

# DASG Budget Request 2024-2025

## For All Programs Excluding Athletics

Budget Request due to the Office of College Life by 4:00 pm Monday, November 6, 2023  
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 Email Subject must be in the following format:

“DASG Budget Request - Your DASG Account/Program Name - Your 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: Veterans Program
2. Is this a new DASG account? Yes  No  DASG Account Number: 41-56910
3. Amount requested for 2023-2024: \$10,000.00
4. Total amount allocated for 2023-2024: \$2,000.00
5. How long has this program existed? 25 plus years
6. Number of students directly served in this program: 250-300
7. 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)?

Veterans Student using Post 911 Chapter 33 and Veteran Readiness Education Chapter 31 (VR&E) fees are paid by the VA. All other VA student fees monitored and require payment plans or paid in full through the cashier's office.

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

Veteran Students would continue to struggle adjusting to civilian and student life with the added financial stress of not being able to buy books until after classes are in session, putting them at risk for falling behind in their studies.

9. Total amount being requested for 2024-2025 (from page 3) \$ 7,000.00

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

**Supplies (4010)**

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

	Item	Intended Use	Cost
1.	<u>Book Vouchers for Rent and/or Purchases</u>	<u>New Veteran Students</u>	<u>6,000.00</u>
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
		TOTAL:	<u>\$6,000.00</u>

**Printing (4060)**

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

	Item	Intended Use	Cost
1.	<u>Print Services</u>	<u>Student Printing</u>	<u>1,000.00</u>
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
		TOTAL:	<u>\$1,000.00</u>

**Total amount being requested for 2024-2025 (also complete line 9 at bottom of first page)**

**\$ 7,000.00**

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

# Request For Information (RFI)

*Everything submitted will be publicly available online.*

	Question / Inquiry	Program Response
1.	<p>Please provide a <b>thorough</b> description of your program. Please describe the new services or features of your program that were implemented after you last submitted a DASG RFI. Explain how your program is unique. Are there any programs on campus that are similar or is there any duplication of services?</p>	<p>The Veteran Services Office plays a crucial role in supporting veterans and their dependents in their pursuit of education and related benefits. Here's a breakdown of the various services and functions it typically provides:</p> <ol style="list-style-type: none"> <li>1. Liaison between Veterans and the Department Veterans Affairs: The office serves as a bridge or intermediary between veterans and the VA, ensuring that the benefits and resources available to veterans are effectively accessed and utilized.</li> <li>2. Advocacy for students: The office advocates on behalf of veteran students in several important ways.</li> </ol> <p>In summary, the Veteran Services Office acts as a multifaceted support system for veterans pursuing education, ensuring they receive their entitled benefits, addressing any issues that may arise, and offering personal, career, and academic counseling to help them succeed in their academic and post-military pursuits.</p> <p>There is no other program on campus that is similar to the Veterans Office. No duplicated services are provided.</p>
2.	<p>How will your program expand students' perspectives and positively impact their lives and the community? (250 words max)</p>	<p>It's important to support veteran students as they transition into civilian life and pursue their education. Our program addresses some key challenges they may face. By providing guidance, personal and academic support, we help them make informed career and academic decisions while also maintaining a healthy work-life balance. This support can be crucial in helping them avoid entry-level positions and instead pursue career paths that are more aligned with their goals and interests. Supporting veterans in this way can have a positive impact on their overall well-being and career prospects.</p>

	<b>Question / Inquiry</b>	<b>Program Response</b>
3.	Go through the most recent DASG Budget Guiding Principles and explain how your program fits each of them or as many as possible. Please do not merely copy and paste the DASG Guiding Principles. The DASG Budget Guiding Principles are available at <a href="http://www.deanza.edu/dasg/budget">www.deanza.edu/dasg/budget</a>	<p>The DASG funds are being used to support students in achieving their academic and personal goals. Providing students with funds to purchase their books at the beginning of classes can indeed help alleviate financial burdens and reduce the stress of not having the required materials when classes start. Access to textbooks and course materials is crucial for a successful academic experience, and this initiative can contribute to improved student performance and retention. Supporting students in this way can also enhance their overall learning experience, as having the necessary materials from the outset allows them to fully engage with the course content and assignments. Additionally, it demonstrates a commitment to students' success and well-being, which can foster a positive and inclusive learning environment.</p>
4.	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.	<p>Our office is dedicated to providing resources and support to students, particularly veterans. Having a dedicated website has been an excellent way to centralize information and make it accessible to students. Using the De Anza Office of Communications for up-to-date resources and event information has been a good practice, as it can help keep students informed about relevant activities and support services.</p> <p>Additionally, using an in-office poster board for communication has been a tangible way to reach our students who visit our physical location. This can be especially helpful for promoting flyers with vet resources, the school calendar of events, and information on collaboration resources. Providing brochures related to veterans' health and wellness has also been valuable, as it can help veterans access the support they need.</p> <p>It's important for us to maintain a clear and consistent communication of channels to ensure that students are aware of the resources and services available to them.</p>

	<b>Question / Inquiry</b>	<b>Program Response</b>
5.	Explain how your program promotes equity within the program and on campus. For example: equity training for all staff and student leaders, hiring from underrepresented communities, etc.	<p>The Veteran office is dedicated to the emotional, physical, and academic well-being of students and is actively working to promote equity. Collaborating with various services and offices is an effective way to provide comprehensive support to students. Here's a brief breakdown of the key partners and services mentioned: MPS (Math Performance Success), DDS (Department of Disability Services), Psych-Services, Financial Aid, Office of Equity events, and Outreach.</p> <p>By partnering with these services and offices, the Veteran Office works towards a holistic approach to student success, addressing not only academic needs but also emotional and physical well-being. We hope this approach can contribute to a more equitable and inclusive educational environment, where all students have the opportunity to thrive.</p>
6.	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>We had a smooth transition to online services, and have been able to achieve the goal of going paperless. Going digital can indeed improve efficiency and response times. It's essential to adapt to the changing technological landscape, especially in education and services for veterans. By continuing to model and build on the successful adaptations and online resources, we can provide even better support to students in the future. Staying current with technology and evolving in services can help us remain effective and relevant in an increasingly digital world.</p>
7.	Please indicate which object codes are critical for DASG to fund this year. Please do NOT list down all of the object codes.	4010, 4060

## Data Sheets/Attachments

Please attach supporting documents of the following questions and list the document names accordingly.

Covering all the bullet points will be beneficial for our review process. IF attachment is not required or missing, please give your thorough answers below.

***Everything submitted will be publicly available online.***

	Question / Inquiry	Document Name / Additional Response
1.	<p>ENROLMENT</p> <ul style="list-style-type: none"> <li>• Number of total AND new active students over the past 3 years</li> <li>• Number of enrolments retained (stayed for more than a quarter)</li> <li>• Number of students enrolled in online services</li> <li>• Does your program serve a certain demographic or the whole De Anza population?</li> <li>• Racial demographics (if possible)</li> </ul>	<ul style="list-style-type: none"> <li>• 505 – can provide proof upon request*sensitive info on report.</li> <li>• Our Students are using VA benefits and remain enrolled until graduated or transferred.</li> <li>• Our program supports all our Veterans students online and in-person.</li> <li>• The Veteran Services Office serves all Veterans enrolled whether or not they are using educational benefits, and any Department or Spouse that utilize a benefit transferred or earned from the Veteran service.</li> <li>• Unknown</li> </ul>
2.	<p>STUDENT FEEDBACK</p> <ul style="list-style-type: none"> <li>• Attach student feedback forms, surveys, etc.</li> <li>• How has your program responded to suggestions made by students in the previous year?</li> </ul>	<ul style="list-style-type: none"> <li>• Student Needs Surveys are sent out by Institutional Research to all students</li> <li>• We respond to each student in our program that completes a response.</li> </ul>
3.	<p>FUNDING</p> <ul style="list-style-type: none"> <li>• List any funding from the college, sources of income, any grants, and any other source (include ALL Account Numbers, Account Names, Account Balances, and Account Purposes/Restrictions)</li> <li>• Attach account reports of all sources of funding</li> </ul>	<ul style="list-style-type: none"> <li>• DA Veterans Program 114000</li> <li>• DA Veterans Program 135801</li> <li>• DA Veterans Activities - Foundation 844590</li> <li>• VRC Ongoing Funding Base Allocation 135825</li> </ul> <p>*See attached of all account funding codes</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 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**

For DASG accounts the Budgeter is the person directly responsible for managing the account program and the Administrator is the person over them.

Budgeter's Name:	<u>Bertha Sanchez</u>
Phone Number:	<u>(408) 864-5693</u>
Email Address:	<u>Sanchezbertha@fhda.edu</u>
Relationship to Project:	<u>Veteran Resource Specialist</u>
Position on Campus:	<u>Veteran Resource Specialist &amp; Certifying Official</u>
Administrator's Name:	<u>Nazy Galoyan</u>
Phone Number:	<u>(408) 864-8292</u>
Email Address:	<u>Galoyannazy@fhda.edu</u>
Relationship to Project:	<u>Administrator</u>
Position on Campus:	<u>Director of Enrollment Services</u>