



## ~~2019-2020~~ 2020-2021

# 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. **No DASB Funds shall be used for General Office Supplies in Object Code 4010 except for DASB Operational accounts.**
4. All programs funded by DASB must place a sign visible to students in their areas stating they are partially funded by DASB.
5. 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.
6. For all events funded or sponsored by the DASB the event organizers shall provide the information and/or marketing materials to the DASB Secretary ([DASBSecretary@fhda.edu](mailto:DASBSecretary@fhda.edu)) and Office of College Life ([CollegeLife@fhda.edu](mailto:CollegeLife@fhda.edu)) so that the events can be promoted on the DASB Senate Agendas under Upcoming Events.
7. Recycling: All organizations using DASB funds are encouraged to purchase and use recycled paper and paper products with DASB funds.
8. ~~No Fund 41 Special Allocation funds can be used for Travel unless it is to augment travel funding already allocated during the annual budget approval process.~~

9. ~~Mileage shall not be reimbursed by DASB.~~
10. The variance account can only be used to cover costs that go over the original allocation up to 10% not to exceed \$350.
11. 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.
12. For contracted speakers the DASB funding shall not exceed \$1,200.00 per speaker per event. For performances the DASB funding shall not exceed \$1,800.00 per performance. Meals, beverages, and travel will not be reimbursed. Any appeals to these dollar amounts shall be heard by the DASB Finance Committee.
13. No funds shall be used for promotional clothing unless so specified in the approved budget.
14. DASB shall not fund any banquets other than for the Disability Support Programs & Services (DSP&S) Division, ~~and~~ Cross Cultural Partners (CCP), ~~and~~ Student Leadership Recognition.
15. Any events with food must be open and promoted to the entire student body.
16. All College/Student services funded by the DASB are encouraged to participate in a DASB Student ~~Services~~ Resource Day, to be located inside of or within 250 feet of the Campus Center.
17. No Capital items may be purchased in April, May or June ~~due to District Purchasing deadlines.~~
18. Any income on disposal of any capital items purchased with DASB Funds shall revert to the DASB General Fund.
19. For all programs that receive DASB funding for conferences, upon request at a mutually-agreed upon time, a presentation to the DASB Senate must be given by students that attended the conference reporting on what they learned and how they benefitted from attending.
20. No DASB funds can be used to purchase beverages in single-use plastic bottles of 500 milliliters (16.9 fluid ounces) or smaller.
21. ~~No single Fund 41 Special Allocations funding request, aside from DASB operational expenses up to the interpretation of the Finance Committee, shall receive an amount greater than 25% of the original budget allocated to Special Allocations.~~
22. All programs receiving DASB funding are highly encouraged to submit sign in sheets of student attendees to the Student Accounts Office with their payment requests for any events or conferences held. Sign in sheets or lack thereof will be factored into DASB budget deliberations.
23. All travel for students and their advisors shall be for students' academic, professional, and personal development only, and not for entertainment purposes.

## DASB Operational

### DASB Government Costs

24. All promotional items purchased by DASB must be eco-friendly whenever available and cost effective.
25. ~~DASB recognizes the importance of and supports Multicultural/Diversity programming to educate and enhance awareness of the diverse populations attending De Anza College. The director of the Office of Equity 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 Office of Equity will collaborate with staff and students and will present their recommended allocations to the DASB Finance Committee prior to any spending.~~
26. 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. All promotional items purchased by the DASB Marketing Committee other than clothing must be a joint promotional item with ICC.

### DASB Support Costs

27. Continued funding of the Account Office Staff and College Life Office Staff accounts is dependent on negotiation between the DASB Finance Committee and De Anza College Administration.
28. ~~If a request is made for sign language interpreter(s), the request will come from Special Allocations and not DASB General Diversity Events.~~
29. ~~Ten (10) movie tickets per week per student and staff.~~

### DASB and ICC Programs and Services

#### ICC and Student Clubs

30. All promotional items purchased by ICC must be eco-friendly whenever available and cost effective. All promotional items purchased by the ICC other than clothing must be a joint promotional item with DASB.
31. No travel funding for clubs **until ICC has recreated an ICC Travel Code.**
32. No capital funding for clubs.

#### DASB Programs and Services

33. **Ten (10) movie tickets per week per student and staff.**

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

### ~~College Life~~ Campus Events

- ~~35. Repairs on the Bicycles for the DASB Bicycle Program must be completed by a certified mechanic.~~

There are no Budget Stipulations for Campus Events at this time.

### College Campus Services

36. 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.
37. La Voz shall put on their distribution racks: “Student Subscription to La Voz is provided by DASB.”
38. The La Voz Weekly account is to only be used for purchasing subscriptions and maintaining their website to La Voz ~~Weekly~~ for DASB members.
39. Funding for Textbook Program - CalWORKs Students shall be used for renting CalWORKs Students’ textbooks whenever possible.
40. Funding for Textbook Program – EOPS Students shall be used for renting EOPS Students’ textbooks whenever possible.
41. DASB Funding for the Tutorial and Academic Skills Center is for tutorial salaries and benefits only.
42. Funding for Veterans’ Program shall be used for renting Veteran Students’ textbooks whenever possible.

### Divisional Support

#### Creative Arts

43. Creative Arts cannot use DASB Funds for any facilities rental.
44. The Music Department funds are for Sheet Music and Guest Artists Only.

#### Athletics

45. The Athletics account is funded only for participating student athletes and coaches (students have to be DASB card holding members). Lodging shall only be funded for students. Only contests held in California will be funded. The athletics account shall only be used to fund food, and lodging, ~~and entry fees~~ for away games.

46. 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, coach, or staff member is allowed a maximum of one breakfast, one lunch, and one dinner in a twenty-four hour period. In the event that there is a required banquet at the State Championships the maximum allocation for Dinner would be waived. 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**

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

Revised: 2/24/2020, saved as: "2020-2021 DASB Budget Stipulations.docx"