



### Supplies (4010)

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

	Item	Intended Use	Cost
1.	<u>Supplies</u>	<u>Advertise and decorate events</u>	<u>\$1500.00</u>
			<b>TOTAL: \$1500.00</b>

### Promotional Items (4013)

	Item	Intended Use	Cost
1.	<u>DALA Banner</u>	<u>Advertise DALA and decorate DALA Events</u>	<u>\$1500.00</u>
			<b>TOTAL: \$1500.00</b>

### 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.	<u>Refreshments/Food</u>	<u>End of Year Celebration for</u> <u>students, families and De Anza community</u>	<u>\$7000.00</u>
			<b>TOTAL: \$7000.00</b>

### Printing (4060)

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

	Item	Intended Use	Cost
1.	<u>Flyers, programs, forms for students</u>	<u>Campus community and families</u> <u>Advertise and commemorate</u>	<u>\$1500.00</u>
			<b>TOTAL: \$1500.00</b>

### 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.	<u>Facilities/Entertainment</u>	<u>House event and provide speakers</u> <u>or entertainment for the event</u>	<u>\$5000.00</u>
			<b>TOTAL: \$5000.00</b>

**Total amount being requested for 2023-2024 (also complete line 9 at bottom of first page)**

**\$ 16,500.00**

**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 <b>thorough</b> 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 De Anza Latinx Association honors, cultivates and leverages the collective power, contributions, inclusivity and excellence of Latinx culture, knowledge and wisdom. We aim to shape our institutional culture to reflect Latinx cultural values of prioritizing and uplifting our young people, and caring about our impact on generations to come.
2	How will your program expand students' perspectives and positively impact their lives and the community? (250 words max)	The Latinx Graduation and Recognition Ceremony was established in 1993 to <b>recognize the accomplishments</b> of Latinx students at De Anza College.  Believing that student success should be celebrated, a small group of Latinx staff members organized institutional and community support to launch this event, which has grown into an <b>annual tradition</b> for students, families and friends.
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 <a href="http://www.deanza.edu/dasg/budget">www.deanza.edu/dasg/budget</a>	DALA's Latinx Graduation and Recognition Ceremony serves as a powerful motivation and celebration of students in achieving their academic and personal goals at De Anza, in turn helping promote student retention. The event recognizes Latinx student leadership, civic engagement and student advocacy in the student speakers who share their work and experiences to help culminate the year and De Anza journey. The Latinx community is incredibly diverse, and we promote diversity, equity, and inclusion through celebrating that diversity in the community. The event has

		continuously grown to match the growing number of Latinx graduates of De Anza. The event would occur as part of the 2023-2024 graduation festivities.
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.	DALA has its own website where we advertise and share information. Our events and activities are advertised across campus and we collaborate with programs that work closely with underserved students, specifically those that identify as Latinx.
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.	We are an organization committed to the nurturing and development of Latinx employees through personal support, community building/networking, professional mentoring and transformative organizational development.
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.	DALA uses its website to share information and advertise events and activities which we will continue to utilize. In addition, our end of the year ceremony was held online in 2020. In 2021, we were able to offer a modified program of the ceremony which was held in the De Anza parking lot. In 2022, we hosted a full program outdoors utilizing the football field on campus. Each year during the pandemic, we had over 100 participants. We will continue to host a program and accommodate the needs of our students in collaboration with other programs that serve our Latinx 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.	4015, 5214

### 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.	<b>ENROLLMENT</b> <ul style="list-style-type: none"> <li>• Number of total AND new active students over the past 3 years</li> <li>• Number of enrolments retained (stayed for more than a quarter)</li> <li>• Number of students enrolled in online services</li> <li>• Does your program serve a certain demographic or the whole De Anza population?</li> <li>• Racial demographics (if possible)</li> </ul>	<p>DALA has held an end of the year ceremony for almost 30 years. It started with approximately 25 students and has grown to approximately 150 students.</p> <p>We are committed to the academic success of our students especially those who identify as Latinx.</p>
2.	<b>STUDENT FEEDBACK</b> <ul style="list-style-type: none"> <li>• Attach student feedback forms, surveys, etc.</li> <li>• How has your program responded to suggestions made by students in the previous year?</li> </ul>	

3.	<p><b>FUNDING</b></p> <ul style="list-style-type: none"> <li>• 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)</li> <li>• Attach account reports of all sources of funding</li> </ul>	<ul style="list-style-type: none"> <li>• DALA Foundation Account 2F0089-844502-551000-999110</li> <li>• Donations from the Community and ongoing fundraisers throughout the year.</li> </ul>
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**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: Andrea Santa Cruz  
 Phone Number: 408-864-8826  
 Email: santacruzandrea@fhda.edu  
 Relationship to Project: Treasurer of DALA  
 Position on Campus: International Student Advisor

Administrator’s Name: Alicia Cortez  
 Phone Number: 408-864-8365  
 Email: cortezalicia@fhda.edu  
 Relationship to Project: Member of DALA  
 Position on Campus: Dean of the Office of Equity