

# 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](mailto: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: Mascot Program \_\_\_\_\_
  
2. Is this a new DASG account? Yes      DASG Account Number: \_\_\_\_\_
  
3. Amount requested for 2023-2024      \$N/A
  
4. Total amount allocated for 2023-2024      \$N/A
  
5. How long has this program existed? May 2023
  
6. Number of students directly served in this program: All students at De Anza College participating in on-campus events- new students, athletics, resource fairs, welcome week, homecoming events.
  
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)? The Mascot is to drive student spirit and will perform and participate at events that may provide free entrance when using Student Body Cards. This program will encourage more students to participate and pay for student body fees.  
\_\_\_\_\_  
\_\_\_\_\_
  
8. What would be the impact if DASG did not completely fund this request? President’s Office funded first year of 2023.2024. No funding other than DASG expected for 2024.2025.  
\_\_\_\_\_  
\_\_\_\_\_
  
9. Total amount being requested for 2023-2024 (from page 3)      \$ 12,775

### Scholarships (5260)

(Per Event or Training)

	Item	Intended Use	Cost
1.	<u>Mascot/Handler (4) per event</u>	<u>2 emp/event x 48/events</u>	<u>3,600</u>
2.	<u>Mascot/Handler (4) x 1-2 trainings per year</u>	<u>4 emp/training</u>	<u>600</u>
		TOTAL:	<u>\$ 4,200</u>

### Supplies (4010)

(Non-capital, general office supplies or as specified)

	Item	Intended Use	Cost
1.	<u>Batteries for fan, cooling packs</u>	<u></u>	<u>500</u>
		TOTAL:	<u>\$ 500</u>

### Promotional Items (4013)

(banners, imprinted marketing items and clothing)

	Item	Intended Use	Cost
1.	<u>Stickers, Pom Poms, Shirts, etc.</u>	<u>Event Giveaways</u>	<u>4,500</u>
		TOTAL:	<u>\$ 4,500</u>

### 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>Mascot Logo Cookies</u>	<u>Event Giveaways</u>	<u>1,000</u>
		TOTAL:	<u>\$ 1,000</u>

### 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.	<u>Uniform Cleaning, per event</u>	<u>mascot allowance</u>	<u>500</u>
2.	<u>Uniform Cleaning, annual \$175 + shipping \$900</u>	<u>professional cleaning</u>	<u>1,075</u>
		TOTAL:	<u>\$ 1,575</u>

### 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.	<u>Transportation Allowance</u>	<u>Off Campus Events</u>	<u>500</u>
		TOTAL:	<u>\$ 500</u>

### 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.	<u>Uniform – shoes/paws (large)</u>	<u>for 2<sup>nd</sup> mascot</u>	<u>\$500</u>
		TOTAL:	<u>\$ 500</u>

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

**\$ 12,775**

**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:	<u>Dayna Swanson</u>
Phone Number:	<u>408-864-8414</u>
Email Address:	<u>swansodayna@fhda.edu</u>
Relationship to Project:	<u>Coordinator</u>
Position on Campus:	<u>Flea Market and Special Events Coordinator</u>
Administrator’s Name:	<u>Michele LeBleu Burns</u>
Phone Number:	<u>408-864-8218</u>
Email Address:	<u>lebleuburnsmichele@fhda.edu</u>
Relationship to Project:	<u>Dean of Division</u>
Position on Campus:	<u>Dean of Student Development</u>