

View results

Respondent

4

Dayna Swanson

29:24

Time to complete

Program Information

1. Program or DASG Account Name: *

Flea Market

2. Is this a new DASG account? *

Yes

No

3. Please enter your DASG Account Number: *

41-55120

Line Items (Object Codes)

DASG Accounts and Funding are divided into Line Items representing specific categories of usage (salary, supplies, food, services, etc.).

Line Items are identified with Object Codes in the DASG Accounting System, which are the equivalent of Account Codes in Banner.

The available Line Items and their Object Codes for this request are as follows:

- 2170 - Classified Salary
- 2310 - Student Salary
- 2350 - Casual Salary
- 2360 - Overtime Salary
- 3100 - Contract Benefits (Required for Classified Salary)
- 3200 - Hourly Benefits (Required for Student, Casual, and Overtime Salary)
- 4010 - Supplies
- 4013 - Promotional Items
- 4015 - Food
- 4060 - Printing
- 5214 - Professional Services
- 5260 - Scholarships
- 5310 - Equip.Rental/Lease
- 5315 - Software Maintenance
- 5510 - Conference & Travel
- 5520 - Field Trips
- 5745 - Advertising
- 5906 - Credit Card Fees
- 5914 - Bad Debts
- 5922 - Misc Operating Exp
- 6412 - Software Agreements - Multiyear
- 6420 - Capital Equipment
- 7320 - Intrafund Transfers

4. What is the first Line Item you need to request funding for? *

2170 Classified Salary



2170 Classified Salary

Must also request 3100 Contract Benefits if requesting Classified Salary.

5. 2170 Classified Salary Amount *

Please round up to the nearest whole number.

Please enter a whole number

6. 2170 Classified Salary Description *

Period from July - Dec 2025, Interim Flea Market Coordinator salary for 6 months was higher than the budgeted salary. In January 3% retroactive cola was applied to all salaries for July - Dec 2025 and salary of Flea Market Coordinator for Jan-June 2026 will be higher than budget.

3100 Contract Benefits

Required if Classified Salary has been requested.

7. 3100 Contract Benefits Amount *

Please round up to the nearest whole number.

Please enter a whole number

8. 3100 Contract Benefits Description *

Due to cola requesting additional money for Jan-June 2026

9. What is the next Line Item you need to request funding for? *

None



Request For Information (RFI)

Description:

Please provide comprehensive details about your program.

Public Disclosure:

Be advised that all documents and information submitted will be accessible publicly online.

Please redact any Personally Identifiable Information (PII).

10. Please provide a thorough description of your program. *

The De Anza Flea Market is a revenue producing event that generates approximately \$300,000 (expected higher for 2025.2026 year) for the De Anza Student Government. We have 784 booths in Parking Lots A&B to sell to vendors every first Saturday of the month. We also sell space to food vendors to set up in the food court area in Parking Lot A1.

The DASG Flea Market is a market that receives booth fees from vendors and serves the campus and community by providing a location for individuals and businesses to sell products both new and used. The DASG Flea Market provides jobs to De Anza students and funds the Flea Market Coordinator position that also serves as DASG advisor to committees and special events coordinator to activities on the college campus.

The profit generated by the Flea Market provides a funding source for DASG to fund other on campus activities during the annual budget process which directly supports academics and student activities.

11. Number of students or which group(s) of students served by this program: *

All of our De Anza students benefit through DASG funding and events.

12. Non-DASG Accounts and/or Sources of Funding *

- What are the current funding sources for your program (e.g., college funds, external income, grants)?
- Provide details for each source, including account numbers, account names, balances, and any specific purposes or restrictions tied to the funds.

N/A - only funded by our own revenues and budget from DASG

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

Salaries and benefits require funding.

14. Attach any relevant documents

Attachment Guidelines:

For accessibility, please ensure all attachments are submitted in their original filetype (Word, Excel, PowerPoint, etc.) or as PDFs with searchable text. Avoid submitting scanned documents, as signatures are not required for this digital submission.

Public Disclosure:

Be advised that all documents and information submitted will be accessible publicly online.

Please redact any Personally Identifiable Information (PII).

No answer provided.

Requester, Budgeter and Administrator Information

The Requester is the person completing this request form. The Requester and Budgeter are usually the same person but may be different.

For DASG Accounts, the Budgeter is the person directly responsible for managing the account for the program and their Administrator is the person overseeing them in relation to the DASG Account.

The Budgeter and Administrator cannot be the same person.

Signatures that are Required for Utilizing Funds

All future financial documents, forms, requests, requisitions require the signature of the Budgeter(s) responsible for managing the account for the program and their Administrator in relation to the DASG Account. The Budgeter(s) responsible for managing the account for the program and their Administrator in relation to the DASG Account shall sign designating it as 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.

15. Are the Requester and Budgeter the same person? *

Yes

No

16. **Budgeter's Name** *

The Budgeter and Administrator cannot be the same person.

Dayna Swanson

17. Budgeter's Email Address *

swansodayna@fhda.edu

18. Budgeter's Phone Number *

408-864-8414

19. Budgeter's Relationship to Project *

Flea Market Coordinator directly responsible for revenues collected and payment of expenses.

20. Budgeter's Position on Campus *

Flea Market Coordinator

21. Administrator's Name ***The Budgeter and Administrator cannot be the same person.**

Hyon Chu Yi-Baker

22. Administrator's Email Address *

yibakerhyonchu@fhda.edu

23. Administrator's Phone Number *

408-864-8239

24. Administrator's Relationship to Project *

Direct supervisor to Flea Market Coordinator

25. Administrator's Position on Campus *

Assoc Dean of Student Development