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Respondent

5 Dayna Swanson

58:21
Time to complete

Program Information

1. Program or DASG Account Name: *

DASG Events Committee

2. Is this a new DASG account? *

Yes

No

3. Please enter your DASG Account Number: *

41-51172

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 *

Last year, the Events Committee only funded one major event (Talent Show). We are trying to incorporate an annual Carnival in the Spring and would like to have higher budget to add to the events offered so next year's Events Committee can have more events, better decorations and supplies to host events throughout the year. The Events Committee hosts destress each quarter and events to bring the student body together like Love and Connection.

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

4013 Promotional Items

(reusable banners, imprinted marketing items, promotional clothing)

8. 4013 Promotional Items Amount *

Please round up to the nearest whole number.

1500

Please enter a whole number

9. 4013 Promotional Items Description *

Promotional items for DeStress, Carnival, Mini Flea Market and supporting events like Welcome Day, Resource Fair, Cultural Day, etc

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

- 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>)

11. 4015 Food Amount *

Please round up to the nearest whole number.

6000

Please enter a whole number

12. 4015 Food Description *

\$300 (\$100/qtr Fall, Winter and Spring: Mini Flea Market)
\$2400 (\$800/qtr Fall, Winter and Spring: De-stress)
\$800 (Winter Event)
\$2500 (Spring Carnival)

We'd like to select snack foods and beverages, that are popular and received well by our student body. As it stands our budget can only accommodate the first 125 people attending to get a beverage and our events can bring in up to 300 people. One of the biggest marketing factors for Events is having "free food," so the budget for this is very important and should be higher to account for food being at every event in order to get a good turnout and participation bringing our student body together to connect and develop school spirit.

13. 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
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- 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.

8500

Please enter a whole number

15. 5214 Professional Services Description *

Professional services are expensive taking into account campus rental of space, equipment, djs, photo booths, caricature artists, speakers/presenters, therapy animals, and labor to support each event whether the next committee decides on a Talent Show or Carnival the cost of outside vendors to really support our events and make them an experience is expensive.

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

5310 Equipment Rental/Lease

17. 5310 Equipment Rental/Lease Amount *

Please round up to the nearest whole number.

1500

Please enter a whole number

18. 5310 Equipment Rental/Lease Description *

We want to have the option for events like the carnival or a sports themed competition to rent equipment to really create a themed event. Rentals include popcorn machines, cotton candy, snow cones and giant games like Connect4, miniature golf, jenga, etc.

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

- 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).

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

The DASG Events Committee organizes and plans events and also supports other events on campus that create a welcoming, inclusive, and engaging campus environment, promoting school spirit and student involvement. Through activities like Welcome Day, Club Day, Homecoming, and De-stress Days, Carnival, and Talent Show we support students' academic, professional, and personal growth while fostering a strong sense of community. These programs not only enhance the current student experience but also establish traditions and resources that benefit future students, aligning with De Anza College's mission to provide an equitable and enriching educational environment. Our student body is far greater than the 3000 people that we believe we are reaching through our events and our budget request is less than \$10 per person.

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

3000+

22. 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.

Only funded by DASG accounts

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

If DASG does not completely fund this request, the impact would be detrimental. The DASG Events Committee would not have funding to hold events that have any cost involved. Funding is critical for the scale and quality of events and programs offered by our committee. The Events Committee would not be able to support essential campus events like Welcome Day and Career Fair, and the events organized by this committee like De Stress, Carnival, Talent Show, etc would need be held thus limiting opportunities for students to connect, engage, and grow. Additionally, fewer resources would be available to create inclusive and diverse events, which are crucial for fostering a sense of community and school spirit. This would diminish the overall student experience and reduce the committee's ability to establish long-term traditions that benefit both current and future students.

24. 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.

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

Yes

No

26. Budgeter's Name *

Dayna Swanson

27. Budgeter's Email Address *

swansodayna@fhda.edu

28. Budgeter's Phone Number *

408-864-8693

29. Budgeter's Relationship to Project *

Advisor to the DASG Events Committee

30. Budgeter's Position on Campus *

Interim Student Activities Coordinator, Office of College Life

31. **Administrator's Name** *

Hyon Chu Yi-Baker

32. Administrator's Email Address *

yibakerhyonchu@fhda.edu

33. Administrator's Phone Number *

408-864-8239

34. Administrator's Relationship to Project *

Oversees College Life Programs including DASG

35. Administrator's Position on Campus *

Associate Dean, Student Affairs/Student Development