

DASG Budget Request 2022-2023

For All Programs Excluding Athletics

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.

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: Mentors@De Anza
2. Is this a new DASG account? Yes No DASG Account Number: 41-56585
3. Amount requested for 2021-2022 \$ 13,356
4. Total amount allocated for 2021-2022 \$ 1,816
5. How long has this program existed? 1 year
6. Number of students directly served in this program: 94

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)? One of the requirements for students to apply as a mentor or mentee is to be a current DASG card holder; therefore, to have paid the fee.

8. What would be the impact if DASG did not completely fund this request? Mentors at de Anza would be unable to run the program as we normally and this program would be unable to create a proactive, engaging space for students where those who deserve can not only get the academic/personal experience boosted but also somewhat of a monetary help if selected.

9. Total amount being requested for 2022-2023 (from page 3) \$ 4,520

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

Supplies (4010)

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

	Item	Intended Use	Cost
1.	<u>Cardboard, staples, pens, highlighters and more</u>	<u>events</u>	<u>\$200</u>
2.	<u>headphones</u>	<u>guests use</u>	<u>\$50</u>
3.	<u>mic stand</u>	<u>guest</u>	<u>\$30</u>
4.	<u>cables</u>		<u>\$30</u>
5.	<u>windscreen</u>	<u>pop filter</u>	<u>\$10</u>
		TOTAL:	\$ 320

\$ 4,520

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

Request For Information (RFI)

	Question / Inquiry	Program Response
	<p>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?</p>	<p>Mentors at De Anza is a program created by students for students. Many of those struggle with help within the first year and the proper help from counselor. The goal of this program is to connect first and second/third year students based on their majors and experience. That way, creating a firm and close community but also making sure student feel more confident in their academic and personal success. There is no other program currently at de Anza that is fully lead by students, free for students and that has the amount of people we have right now.</p>
	<p>How will your program expand students' perspectives and positively impact their lives and the community? (250 words max)</p>	<p>One way that this program expands students perspectives and impacts their lives is by connecting them with students that are knowledgeable in what they need the most. If college life is their goal, those students will leave the program knowing everything there is about college life and also integrated in the community they wish to join. Another way students are positively impacted is by being exposed to students who are knowledgeable in terms of transfer services and resources, which can help guide them but also to support those. In addition to that, this program hosts on top of the transfer panel, required training about current information on campus plus resources available for them that do contribute to a equitable campus.</p>
	<p>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 Goals/DASG Budget Guiding Principles are available at www.deanza.edu/dasg/budget</p>	<p>I believe the mentors at de Anza program promotes and obliges by all the DASG budge guiding principles. Our main priority are the students therefore doing any and everything we can in our power to assure a safe, education and equitable place is what one of the purpose of this program. The only principle that this program would like to improve is investing and promoting environmental sustainable practices for students.</p>
	<p>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.</p>	<p>Our program not only engages with students on social media every week but also connects with the trough e-mail. Our program sends a weekly e-mail with information about new events on campus and on the program. We promote ourselves for those on the program and outside our program. We also have made success to contact underserved students by contacting their constituency and inviting them to not only join the program but to also on our transfer panel and on our podcast. While promoting any event, we make sure to promote it equally to all organizations, clubs, programs and students. The current marketing plan is to reach out to as many as students as possible, making sure every single community is being included. As it for now, because of the pandemic situtation, this will be many done by posting on social media, emailing,</p>

	Question / Inquiry	Program Response
		<p>talking to people on campus while hosting events and speaking in classes about our program.</p>
	<p>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.</p>	<p>During the mentorship training process, we make sure to prioritize every single request and make sure those who need a specific help, will get it. We also make sure to include and make it required an equity training for all incoming mentor. That training is done by reading, watching and completing discussion on topics regarding equity.</p>
	<p>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.</p>	<p>Absolutely. Our program was not only created in an online environment but also fully adapted to all matters when it comes to including all students. This program will keep the mentorship training online regardless of the setting we find ourselves. Not only that but this program will maintain our main communication online to make it sure we are available for students in all timezones.</p>
	<p>Please indicate which object codes are critical for DASG to fund this year. Please do NOT list down all of the object codes.</p>	<p>As this is a new program that was created during a pandemic, we do not have any physical supplies or material belonging to ourselves. Due to that, I believe the supplies and capital are important for this program. Not only that but because this program relies on the voluntary time of alumni (transfer students) to being available for 2 or 3 hours of their day to help us, we think it's fair that we give them some kind of monetary help. That is why the last and most important object code that are critical for this program is the professional services.</p>

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.	<p>ENROLMENT</p> <ul style="list-style-type: none"> • 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) 	<ul style="list-style-type: none"> - this program has 94 students enrolled; 14 students are returning mentors - We have 84 students that are either mentor or mentees. - Our program serves all de Anza students - our racial demographics or any personal information about the students cannot be displayed for privacy reasons
2.	<p>STUDENT FEEDBACK</p> <ul style="list-style-type: none"> • Attach student feedback forms, surveys, etc. • How has your program responded to suggestions made by students in the previous year? 	<ul style="list-style-type: none"> - we have feedback surveys for our mentorship program and peer pairing. - Here's one of them: https://forms.gle/fzoNxCrar4bvgBAr5 - Our program always base any change made it on the student's feedback
3.	<p>FUNDING</p> <ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> - the only fudging this program has received was from DASG

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: Maritza Arreola

Phone Number: 408-864-8692

Email: arreolamaritza@fhda.edu

Relationship to Project: advisor

Position on Campus: student activities coordinator

Administrator’s Name: Michele LeBleu-Burns

Phone Number: 408-864-8218

Email: lebleuburnsmichele@fhda.edu

Relationship to Project: administrator

Position on Campus: dean of student development