create events to cater to every student's need.
11.	Please indicate which object codes are critical for DASB to fund this year.	Student Payroll (2310), Benefits (3200), Supplies (4010), Printing (4060), Scholarships (5260)
12.	How has your program adapted to providing its services online? Alternatively, please provide a clear plan for how your program would provide online services if needed in the future.	<p>Our services have been very successful online as we have held all meetings online, all documents and forms are virtually accessible, and we have quick response times to students with questions or concerns.</p> <p>We have increased marketing and promotion through online channels. This period has made sure that we can only succeed by providing services to have and that help them. We have had over 300 students at our transfer panels because the online medium allows for it.</p>

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 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 and Administrator Information

Budgeter and Administrator Information

Budgeter’s Name: **Hyon Chu Yi-Baker** _____
Phone Number: **408-864-8239** _____
Email: **yibakerhyonchu@fhda.edu** _____
Relationship to Project: **Advisor** _____
Position on Campus: **Director of College Life** _____

Budgeter’s Name: **Karina (Vishala) Thiagarajan** _____
Phone Number: **408-864-8757** _____
Email: **iccchairperson@fhda.edu** _____
Relationship to Project: **Chairperson of the ICC** _____
Position on Campus: **Chairperson of the ICC/Mentors@De Anza Program Lead** _____

Administrator’s Name: **Michele LeBleu-Burns** _____
Phone Number: **408-864-8218** _____
Email: **lebleuburnsmichele@fhda.edu** _____
Relationship to Project: **Administrator** _____
Position on Campus: **Dean of Student Development** _____