DASG Budget Request 2024-2025

For All Programs Excluding Athletics

Budget Request due to the Office of College Life by 4:00 pm Monday, November 6, 2023
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 Email Subject must be in the following format:
"DASG Budget Request - Your DASG Account/Program Name - Your 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:_____*LEAD/ Latinx Empowerment at De Anza*_____

2. Is this a new DASG account? Yes ❑ No ❑ DASG Account Number:__*41-56540*__

3. Amount requested for 2023-2024 $**33,516**_____

4. Total amount allocated for 2023-2024 $_____6,100_____

5. How long has this program existed?_____Since 2004_____

6. Number of students directly served in this program:___700___

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)? LEAD serves only De Anza College enrolled students who are in good academic and enrollment standing and who have paid their college fees. Outside community members benefit from our work in the community and our campus events.

What would be the impact if DASG did not completely fund this request? *The LEAD program might have to cut some of its events because we cannot afford to lose our paid student mentors. They are crucial since Latinx first generation students often report that they do not join programs due to their need to work to support family members financially when they are not in school. Student mentors help with both the mentoring, 'community engagement/service learning', special guest planning and event planning and facilitation. Most importantly, student mentorship through emotional and academic support contribute their achievement.*

8. **Total amount being requested for 2024-2025 (from page 3) $36,275.23_____**

        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.	Administrative Asst 1 (*281022*)	X 5 X $19.87 X 8 X 40	**$31,792**
2.			
3.			
4.			
5.			
		TOTAL:$	**$31,792**

Hourly 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.	Adm Asst II	$31,792 X 1.52%	$483.23
2.			
3.			
4.			
5.			
		TOTAL:$	$32,275.23

Supplies (4010)

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

	Item	Intended Use	Cost
1.	Teatro Vision Play	cultural events	$500
2.	Cultural Day of the Dead Event	Guest Speakers	$2,000
3.			
4.			
5.			
		TOTAL:	$ $2,500

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.	Welcome and End of Year Family Celebration	Retention	$750
2.	Guest speaker luncheon	Retention	$750
3.			
4.			
5.			
		TOTAL:	$15,000

Printing (4060)

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

	Item	Intended Use	Cost
1.			N/A
2.			
3.			
4.			
5.			
		TOTAL:	$

Technical and Professional Services (5214)

(Limited Engagement/Independent Contractor Agreements,
Consultants/Guest Speakers/Entertainment (list programs).
For contracted speakers or performers DASG Funding shall not exceed $5,000
per event or performance. Meals, beverages, and travel will not be reimbursed.)

	Item	Intended Use	Cost
1.			N/A
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 DASG Limitation and Requirements from the DASG Finance Code)

	Item	Intended Use	Cost
1.			N/A
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.			N/A
2.			
3.			
4.			
5.			
		TOTAL:	$

Total amount being requested for 2024-2025 (also complete line 9 at bottom of first page)

$32,275.23

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

Request For Information (RFI)
Everything submitted will be publicly available online.

	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?	LEAD responds directly to De Anza's mission statement in that the program advocates leadership through social engagement in social justice focused projects. Indeed, LEAD also advocates all core competencies in various ways. The LEAD core classes, primarily Sociology and English composition, address both communication and expression of identity and informational literacy and critical thinking through the course curriculum. Personal responsibility is met with the leadership and mentorship skills the program promotes. Civic capacity for global, social, cultural, and environmental justice is also addressed through the annual Global Issues Conference. The GIC is an "opportunity for students to recognize their role as local, national and global citizens.
2.	How will your program expand students' perspectives and positively impact their lives and the community? (250 words max)	The broad vision of LEAD is to support students in attaining their educational aspirations and goals. The program, in part, achieves this vision through a social justice and equity based curriculum as well as through civic engagement. These core structures are intended to teach students to become leaders in their Latinx communities and beyond. Students are encouraged to develop their personal and professional growth through networking and skill development, as well as encouraged to transfer to a four-year college. As LEAD students accumulate their community engagement courses they can apply for an Engaged Scholar certificate through VIDA.

	Question / Inquiry	Program Response
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	*¡LEAD!* is a unique culturally specific program for **first gen Latinx (and Latinx supporting) students that emphasizes reading, writing, mentorship, community building, leadership and social justice**. Our LEAD mentors and mentees take EWRT 1A and EWRT 2B, along with Community engaged Sociology Intro course I that includes exploration of the Latinx culture. We believe students should pay it forward and help new students navigate their institution and their important decisions. Students choose community organization(s) to work with and are asked to make connections to the readings in their courses. The intention is to make their Fall quarter 12 hours of community participation meaningful on multiple levels. We encourage our ¡LEAD! Students to build their academic and community participation experiences in these first two years so that when they apply to transfer to a university they stand out as ready, integrated scholars and community-builders. To ensure their success, we have an embedded counselor who speaks to them in class, during events, and in office hours about important academic skills they'll need to be successful as well as their course requirements and goals.
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.	- Social media event images - e-flyers that are circulated by email for all events and workshops - Canvas and in-class announcements We also use our campus website to highlight key aspects of our activities.
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.	LEAD mentors are first generation Latinx students who identify as people of color and supported of this community. The topics we cover as a theme for the linked courses are all focused on intersectional justice topics including women's rights, indigenous rights, environmental justice and justice for ethnic communities in San Jose and beyond.
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.	¡LEAD! create Canvas course shells for all our course offerings and our courses are mostly hybrid. We conduct some of our events in hybrid format as well to get more of our community involved.

	Question / Inquiry	Program Response
7.	Please indicate which object codes are critical for DASG to fund this year. Please do NOT list down all of the object codes.	**Hourly Benefits (3200):** Without our paid mentors and their commitment to supporting the frosh LEAD cohort, we would suffer as a program. They tend to work outside of school to support their families and require payment so they can work 5-8 hours for ¡LEAD!

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.

Everything submitted will be publicly available online.

	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)	Enrollment over last three years: 466 85% retention Number of students enrolled in online services (mostly hybrid courses): 466 LEAD serves primarily Latinx students and supporters in its yearly frosh cohort but serves the general student body as well in our LEAD Engaged classes. For example in Fall 2022-Winter 2023 Latinx students made up 63% of the total students served (including cohort and general student body). About 63% Latinx and 37% other ethnicities (white, Asian American/Asian, and Filipinx)
2.	STUDENT FEEDBACK • Attach student feedback forms, surveys, etc. • How has your program responded to suggestions made by students in the previous year?	Students have suggested less strict guidelines for community engagement sites which we responded by allowing students to choose from a broader range of community project options as long as they serve a community in need. That noted, we continue to focus primarily on the Latinx community and culture in our teaching and guest speakers. However when we create the yearly Global Issues conference we invite various guest speakers to discuss social justice issues.

	Question / Inquiry	Document Name / Additional Response
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	Silicon Valley Community Foundation (SVCF): $10,000 grant. Budget account: Index: 2F0152 Fund: 844586 Org: 551000 Prog: 999110

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
For DASG accounts the Budgeter is the person directly responsible for managing the account program and the Administrator is the person over them.

Budgeter's Name: Steve Nava

Phone Number: 408.864-8200

E-mail: navasteve@fhda.edu

Relationship to Project: Coordinator

Position on Campus: FT Faculty in Sociology Department

Administrator's Name: Michelle Hernandez

Phone Number: 408.864-8365

E-mail: hernandezmichelle@fhda.edu
Relationship to Project: Advisor

Position on Campus: Dean of Equity and Engagement Division