

# DASG Budget Request 2022-2023

## For DASG Operational Accounts Only

Budget Request due to the Office of College Life by 4:00 pm Monday, November 1, 2021  
Applications and attachments must be typed and submitted via email to Dennis Shannakian at  
[ShannakianDennis@fhda.edu](mailto: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: "DASG Budget Request - DASG Account/Program Name - DASG Account Number"

For Example: "DASG Budget Request - DASG 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: DASG Marketing and Communications Committee
2. Is this a new DASG account? Yes  No  DASG Account Number: 41 - 51190
3. Amount requested for 2021-2022 \$3,350
4. Total amount allocated for 2021-2022 \$3,350
5. How long has this program existed? N/A
6. Number of students directly served in this program: N/A

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

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

B Budget Accounts: N/A

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?

Marketing and Communications aims to increase student engagement and representation through interpersonal communication and empowerment, by building strong positive relationships between all communities on campus. We strive to be accessible to students from all backgrounds, and to allow students to feel comfortable in reaching out to DASG to voice their concerns, in order to have their rights be advocated for.

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

- Have all promotional items be eco-friendly and cost effective

- Have promotional items other than clothing be a joint item with ICC

10. What would be the impact if DASG did not completely fund this request?

DASG

would have trouble communicating with our students. DASG Marketing and Communications Committee will not be able to promote/connect DASG adequately to the student body.

**11. Total amount being requested for 2022-2023 (from page 3) \$**

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

**Student Payroll (2310)**

**MUST ALSO COMPLETE THE BENEFITS (3200) SECTION**

Must adhere to FHDA Student Pay Levels as stated at

<https://www.deanza.edu/financialaid/types/studentjobs.html>

	Job Title	# of emp. x \$ Per hr x # hrs/wk x # of wks	Cost
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
		TOTAL:	\$ _____

**Hourly 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.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
		TOTAL:	\$ _____

**Supplies (4010)**

(Non-capital, general office supplies or as specified)

	Item	Intended Use	Cost
1.	Office Supplies	Marketing	\$150
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
		TOTAL:	\$150 _____

**Promotional Items (4013)**

(banners, imprinted marketing items and clothing)

Item	Intended Use	Cost
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

1.	Combined Marketing Item with ICC	Promotional	\$750
2.	DASG Clothing	Promotional	\$600
3.	Banners	Promotional	\$300
4.	_____	_____	_____
5.	_____	TOTAL:	\$1650_

**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.	Food	Tabeling	\$650
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	TOTAL:	\$650_

**Printing (4060)**

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

	Item	Intended Use	Cost
1.	Flyers, Posters,	Printing	\$1,500
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	TOTAL:	\$1500

**Advertising (5745)**

(Social Media Ads)

	Item	Intended Use	Cost
1.	Social Media Ads	Advertisement	\$500
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____

TOTAL: \$500

**Technical and Professional Services (5214)**

(Limited Engagement/Independent Contractor Agreements, 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.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
		TOTAL:	\$ _____

**Domestic Conference and Travel (5510)**

(Must adhere to district travel policies,

<http://business.fhda.edu/policies-and-procedures/ff-travel-policy.html>, and DASG Limitation and Requirements from the DASG Finance Code)

	Item	Intended Use	Cost
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
		TOTAL:	\$ _____

**Capital (6420)**

(Any durable item whose value exceeds \$200 and has usable life of one (1) year or more)

	Item	Intended Use	Cost
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
		TOTAL:	\$ _____

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

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

**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 DASG 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's Name: Sunnie Chen

Phone Number: 925-998-5637

Email: dasgmarketing@fhda.edu

Relationship to Project: Chair of Marketing and Communications

Position on Campus: Student

Administrator's Name: Michele LeBleu-Burns

Phone Number: 408-864-8218

Email: lebleuburnsmichele@deanza.edu

Relationship to Project: Dean of Student Development

Position on Campus: Dean, Student Development and EOPS/Care

Approved by DASG Chair of Finance

(Produced by the Office of College Life - 9/27/2021)