

STUDENT REPRESENTATION FEE (FUND 46) DASG FINANCE COMMITTEE AGENDA ITEM

This form must be submitted to Student Accounts **NO LATER** than 4:00 PM on the Tuesday (subject to change) before the meeting in which you wish the item to appear. It **MUST** be filled out completely (all pages), or your request may be postponed or denied. Attach additional sheets if necessary.

Clubs should fill out the "ICC/Club Budget Request" form for all requests.

NOTE: DASG Finance does not meet during the first week of the quarter, dead and finals weeks, breaks, or summer.

Name: _____ Cynthia Kaufman Signature & Date: Cynthia Kaufman 2/9/24
 Phone: _____ 650 270 8857 E-mail: kaufmancynthia@fhda.edu

Group or department you are representing: _____ VIDA

You are required to attend the DASG Finance Committee meeting, Monday at 4:00 PM (subject to change), to answer any questions for items 1 and 2 below and possibly item 3 as well if determined by the Chair of Finance.

Request to be on the Finance Committee Agenda For: (check one)

1. **GENERAL ITEM (Includes Budget Transfers):**
 Summary of item: (REQUIRED, use additional sheets if necessary) _____

2. **NEW OR ADDITIONAL FUNDING: Total Requested Amount \$** _____ **3,000** _____

Complete the next three (3) pages as well when requesting new or additional funding. Attach additional sheets if necessary. Also attach additional details and event/program descriptions. Incomplete applications will not be accepted.

3. **OBJECT CODE/LINE ITEM TRANSFER** (Only Page 1 Required; must attend Finance Committee meeting only if contacted):

Account Name: _____

Account Number: _____

From Object Code:	To Object Code:	Requested Amount \$	<i>DASG Use only</i> Approved Amount \$
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Reason for Transfer: (REQUIRED, use additional sheets if necessary) _____

The Budgeter and Administrator cannot be the same person.

_____ Budgeter's Name (PRINT) _____ Budgeter's Signature _____ Phone Number _____ E-mail

_____ Administrator's Name (PRINT) _____ Administrators Signature _____ Phone Number _____ E-mail

Action Taken
(office use only)

Transfer Approved and Forwarded to Student Accounts on _____ Transfer Denied
Date

_____ DASG Chair of Finance _____ Date _____ DASG Advisor _____ Date

The DASG Finance Code and the DASG Budget Stipulations must be adhered to at all times.
 They are available at <https://www.deanza.edu/dasg/budget/>

Student Representation Fee (Fund 46) Funding Criteria

Check off all of the criteria you feel this request meets and attach all supporting documents including conference programs/schedules, event/workshop descriptions, etc.

Also submit a typed statement explaining why you feel this request meets the criteria for Student Representation Fee funds.

Your request will be reviewed by the DASG Finance Committee, DASG Senate, Dean of Student Development, and Vice President of Student Services to determine eligibility for funding from the Student Representation Fee funds.

- Carrying out voter registration, education, and mobilization campaigns
- Training students and hiring student interns to organize and advocate for themselves and their communities before state and local decision-making bodies
- Carrying out educational programs for the student body to help students become better informed of important decisions being made at the state and local level affecting their lives as students
- Supporting student advocates to meet with members of the state legislature and other elected officials in Sacramento and/or at the regional or local level
- Supporting student advocates to organize with other students at the local, regional, statewide, and national levels at conferences, training sessions, and advocacy gatherings
- Increasing the capacity of the student body to organize and mobilize and develop leadership to be more effective advocates for themselves and their communities before state and local decision-making bodies

NEW OR ADDITIONAL STUDENT REPRESENTATION FEE (FUND 46) FUNDING REQUESTS

1. Program (Account) Name: March in March
2. Have you previously received DASG funding for this program? No Yes DASG Account Number: _____ Year Funded: _____
3. If yes, amount previously requested for current account \$ _____
4. If yes, total amount previously allocated current account \$ _____
3. How long has this program existed? 15 years _____
6. Number of students directly served or involved in this program: 35 _____

Please ACCURATELY and THOROUGHLY complete numbers 8 – 11 and use additional sheets if necessary.

7. List ALL other 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: 15,000
- Trust Accounts: _____
- Fund 15 Accounts: _____
- FHDA Foundation Accounts: _____
- Grant Funded Accounts: _____
- Other District Accounts: _____
- Off-Campus/Off-District Accounts: _____
- On-Campus Co-Sponsorships: _____
- Off-Campus Co-Sponsorships: _____

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? This request is to hire a 38 person but to go to the March 7 March in March
9. How do you use other funding to support your program? VIDA hires many interns
10. What would be the impact if DASG did not completely fund this request? We would not send students to this March
11. 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)? We will publicize that this is supported and funded by DASG

12. Total amount being requested \$ _____ **\$3,000**

(You must also complete the object code information on the next page)

Signatures that are needed for requesting funds

All 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.**

The DASG Finance Code and the DASG Budget Stipulations must be adhered to at all times.
They are available at <https://www.deanza.edu/dasg/budget/>

DASG Student Representation Fee (Fund 46) Object Code/Line Item Information

* Fill out only applicable object codes. *

Object Code Name and Number	Description of Expenses (Please itemize all your expenses, BE SPECIFIC)	Requested Amount (round up to the next whole dollar)	DASG Use Only Approved Amount
Student Payroll – 2310 Include hours to be worked x pay rate MUST ALSO COMPLETE BENEFITS – 3200			
Benefits – 3200 (1.52 % for Student Employees) MUST BE COMPLETED WHEN REQUESTING PAYROLL			
Supplies – 4010 (Office supplies or as specified in request or stipulations)			
Banners – 4013 (Reusable banners that will last multiple years)			
Food/Refreshments – 4015 Not for Conference and Travel; all Conference and Travel expenses, including meals, use Code 5510. (Must adhere to district Administrative Procedure 6331, http://www.boarddocs.com/ca/fhda/Board.nsf/goto ?open&id=AKVUKX7C7F98)	Lunch and snacks for students on trip	500	
Printing – 4060 (flyers, posters, programs, forms, etc.)			
Technical & Professional Services – 5214 (Consultants/Guest Speakers/ Entertainment/Workshop Presenters)	Hire a bus to take students to Sacramento	2,500	
Domestic Conference and Travel – 5510			
Grand Total		3,000	

No deficit spending will be allowed and all accounts shall be held to line item amounts. Funds allocated to a program must be used for the purpose stated in the original request and stay with that program and cannot be used for or allocated/donated to other programs without DASG Senate approval.

A budgeter’s and an administrator’s signature are required before this form will be considered.

The Budgeter and Administrator cannot be the same person.

Cynthia Kaufman _____ *Cynthia Kaufman* kaufmancynthia@fhda.edu
 Budgeter’s Name (PRINT) Budgeter’s Signature Phone Number E-mail

 Budgeter’s Name (PRINT) Budgeter’s Signature Phone Number E-mail

Michelle Hernandez _____
 Administrator’s Name (PRINT) Administrators Signature Nernandezmichelle@fhda.edu
 Phone Number E-mail

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