

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

Supplies (4010)

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

| | Item | Intended Use | Cost |
|--------|--|--------------|------------|
| 1. | Spring party décor/non-food related items_____ | | \$50_____ |
| 2. | Misc. celebration décor/non food related items & activities_____ | | \$50_____ |
| 3. | _____ | _____ | _____ |
| 4. | _____ | _____ | _____ |
| 5. | _____ | _____ | _____ |
| TOTAL: | | | \$100_____ |

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. | De Anza College Dining Services/food_____ | | 1,200_____ |
| 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)

(Limited Engagement/Independent Contractor Agreements,
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 DASG Limitation and Requirements from the DASG 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 being requested for 2023-2024 (also complete line 9 at bottom of first page)

\$ 1,300 _____

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. 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? | The Adapted Physical Education (APE) program provides a safe and encouraging environment for De Anza students with disabilities to engage in physical activity. Our program offers a broad range of courses to meet the fitness needs of our students. The curriculum is designed to accommodate personal fitness goals through individual instruction as well as appropriate group instruction. Classes are held on campus in a large dedicated gym or accessible pool, as well as offsite classes in the community. |
| 2. | How will your program expand students' perspectives and positively impact their lives and the community? (250 words max) | With the help of the APE faculty and staff, our students get to set realistic goals. Over time, our students are able to reach and exceed those goals. Students who are new to our program are often very excited to get started because of what we offer and how we can accommodate their needs. Since students with verified disabilities can repeat our courses, they are able to develop lasting relationships with us as educators, as well as create friendships amongst their peers. We help serve the community by partnering with local agencies such as HOPE services, Cupertino Senior Center, Community Options and Santa Clara Valley Medical Center. |
| 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 | Our APE program keeps students with disabilities engaged with the community, keeps them physically active and promotes a healthy lifestyle with is conducive to their success while enhancing their quality of their overall education experience. |
| 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. | In addition to our website, APE uses brochures, flyers, and handouts to help market our program. We are currently in the midst of creating more marketing strategies such as a video that showcases our program, as well as a Facebook and YouTube page. This is an ongoing effort from our DSPS Division and APE Department this Fall. |
| 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. | APE promotes equity on campus because we offer services that no one else on campus can. Without APE, students with disabilities would not have an opportunity to be as successful with their physical education. Our classes our transferrable, which helps some of our students meet the mandatory requirements to graduate and pursue higher education. We are not exclusive to just students with disabilities, we welcome everyone who is interested in improving their physical health and wellness. We do our best to make a positive impact on every student. |

| | Question / Inquiry | Program Response |
|----|---|--|
| 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. | Our program has adapted well throughout this online transition. We teach all classes online via Zoom/Canvas. Our classes keep students physically active and are still socially interactive. Faculty and staff work together to verbally communicate and visually demonstrate class lessons (exercises, stretches, and various other movements) to the students. |
| 7. | Please indicate which object codes are critical for DASG to fund this year. Please do NOT list down all of the object codes. | |

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"> • 162 total students, 30 new students • 145 retained • 70 online students • We serve students with disabilities, but the whole De Anza population is welcome to our services |
| 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? | <p>We, like many other programs are still in a rebuild process. Students have requested more class times to be offered. We have slowly been able to grow our program over the last year, but it requires enough enrollment to fill the classes. Students have also asked about our annual APE party, if we get the funding, we believe it will have a positive impact on our program/students as a whole.</p> |
| 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 | <p>DASB Account #57610</p> |

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: | <u>Casey Regehr</u> |
| Phone Number: | <u>408-864-5409</u> |
| Email: | <u>regehrcasey@fhda.edu</u> |
| Relationship to Project: | <u>Full-Time Faculty- Event coordinator</u> |
| Position on Campus: | <u>Adapted PE Instructor</u> |
| Administrator’s Name: | <u>Laureen Balducci</u> |
| Phone Number: | <u></u> |
| Email: | <u>balduccilaureen@fhda.edu</u> |
| Relationship to Project: | <u>Dean</u> |
| Position on Campus: | <u>Dean/DSPS</u> |