

# DASG Budget Request 2022-2023

## For DASG Operational Accounts Only

Budget Request due to the Office of College Life by 4:00 pm Monday, November 1, 2021  
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 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:           CCCSAA Student Leadership Conference            
          (DASG Operational - DASG Government Cost)
2. Is this a new DASG account? Yes  No  DASG Account Number: 41-511xx or 46-52612
3. Amount requested for 2021-2022           \$8,000
4. Total amount allocated for 2021-2022           \$1,500
5. How long has this program existed?           20 + years
6. Number of students directly served in this program:           All DASG Senators, ICC Officers, and the Student Trustee

***Please ACCURATELY and THOROUGHLY complete numbers 7 – 10 and use additional sheets if necessary.***

7. List ALL non-DASG 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-DASG Funding Sources will result in the immediate disqualification of your request and/or the freezing of your DASG Account if already approved.**

B Budget Accounts:           None          

Trust Accounts:           None          

Fund 15 Accounts:           None          

FHDA Foundation Accounts:           None          

Grant Funded Accounts:           None          

Other District Accounts:           None          

Off-Campus/Off-District Accounts:           None          

On-Campus Co-Sponsorships:           None          

Off-Campus Co-Sponsorships:           None          

8. Give a brief description of the program/services to be provided and how they fulfill the mission of the college. How will these funds benefit present and future students?           The funds would allow DASG Senators, ICC Officers, the Student Trustee, and Advisor(s) to attend the California Student Affairs Association (CCCSAA) Student Leadership conference that is directly related to their student leadership role as well as enhance their leadership skills so that they can do their jobs more effectively. This conference will help students develop life-long skills that can be applied to their career and personal life.
9. 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)?           All DASG Senators and ICC Officers must be DASG Members
10. What would be the impact if DASG did not completely fund this request?           Students would not be able to attend the conference.

**11. Total amount being requested for 2022-2023 (from page 3)                   \$           8,000**

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

## 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.	<u>CCCSAA Student Leadership Conference</u>	<u>reg., hotel, travel, meals</u>	<u>8,000</u>
		TOTAL:	\$ <u>8,000</u>

**Total amount requested (also complete line 11 at bottom of first page)      \$8,000**

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

### 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: (print)	Hyon Chu Yi-Baker
Phone Number:	408-864-8239
Email:	YiBakerHyonChu@fhda.edu
Relationship to Project:	DASB Advisor
Position on Campus:	Director of College Life
Administrator's Name: (print)	Michele LeBleu-Burns
Phone Number:	408-864-8218
Email:	LeBleuBurnsMichele@fhda.edu
Relationship to Project:	Administrator
Position on Campus:	Dean of Student Development

Approved by DASG Chair of Finance

(Produced by the Office of College Life - 9/27/2021)