Respondent	
19	Maritza Arreola

08:27
Time to complete

Program Information

1. Program or DASG Account Name: *

   Student Leadership Training

2. Is this a new DASG account? *

   ○ Yes

   ◉ No

3. Please enter your DASG Account Number: *

   41-51162

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.

2000

Please enter a whole number

6. 4010 Supplies Description *

> Books, binders, folders, pens, name-tags, plateware supplies, assessment fees (StrengthFinder)

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.

> 10000

Please enter a whole number

9. 4015 Food Description *

Meals during all-day-trainings (for both Fall and Spring)

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

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.)

11. 5214 Professional Services Amount *

Please round up to the nearest whole number.

7500

Please enter a whole number

12. 5214 Professional Services Description *

Fees for speakers and presenters

13. 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

5520 Field Trips

14. 5520 Field Trips Amount *

Please round up to the nearest whole number.

10000

Please enter a whole number

15. 5520 Field Trips Description *

Overnight or full-day retreat for team-building

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

○ 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. *

> These funds would be used to conduct on-going training and development for student leaders involved in DASG Senate, ICC officers, Student Trustee, Mentors @ De Anza Senior Mentors, and other leaders related to the Office of College Life. Funding would go towards professional services, training fees, food, supplies, materials, team-building activities, etc to provide a solid foundation for student leaders to succeed in their roles regardless of previous experience.

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

> Number has varied year-to-year, but we had 50 students participate in the 2025 Fall Training

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? *

> We would not be able to provide continuous training and skill enhancement related to leadership development.

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 *

Administrator

32. Administrator's Position on Campus *

Associate Dean of Student Affairs