

DASB Budget Request 2021-2022

For All Programs Excluding Athletics

Budget Request due to the Office of College Life by 4:00 pm Monday, November 9, 2020

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: "DASB Budget Request - DASB Account/Program Name - DASB Account Number"

For Example: "DASB Budget Request - DASB 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: Foster Youth Services
2. Is this a new DASB account? Yes No DASB Account Number: 41-56367
3. Amount requested for 2020-2021 \$ 20,000
4. Total amount allocated for 2020-2021 \$ 1,000
5. How long has this program existed? 4 years
6. Number of students directly served in this program: 40

Please ACCURATELY and THOROUGHLY complete numbers 7 – 10 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-DASB Funding Sources will result in the immediate disqualification of your request and/or the freezing of your DASB Account if already approved.

B Budget Accounts: _____

Trust Accounts: _____

Fund 15 Accounts: _____

FHDA Foundation Accounts: _____

Grant Funded Accounts: Burton Book Funds: \$2,000. Funds were managed by the De Anza Bookstore.

There is no account information.

Other District Accounts: _____

Off-Campus/Off-District Accounts: _____

On-Campus Co-Sponsorships: _____

Off-Campus Co-Sponsorships: _____

8. How have you been meeting or how do you plan to meet the budget stipulation of requiring that all students benefiting from DASB funds allocated to you have paid the \$10 DA Student Body Fee and are DASB Members (DASB Budget Stipulation # 1)? We would request each student to show their current DASB card before they can receive their gas card, meal card or book funds.

9. What would be the impact if DASB did not completely fund this request? The students who would benefit from these funds would not have the adequate support they need to complete their educational goals.

10. Total amount being requested for 2021-2022 (from page 3) \$ 5,000

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

Student Payroll (2310)

MUST ALSO COMPLETE THE BENEFITS (3200) SECTION

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

Benefits (3200)

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:	\$ _____

Supplies (4010)

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

	Item	Intended Use	Cost
1.	50 - \$25 Gas Cards	Distribute to Students	\$1,250
2.	150 - \$8 Meal Cards	Distribute to Students	\$1,200
3.	Textbook Funds for Bookstore	Distribute to Students	\$2,550
4.	_____	_____	_____
5.	_____	_____	_____
		TOTAL:	\$5,000

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.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
		TOTAL:	\$ _____

Printing (4060)

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

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

Technical and Professional Services (5214)

(Independent Contractor amounts, 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.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
		TOTAL:	\$ _____

Domestic Conference and Travel (5510)

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

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

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:	\$ _____

Total amount requested (also complete line 10 at bottom of first page) \$ 5,000

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 (250 words max)	The De Anza College Guardian Scholars Program serves current, former and emancipated foster youth by providing a network of academic and personal support services that promote success in earning a certificate, Associate's Degree, and/or transfer to a 4-year university. Some of the services include a RISE foster youth mentor/coach, priority registration, book funds, meal vouchers, gas cards, and referrals to community-based resources as needed and available.
2.	Please provide how many students are actively engaged in your program. Backing it up with data will help.	Serving 11 students for the Spring 2020 Quarter. Due to the pandemic, students have faced additional challenges preventing them from fully participating in the program in the Fall 2020 Quarter. Generally, we serve 20-40 students per quarter.
3.	Why is your program important and what is the rationale behind having this program on campus? (250 words max)	This program will offer support services to foster youth students for the purpose of enhancing their retention and graduation rates, ensuring their attainment of career goals, facilitating their transfer from two-year to four-year colleges and fostering an institutional climate supportive to their successes. The students will receive individualized counseling services, referrals to on-and-off campus resources, academic advising, textbook vouchers, meal vouchers, transportation assistance and funds to defray the cost of other educational expenses.
4.	How will your program expand students' perspectives and positively impact their lives and the community? (250 words max)	Research indicates that only about 50% of Foster Youth complete high school and less than 5% complete college. These students are also more likely to be homeless and experience food insecurity. Programs serving Foster Youth that cannot provide comprehensive support will not meet the complex needs that this population enters college with, which will result in attrition and lack of academic success. The services we provide will ensure that there are additional resources to serve this particular student population by providing services tailored for their needs.
5.	How is your program working to improve itself every year? Do you receive student feedback? Implementing a student survey and sharing the results with DASB will be beneficial for our review process.	We have an Orientation at the beginning of every quarter where we receive students' feedback.
6.	What are all your sources of funding? Please include funding from the college, any sources of income, any grants, and any other source. Has your program taken the initiative to search for other sources? (list ALL Account Numbers, Account Names, Account Balances, and Account Purposes/Restrictions)	We received a one time grant in the amount of \$2,000 from Burton Book funds for students to use towards their book expenses in the 2020-2021 academic year. These funds were managed by the De Anza Bookstore and there is no account information.

	Question / Inquiry	Program Response
7.	Go through the DASB budget goals for the current academic year and explain how your program fits each of them or as many as possible. (250 words max) The DASB budget goals are available at www.deanza.edu/dasb/budget	Our program fits with the DASB budget goals by funding program that helps students succeed and enable them to achieve their academic goals. The students will benefit from the services for the 2021-2022 year. The services they will receive will promote student retention and enhance the quality of their education at De Anza College.
8.	Explain how your program is unique. Are there any programs on campus that are similar or is there any duplication of services? (250 words max)	The Guardian Scholars program ONLY serves current, former, and emancipated foster youth. We work closely with the EOPS program to identify students that are served by EOPS. The students that do not qualify for EOPS get services through the Guardian Scholars Program.
9.	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. (250 words max)	The program only serves a targeted population and marketing is not necessary for this program. We generate a list of students that have indicated in the school application that they are or have been in the foster care system. We do outreach by contacting each student individually to let them know about the program.
10.	Explain how your program promotes equity on campus. (250 words max)	We serve one of the most diverse populations, all from low income backgrounds. By providing these resources to students we are helping students achieve their educational goals by closing the achievement gap.
11.	Please indicate which object codes are critical for DASB to fund this year.	The most critical object code for our Foster Youth Services is Supplies (4010). Our students are in great need of support to offset their food and basic needs insecurities.
12.	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.	In lieu of providing students with meal vouchers and gas cards, we offered Walmart Electronic Gift Cards for students to purchase groceries. The students are required to provide receipts to confirm that the allocated amount went towards approved items. We also continued to work directly with the Campus Book Store to provide book funds to students. Funds are tracked on the student's account and could be used on online orders. Should we still need to provide online services in the future, we will continue with this model.

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 DASB 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:	<u> Ammalinh Chan </u>
Phone Number:	<u> (408) 864-8828 </u>
Email:	<u> chanammalinh@fhda.edu </u>
Relationship to Project:	<u> Budgeter </u>
Position on Campus:	<u> Administrative Assistant </u>
Administrator’s Name:	<u> Michele LeBleu-Burns </u>
Phone Number:	<u> (408) 864-8218 </u>
Email:	<u> lebleuburnsmichele@fhda.edu </u>
Relationship to Project:	<u> Administrator </u>
Position on Campus:	<u> Dean of Student Development </u>

Approved by DASB Chair of Finance

(Produced by the Office of College Life - 10/5/2020)