

DASB Budget Request 2020-2021

For All Programs Excluding Athletics

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.

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: Honors Program
2. Is this a new DASB account? Yes No DASB Account Number: 41-56425
3. Amount requested for 2019-2020 \$ 10809.44
4. Total amount allocated for 2019-2020 \$ 2900
5. How long has this program existed? Over 30 years
6. Number of students directly served in this program: 400+

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: \$20000

Trust Accounts: 0

Fund 15 Accounts: 0

FHDA Foundation Accounts: 4000

Grant Funded Accounts: 0

Other District Accounts: 0

Off-Campus/Off-District Accounts: 0

On-Campus Co-Sponsorships: 0

Off-Campus Co-Sponsorships: 0

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)? Students need to have ID cards

9. What would be the impact if DASB did not completely fund this request? Honors program is a student program. No funding will mean students will not have access to all we can offer. The program has done very well providing opportunities for students through workshops, university presentations, and general advising and training to make the prepared for their academic life and careers. Limiting of DASB assistant can drastically affect how much we can support students and live to the potentials of the program. Without the funding we will not be able to keep the office open regularly and support the students. The program the size of ours requires multiple administrators to operate effectively. Without a dedicated office assistant we won't be able to plan and organize event, workshops, and help students in daily basis

10. Total amount being requested for 2020-2021 (from page 3) \$ 12555.48

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.	General Assistant	1x15x20x33	9900
5.	_____	_____	_____
		TOTAL:	\$ 9900

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.	General Assistant	9000x1.52%	150.48
2.	_____	_____	_____
		TOTAL:	\$ 150.48

Supplies (4010)

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

	Item	Intended Use	Cost
1.	Lounge supplies for Honors students	Student support	\$500
2.	_____	_____	_____
		TOTAL:	\$ 500

Printing (4060)

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

	Item	Intended Use	Cost
1.	printing	outreach	200
5.	_____	_____	_____
		TOTAL:	\$ 200

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.	workshop presenters	networking and training	500
2.	_____	_____	_____
		TOTAL:	\$ 500

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.	Honors symposium in spring	\$35x20 (approx.)	\$700
2.	_____	_____	_____
		TOTAL:	\$ 700

Capital (6420)

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

	Item	Intended Use	Cost
1.	Printer for students	Student and outreach	\$600
2.	_____	_____	_____
		TOTAL:	\$ 600

Total amount requested (also complete line 10 at bottom of first page) \$ 12555.48

Request For Information (RFI)

	Question / Inquiry	Program Response
1.	Please provide a thorough description of your program (250 words max)	We provide students with minimum entry requirements to challenge themselves through taking honors classes that will help them dig deeper in the subject. Honors program manage Honors courses, transcript notation, issuing certificates, holding workshops and bringing in presenters from other universities.
2.	Please provide how many students are actively engaged in the program. Backing it up with data will help.	Honors core honors class is 25 students, over 100 students take honors classes each quarter and we have 84+ sections of Honors classes in winter. Our workshop/meeting attendance is over 20 each time. Our lounge is visited by 107 students in October alone
3.	Why is your program important and what is the rationale behind having this program on campus? (250 words max)	We provide students and their academic with the edge they need to set them apart from other students and from students of other colleges. Students often mention their experience in honors classes in their application essays and feel the classes they have taken prepare them for their academic life after De Anza.
4.	How will your program expand students' perspectives and positively impact their lives and the community? (250 words max)	In addition to taking classes students need to participate in community service and help their campus and 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.	We extend our number of classes, teachers and help student develop new projects and activities each year.
6.	What are all of your sources of funding? Please include funding from the college, any sources of income, any grants, and any other source. If there are no other sources, has your program taken the initiative to search for other sources? (list ALL Account Numbers, Account Names, Account Balances, and Account Purposes/Restrictions)	We only have a B budget which is mostly used for the coordination payment. We have a foundation account with minimal amount that is used for end of year celebration. Other than the help we get from DASB we have no other assistant.
7.	Go through the DASB budget goals for the current academic year and explain how your program fits each of them or as many as possible. (250 words max) The DASB budget goals are available at www.deanza.edu/dasb/budget	De Anza Honors program has always been a student organization and our goal closely match DASB goals. Our students are active members of their student body.
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 Honors program allows all students to participate and be active members of the program. The program helps everyone grow.

9.	Explain how your program advertises and promotes itself to the general student population. Provide a clear plan for the current academic year as well as any marketing material you will or have used. (250 words max)	We are present in outreach days and all our workshops are open to all students. Our classes are popular among all students and we have a positive name on campus.
10.	Explain how your program promotes equity on campus. (250 words max)	We all allow all students join and take honors classes even if it is just one. We encourage all students in their path to success and have removed all barriers for students to join and participate in all our activities.

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:	_____	Mehrdad Khosravi	_____
Phone Extension:	_____	x5384	_____
E-mail:	_____	dahonors@deanza.edu	_____
Relationship to Project:	_____	Coordinator	_____
Position on Campus:	_____	Faculty	_____
Administrator’s Name:	_____	Alicia Cortez	_____
Phone Extension:	_____	x8365	_____
E-mail:	_____	cortezalicia@deanza.edu	_____
Relationship to Project:	_____	Dean	_____
Position on Campus:	_____	Dean	_____

Approved by DASB Chair of Finance

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