

View results

Respondent

7

Manisha Karia

39:26

Time to complete

Program Information

1. Program or DASG Account Name: *

Diwali Program

2. Is this a new DASG account? *



Yes



No

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:

- 2310 - Student Salary
- 3200 - Hourly Benefits (Required for Student Salary)
- 4010 - Supplies
- 4013 - Promotional Items
- 4015 - Food
- 4060 - Printing
- 5214 - Professional Services
- 5510 - Conference & Travel
- 5520 - Field Trips

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

4015 Food



4015 Food

Not for Conference and Travel; for all Conference and Travel expenses, including meals, use Object Code 5510.

(Must adhere to district Administrative Procedure 6331,
<http://www.boarddocs.com/ca/fhda/Board.nsf/goto?open&id=AKVUKX7C7F98>)

4. 4015 Food Amount *

Please round up to the nearest whole number.

4000

Please enter a whole number

5. 4015 Food Description *

Funds will support the purchase of traditional Diwali sweets and savory snacks for approximately 500 attendees, primarily students. Items may include samosas, pakoras, gulab jamun, kaju katli, or equivalent items based on availability and cost, as well as breakfast beverages and snacks for student volunteers. Sharing traditional foods is an important part of Diwali celebrations and cultural engagement. The requested amount is below the most recent FHDA District Food Per Diem policy threshold of \$20 per person.

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

4060 Printing



4060 Printing

(Flyers, posters, programs, etc.)

7. 4060 Printing Amount *

Please round up to the nearest whole number.

350

Please enter a whole number

8. 4060 Printing Description *

To print 10 - 15 large posters for A-boards for signage and promotion. About 48'x24'.

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. *

Diwali is the annual festival of lights celebrated in South Asia and around the world. It represents the spiritual victory of light over darkness, knowledge over ignorance and good over evil. It also commemorates different historical events and stories for people of different regions and languages. At De Anza, Diwali brings students together across cultures and backgrounds to celebrate community, belonging, and cultural diversity. The event provides students with an opportunity to learn about South Asian traditions, participate in cultural activities, enjoy traditional food and performances, and build connections with fellow students, faculty, and staff. It creates an inclusive campus experience where students can share their own traditions while learning about those of others. Since 2019, the annual celebration has become an opportunity for the broader De Anza community to come together in the spirit of inclusion, connection, and celebration. Students of the ISA club also get an opportunity for leadership development.

11. What new services or features have been added since your last DASG RFI submission? *

Enter N/A if you have not submitted a DASG RFI before.

N/A

12. Enrollment Overview *

- Provide the total number of active students and newly enrolled students for each of the past three years.
- Indicate how many of these students were retained for more than a quarter.
- Clarify whether your program is designed for a specific demographic or serves the entire De Anza population.
- If available, include a breakdown of racial demographics.

As Diwali is a campus-wide cultural event, we track student participation and engagement.

Since the pandemic, attendance has grown by approximately 100 students each year. Last year, the event attracted approximately 470 participants, including 65 student leader volunteers and approximately 300 student participants. We anticipate similar or greater student participation this year as awareness of the event continues to grow, and we expand our outreach and promotion.

The event is open to the entire De Anza student body and is not designed for a specific demographic. Students from all backgrounds are invited to participate, learn about South Asian culture and traditions, and celebrate together. Because participation is voluntary and the event is not tied to enrollment in a course or program, racial/ethnic demographic and retention data are not collected specifically for the event. We do not charge any fees or money for any activity or food. We depend solely on donations and volunteers.

13. Attach any relevant enrolment 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.

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No answer provided.

14. Program Marketing and Promotion *

- How does your program currently promote itself to the entire student body? What strategies and channels are used for outreach and advertising?
- Have you implemented specific efforts to engage and reach underserved student populations? If so, describe the methods and strategies used.
- If outreach to underserved students has been challenging, what obstacles does your program face in addressing this issue?
- Provide a detailed marketing plan for the current academic year, including any promotional materials you have used or plan to use.

Diwali is promoted as a campus-wide event through multiple channels, including flyers and posters, social media, college website, student clubs and organizations, faculty and staff networks, and word-of-mouth outreach. Student volunteers also help promote the event directly to their peers.

Our outreach is intentionally inclusive and designed to reach students from all backgrounds, including students who may not be familiar with Diwali or South Asian culture. We work with student leaders and campus partners to broaden outreach and encourage participation across the student body.

For the current academic year, we plan to increase promotion through digital and print flyers, social media posts and stories, campus-wide communications, student organizations, and direct peer-to-peer outreach. Promotional materials will highlight the cultural celebration, food, music, dance, and table activities and invite all De Anza students to participate. We will begin promotion early and increase outreach as the event date approaches.

15. Reflection and Feedback *

- How does your program collect and utilize student feedback for improvement (e.g., pre-/post-surveys, focus groups)?
- Can you provide examples of feedback received?
- What actions have you taken to address these areas?

We use sign-up sheets and testimonies. We also collect feedback through debrief meetings and include the feedback and recommendations in the planning for the upcoming year's celebration.

16. Attach any relevant student feedback forms, surveys, etc.**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.

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No answer provided.

17. Does your program offer any online services? *

☐ Yes

☒ No

18. Does your program have any plans to offer online services? *

☐ Yes

☒ No

19. 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.

Here is the list of funding sources:

- a) FHDA Foundation
- b) Private donations
- c) Office of Equity via DASG

Request For Information (RFI) - continued

Description:

This section ensures adherence to the DASG Budget Guiding Principles, which can be found at www.deanza.edu/dasg/budget

Public Disclosure:

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20. How does your program provide resources or support to help students achieve their academic and personal goals? (IMPACT) *

Diwali creates a welcoming environment where students can connect with peers, build community, and feel a greater sense of belonging on campus and also helps create campus pride. These connections can support students' overall well-being and college experience.

21. What opportunities does your program offer for students to develop leadership skills and engage in civic activities or advocacy? (IMPACT) *

Students have opportunities to serve as event leaders and volunteers, taking responsibility for planning, outreach, coordination, and event activities. This builds leadership, teamwork, communication, and civic engagement skills.

22. How does your program support and promote student participation in co-curricular or extracurricular activities to enhance their overall college experience? (IMPACT) *

The event provides students with opportunities to participate outside the classroom through volunteering, cultural performances, food, music, dance, and other activities. It encourages students to connect with campus life and one another.

23. How does your program contribute to improving student retention by enhancing the quality of education and student engagement at De Anza College? (IMPACT) *

By creating opportunities for connection, community, and belonging, Diwali contributes to a more engaging and inclusive campus experience. Stronger connections to the college and fellow students can help students feel supported and engaged.

24. How does your program promote and ensure accessibility, equity, and inclusion for students from diverse backgrounds? (DEI) *

Diwali is open to all De Anza students, regardless of cultural background. The event provides an opportunity for students to share their traditions while learning about and appreciating those of others, helping foster an inclusive and welcoming campus community.

25. What steps does your program take to incorporate environmentally sustainable practices in its operations or events? (ES) *

We incorporate sustainability into the event by minimizing printed materials through digital promotion and communications, reducing unnecessary waste, and encouraging the use of reusable or recyclable materials for event activities and food service. We reuse all the decoration items and table activity items every year.

26. Attach any other relevant documents

Attachment Guidelines:

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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.

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

☐ Yes

☒ No

28. **Requester's Name** *

Manisha Karia

29. **Requester's Email Address** *

kariamanisha@fhda.edu

30. **Requester's Phone Number** *

408-864-8896

31. Requester's Relationship to Project *

Planning Committee Co-Chair

32. Requester's Position on Campus *

Dean of Business, Computer Science and Applied Technology

33. **Budgeter's Name** *

The Budgeter and Administrator cannot be the same person.

Adriana Garcia

34. Budgeter's Email Address *

garciaadriana@fhda.edu

35. Budgeter's Phone Number *

408-864-5746

36. Budgeter's Relationship to Project *

Planning Committee Co-chair

37. Budgeter's Position on Campus *

Program Coordinator - Equity

38. Administrator's Name *

The Budgeter and Administrator cannot be the same person.

Michelle Hernandez

39. Administrator's Email Address *

HernandezMichelle@deanza.edu

40. Administrator's Phone Number *

(408) 864-8365

41. Administrator's Relationship to Project *

Administrator

42. Administrator's Position on Campus *

Dean of Equity and Engagement