

## **2004-2005 DASB Budget Stipulations**

1. Any budgeter not in compliance with the DASB Budget and Finance Code or Budget Stipulations will have their accounts frozen until the Finance Committee or the Senate is satisfied deficiencies have been corrected.
2. All Creative Arts performing groups funded in the 2004-2005 DASB budget are required to put on a performance at least once a year during Monday – Thursday, 11:30 am – 1:30 pm or 5:30 pm – 7:00 pm, at any location accessible to all students.
3. The Special Events Coordinator must present a quarterly report for the Flea Market to the DASB Senate. The report shall include, Profit and Loss statements, inventory and other information deemed important to administer the financial well being of the Special Events programs and services.
4. The DASB Vice President of Student Rights and Services must host Student Rights and Services Day twice per year (fall and spring quarters); by the fourth (4<sup>th</sup>) week of Fall Quarter and by the fourth (4<sup>th</sup>) week of Spring Quarter.
5. All services funded by the DASB are required to participate in a DASB Service Day, to be located inside of or within 250 feet of the Campus Center. Event to be coordinated by the DASB Vice President of Student Rights and Services.
6. DASB recognizes the importance of and supports Multicultural/ Diversity programming to educate and enhance awareness of the diverse populations attending De Anza College. The DASB Vice President of Diversity and Events in concert with the DASB Diversity and Events Committee Advisor, will serve as the budgeter for the Multicultural/Diversity funds. In order to insure quality programs will be conducted for the good of our student population, the DASB in cooperation with staff, student club members and Student Activities will establish target dates for each funded program. If the staff and student club members associated with each of the funded programs have not met these target dates, the DASB Vice President of Diversity and Events may coordinate events recognizing the various Multicultural/Diversity groups.
7. Income Commitment: As a condition of funding all programs with Trust Accounts, the income commitment must be met by transferring funds from the Trust account to fulfill the income obligation.
8. Special Allocations: The Capital Projects and Quarterly (Summer/Fall and Winter/Spring) Allocation for all quarters is to be used for the funding of programs not in the budget or for under budgeted items. All financial requests will be routed through the DASB Budget and Finance Committee where upon a recommendation will be made to the DASB Senate as to what action should be taken.

9. The DASB Vice President of Budget and Finance or designee must send out a notice, on the same day, to all administrators regarding the availability of Special and Capital Allocations, by the sixth (6<sup>th</sup>) week of every quarter, provided funds are still available.
10. Student Scholarships: All DASB scholarship recipients will be presented their scholarships at a regular Senate meeting
11. Recycling: All organizations using DASB funds are encouraged to purchase and use recycled paper and paper products with DASB funds.
12. The DASB Travel account is to be used for DASB MEMBERS ONLY with Advisors (DASB Senators/ICC Officers, club members, campus organizations).
13. All promotional materials for all programs funded by the DASB must have DASB boldly identified on them.
14. For any banquets/receptions/workshops funded by the DASB an invitation must be extended to the DASB President or delegate at least one month prior to the event.
15. The DASB Leadership funds must be used for multiple retreats and workshops.
16. The DASB Telephone funds are to only be used for cell phone reimbursements for the DASB President and DASB Vice President of Budget and Finance, up to \$30.00 per month.
17. DASB Marketing and Communications must conduct quarterly promotional campaigns and must present a marketing plan to the senate by the first senate meeting of each quarter.
18. The DASB opposes sweatshop labor and thus encourages all programs to not buy products that were manufactured in sweatshops.
19. The variance account can only be used to cover costs that go over the original allocation up to 10% not to exceed \$350.
20. Funds allocated to a program must be used for the purpose stated in the original request and stay with that program and cannot be used for or allocated/donated to other programs without DASB Senate approval.
21. With the exceptions of Creative Arts and Athletics, no funds can be used for Travel/Conferences. Any program wanting to get funding for travel must submit applications to the DASB Executive Council. Any clubs wanting to get funding for travel must submit applications to the Inter Club Council (ICC).
22. All event requests shall be referred to the DASB Diversity and Events Committee.
23. The current DASB President or designee must conduct a New Senate Orientation by at least the third (3<sup>rd</sup>) weekend after Spring Quarter final exams.

24. Funding for CalWORKs Students is restricted to the purchase of required class supplies only.
25. DASB Book Grants must be distributed the quarter before the award is to be used (for Winter and Spring Book Grants only).
26. All Athletics accounts are funded for League Domestic Conference and Travel only. Teams may use some of this funding for non-conference play by requesting a waiver from the DASB Budget and Finance Committee during the fiscal year of the budget.
27. For contracted speakers the fee shall not exceed \$1500.00 per speaker per event. For performances the fee should not exceed \$2000.00 per performance. An additional \$500 may be requested for transportation and lodging. Meals will not be reimbursed.
28. Tutorial and Academic Skills Center will only be able to use funds for student payroll and Benefits.
29. The Honors Program funds will only be used for advisor/coordinator payroll and benefits.

**NOTE:** Failure to meet stipulations may result in the reduction of your proposed budget allocation by a significant amount for the next fiscal year.

Revised: 4/4/2004, saved as: "DASB Budget Stipulations 2004-2005.doc"