DASG Budget Request 2023-2024

For All Programs Excluding Athletics

Budget Request due to the Office of College Life by 4:00 pm Monday, November 7, 2022
Applications and attachments must be typed and submitted via email to Dennis Shannakian at
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 Subject must be in the following format:
"DASG Budget Request - DASG Account/Program Name - 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: Asian Pacific Islander South/east Asian (APISEA) Graduation Celebration
2. Is this a new DASG account? Yes ☐☒ No ☐ DASG Account Number:_____
3. Amount requested for 2022-2023 $10,200_____
4. Total amount allocated for 2022-2023 $0_____
5. How long has this program existed? New_____
6. Number of students directly served in this program: unknown; projected 250-500 students_____
   Please ACCURATELY and THOROUGHLY complete numbers 7 – 10 and use additional sheets if necessary.
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)? The graduation celebration is open to all students who identifies themselves as Asian Pacific Islander and South/East Asians.
8. What would be the impact if DASG did not completely fund this request? The first APISEA Graduation Celebration will happen in May 2023 with limited funding. We anticipate the second year will have an increase in participation and cost. The purpose of the graduation celebration is to recognize all APISEA students and provide a celebration that incorporates cultural aspects. The impact will be that we will have to limit and exclude a significate number of participants.

9. **Total amount being requested for 2023-2024 (from page 3) $10,200_____**

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

Student Payroll (2310)
MUST ALSO COMPLETE THE HOURLY BENEFITS (3200) SECTION
Must adhere to FHDA Student Pay Levels as stated at
https://www.deanza.edu/financialaid/types/studentjobs.html

	Job Title	# of emp. x $ Per hr x # hrs/wk x # of wks	Cost
1.			
2.			
3.			
4.			
5.			
		TOTAL:	$NA_____

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.			
2.			
3.			
4.			
5.			
		TOTAL:	$NA

Supplies (4010)
(Non-capital as specified; NO general office supplies)

	Item	Intended Use	Cost
1.	Event Decorations	Celebration event	500
2.	Celebration memorabilia(stoles, cords, etc..)	Participating students	2,500
3.			
4.			
5.			
		TOTAL:	$3,000

Food/Refreshments (4015)
(Must adhere to district Administrative Procedure 6331,
http://www.boarddocs.com/ca/fhda/Board.nsf/goto?open&id=AKVUKX7C7F98)

	Item	Intended Use	Cost
1.	Food/Refreshments and snacks for students/guests	Students/guests	2,500
2.			
3.			
4.			
5.			
		TOTAL:	$2,500

Printing (4060)
(Flyers, posters, programs, forms, etc.)

	Item	Intended Use	Cost
1.	Program	Event	200
2.	Marketing posters/flyers	Promotion prior	200
3.	Certificate with holder	Participating students	200
4.			
5.			
		TOTAL:	$600

Technical and Professional Services (5214)

(Limited Engagement/Independent Contractor Agreements,
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. VPAC Fees (rental, equipment, maintenance, technicians)	Event venue_____	1,500_____
2. Guest speaker fee	During the event	1,500
3. Band/Entertainment/DJ fee	During the event	500
4. Conference Room A/B fee (set up/clean up)	College fee	100
5. Photographer/Photo Booth service	During the event	500
	TOTAL:	$4,100_____

Domestic Conference and Travel (5510)

(Must adhere to district travel policies,
http://business.fhda.edu/policies-and-procedures/ff-travel-policy.html,
and DASG Limitation and Requirements from the DASG Finance Code)

Item	Intended Use	Cost
1.		
2.		
3.		
4.		
5.		
	TOTAL:	$NA_____

Capital (6420)

(Any durable item whose value exceeds $200 and has usable life of one (1) year or more;
NO general office equipment)

Item	Intended Use	Cost
1.		
2.		
3.		
4.		
5.		
	TOTAL:	$NA_____

Total amount being requested for 2023-2024 (also complete line 9 at bottom of first page)

$10,200_____

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

Request For Information (RFI)

	Question / Inquiry	Program Response
1.	Please provide a **thorough** 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?	The Asian Pacific Islander South/east Asian (APISEA) Graduation Celebration is a new program. The first APISEA Graduation Celebration will happen in May 2023 and we hope to have it annually. The event this year will be held in the VPAC at De Anza. The number of participants is limited to the size of the venue. We project 100-150 participation the first year. We want to have a graduation ceremony that speaks to the APISEA cultural identity. This is a unique event to celebrate specifically students who are Asian Pacific Islander South/east Asian. The purpose is to let students see and connect with other APISEA students who have completed their educational goal, so they can add to their history of accomplishments. There are two large groups on camps that celebrate a specific student population, but they are not culturally specific to the Asian Pacific Islander South/east Asian student community.
2.	How will your program expand students' perspectives and positively impact their lives and the community? (250 words max)	The main goal is for our APISEA students to graduate and complete degrees/certificates as well as transfer. By completing a goal, this will help provide opportunities for students to thrive personally and in their community when they leave De Anza. We want to highlight all success and struggles from our students to inspire future students and family members.
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 www.deanza.edu/dasg/budget	The Asian Pacific Islander South/east Asian (APISEA) aligns with majority of the guiding principles. • Fund programs that promote diversity, equity, and inclusion among all students. • Fund programs that help students succeed and enable them to achieve their academic and personal goals at De Anza College. • Fund programs that promote leadership, civic engagement, and student advocacy among all students. • Fund programs that promote student retention by enhancing the quality of education at De Anza College. • Fund programs that benefit DASG Constituents.

	Question / Inquiry	Program Response
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.	We will target specific students who are close to attaining a degree/certificate/transfer. We will be collaborating with the institutional research team, counselors in different departments and student services, and the Admissions and Records office to get data.

Since this is a new event, the challenge is not having any data to see where we need improvements to reach the students. The in-reach efforts will be based on the number of students who are actively engaged in student events. We will rely on online and on campus marketing posters as well as any employees who have student-facing roles. We will partner with specific programs like the transfer center to help the APISEA students reach their transfer goals. |
| 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. | May is AAPI month. We intentionally set the APISEA Graduation Celebration at the end of month as a way to wrap up the accomplishments of the AAPI community. We want to highlight our APISEA students.

We plan to collaborate with the Asian Pacific American Staff Association (APASA) Infinity Group and the Asian Studies American and Asian Studies (ASAM) department to promote different histories and heritages. We plan to show case stories of success and struggles of the students who are graduating. |
| 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. | We plan to have certain functions online such as advertisement, online registration, online survey for pre/post event survey. We plan to also have online workshops to check their graduation progress and degree application. This will reach those who are limited by coming to campus. |
| 7. | Please indicate which object codes are critical for DASG to fund this year. Please do NOT list down all of the object codes. | The team is still in the planning phase for the first APISEA Graduation Celebration. We will provide a list once we identify the most critical ones. |

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.

	Question / Inquiry	Document Name / Additional Response
1.	ENROLMENT • Number of total AND new active students over the past 3 years • Number of enrolments retained (stayed for more than a quarter) • Number of students enrolled in online services • Does your program serve a certain demographic or the whole De Anza population? • Racial demographics (if possible)	1. New event – information currently does not exist and will be determined based on inaugural APISEA Recognition event to be held in May 2023. 2. Unknown 3. Unknown 4. Focus is on a certain demographic 5. Racial demographics to be determined but focused on APISEA
2.	STUDENT FEEDBACK • Attach student feedback forms, surveys, etc. • How has your program responded to suggestions made by students in the previous year?	• This is a new event. A survey to gauge student participant interest level will be gathered between Fall 2022 - Winter 2023. • Unable to respond since data will not yet be available but will be based on the initial interest survey results and post-event survey from students (May 2023).
3.	FUNDING • 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) • Attach account reports of all sources of funding	*Tentative funding source* *1. FHDA Foundation Account:* *Asian Pacific American Staff Association (APASA) Innovations Fund* *Current Account Balance: $ TBA.*

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

Budgeter's Name:	Sushini Chand
Phone Number:	(408) 864-8663
Email:	chandsushini@fhda.edu
Relationship to Project:	Co-Coordinator
Position on Campus:	Program Coordinator I

Administrator's Name:	Elvin Ramos
Phone Number:	408-864-5302
Email:	ramoselvin@fhda.edu
Relationship to Project:	Co-Coordinator
Position on Campus:	Division Dean, Social Science and Humanities

Approved by DASG Chair of Finance   (Produced by the Office of College Life - 8/23/2022)