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Respondent

18 Maritza Arreola

08:22

Time to complete

Program Information

1. Program or DASG Account Name: *

Student Leadership Recognition Gala

2. Is this a new DASG account? *

Yes

No

3. Please enter your DASG Account Number: *

41-51157

Line Items (Object Codes)

DASG Accounts and Funding are divided into Line Items representing specific categories of usage (salary, supplies, food, services, etc.). Line Items are identified with Object Codes in the DASG Accounting System, which are the equivalent of Account Codes in Banner. The available Line Items and their Object Codes for this request are as follows:

- 2170 - Classified Salary
- 2310 - Student Salary
- 2350 - Casual Salary
- 2360 - Overtime Salary
- 3100 - Contract Benefits (Required for Classified Salary)
- 3200 - Hourly Benefits (Required for Student, Casual, and Overtime Salary)
- 4010 - Supplies
- 4013 - Promotional Items
- 4015 - Food
- 4060 - Printing
- 5214 - Professional Services
- 5260 - Scholarships
- 5310 - Equip.Rental/Lease
- 5315 - Software Maintenance
- 5510 - Conference & Travel
- 5520 - Field Trips
- 5745 - Advertising
- 5906 - Credit Card Fees
- 5914 - Bad Debts
- 5922 - Misc Operating Exp
- 6412 - Software Agreements - Multiyear
- 6420 - Capital Equipment
- 7320 - Intrafund Transfers

4. What is the first Line Item you need to request funding for? *

- 2170 Classified Salary
- 2310 Student Salary
- 2350 Casual Salary
- 2360 Overtime Salary
- 4010 Supplies
- 4013 Promotional Items
- 4015 Food
- 4060 Printing
- 5214 Professional Services
- 5260 Scholarships
- 5310 Equip.Rental/Lease
- 5315 Software Maintenance
- 5510 Conference and Travel
- 5520 Field Trips
- 5745 Advertising
- 5906 Credit Card Fees
- 5914 Bad Debts
- 5922 Misc Operating Exp
- 6412 Software Agreements - Multiyear
- 6420 Capital Equipment
- 7320 Intrafund Transfers

4010 Supplies

5. 4010 Supplies Amount *

Please round up to the nearest whole number.

Please enter a whole number

6. 4010 Supplies Description *

Certificate holders, decorations, set-up/event supplies

7. What is the next Line Item you need to request funding for? *

- 4013 Promotional Items
- 4015 Food
- 4060 Printing
- 5214 Professional Services
- 5260 Scholarships
- 5310 Equip.Rental/Lease
- 5315 Software Maintenance
- 5510 Conference and Travel
- 5520 Field Trips
- 5745 Advertising
- 5906 Credit Card Fees
- 5914 Bad Debts
- 5922 Misc Operating Exp
- 6412 Software Agreements - Multiyear
- 6420 Capital Equipment
- 7320 Intrafund Transfers
- None

4015 Food

Not for Conference and Travel; for all Conference and Travel expenses, including meals, use Object Code 5510.
(Must adhere to district Administrative Procedure 6331, <http://www.boarddocs.com/ca/fhda/Board.nsf/goto?open&id=AKVUKX7C7F98>)

8. 4015 Food Amount *

Please round up to the nearest whole number.

8000

Please enter a whole number

9. 4015 Food Description *

Food for event which has increased in attendance each year

10. What is the next Line Item you need to request funding for? *

- 4060 Printing
- 5214 Professional Services
- 5260 Scholarships
- 5310 Equip.Rental/Lease
- 5315 Software Maintenance
- 5510 Conference and Travel
- 5520 Field Trips
- 5745 Advertising
- 5906 Credit Card Fees
- 5914 Bad Debts
- 5922 Misc Operating Exp
- 6412 Software Agreements - Multiyear
- 6420 Capital Equipment
- 7320 Intrafund Transfers
- None

4060 Printing

(Flyers, posters, programs, etc.)

11. 4060 Printing Amount *

Please round up to the nearest whole number.

500

Please enter a whole number

12. 4060 Printing Description *

Printing certificates and programs

13. What is the next Line Item you need to request funding for? *

- 5214 Professional Services
- 5260 Scholarships
- 5310 Equip.Rental/Lease
- 5315 Software Maintenance
- 5510 Conference and Travel
- 5520 Field Trips
- 5745 Advertising
- 5906 Credit Card Fees
- 5914 Bad Debts
- 5922 Misc Operating Exp
- 6412 Software Agreements - Multiyear
- 6420 Capital Equipment
- 7320 Intrafund Transfers
- None

5214 Professional Services

(Limited Engagement Agreements, Consultants/Guest Speakers/Entertainment (list programs). For contracted speakers or performers DASG Funding shall not exceed \$20,000 per speaker or performer/performing group per event or performance.)

14. 5214 Professional Services Amount *

Please round up to the nearest whole number.

Please enter a whole number

15. 5214 Professional Services Description *

16. What is the next Line Item you need to request funding for? *

- 5260 Scholarships
- 5310 Equip.Rental/Lease
- 5315 Software Maintenance
- 5510 Conference and Travel
- 5520 Field Trips
- 5745 Advertising
- 5906 Credit Card Fees
- 5914 Bad Debts
- 5922 Misc Operating Exp
- 6412 Software Agreements - Multiyear
- 6420 Capital Equipment
- 7320 Intrafund Transfers
- None

Request For Information (RFI)

Description:

Please provide comprehensive details about your program.

Public Disclosure:

Be advised that all documents and information submitted will be accessible publicly online.

Please redact any Personally Identifiable Information (PII).

17. Please provide a thorough description of your program. *

This event will recognize and honor all student leaders throughout De Anza College, including but not limited to DASG Senate Members, ICC Officers, Clubs, the Student Trustee, Mentors@De Anza, VIDA and Public Policy School Interns, DASG and ICC Scholarship Recipients, and more. We additionally intend to expand on the VIDA Student Leadership Award to have a scholarship component, with both the namesake and recipients being honored at the event.

18. Number of students or which group(s) of students served by this program: *

Open to student leaders throughout De Anza College, including but not limited to DASG Senate Members, ICC Officers, Clubs, the Student Trustee, Mentors@De Anza, VIDA and Public Policy School Interns, DASG and ICC Scholarship Recipients, and more. In recent years, we've had over 100 attendees.

19. Non-DASG Accounts and/or Sources of Funding *

- What are the current funding sources for your program (e.g., college funds, external income, grants)?
- Provide details for each source, including account numbers, account names, balances, and any specific purposes or restrictions tied to the funds.

None

20. What would be the impact if DASG did not completely fund this request? *

There would be no recognition of student leaders involved in these many programs at the end of the year at De Anza College.

21. Attach any relevant documents

Attachment Guidelines:

For accessibility, please ensure all attachments are submitted in their original filetype (Word, Excel, PowerPoint, etc.) or as PDFs with searchable text. Avoid submitting scanned documents, as signatures are not required for this digital submission.

Public Disclosure:

Be advised that all documents and information submitted will be accessible publicly online.

Please redact any Personally Identifiable Information (PII).

No answer provided.

Requester, Budgeter and Administrator Information

The Requester is the person completing this request form. The Requester and Budgeter are usually the same person but may be different.

For DASG Accounts, the Budgeter is the person directly responsible for managing the account for the program and their Administrator is the person overseeing them in relation to the DASG Account.

The Budgeter and Administrator cannot be the same person.

Signatures that are Required for Utilizing Funds

All future financial documents, forms, requests, requisitions require the signature of the Budgeter(s) responsible for managing the account for the program and their Administrator in relation to the DASG Account. The Budgeter(s) responsible for managing the account for the program and their Administrator in relation to the DASG Account shall sign designating it as 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.

22. Are the Requester and Budgeter the same person? *

Yes

No

23. Budgeter's Name *

Maritza Arreola

24. Budgeter's Email Address *

arreolamaritza@fhda.edu

25. Budgeter's Phone Number *

408-864-8692

26. Budgeter's Relationship to Project *

Advisor

27. Budgeter's Position on Campus *

Interim Faculty Director of College Life

28. **Administrator's Name** *

Hyon Chu Yi-Baker

29. Administrator's Email Address *

yibakerhyonchu@fhda.edu

30. Administrator's Phone Number *

408-864-8239

31. Administrator's Relationship to Project *

Dean of programs involved

32. Administrator's Position on Campus *

Associate Dean of Student Affairs