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Respondent

6 Dayna Swanson

**46:13**

Time to complete

### Program Information

1. Program or DASG Account Name: \*

DASG Marketing Committee

2. Is this a new DASG account? \*

Yes

No

3. Please enter your DASG Account Number: \*

41-51190

### 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 \*

A Frames, holiday/seasonal display boards, chalkboards, trifolds, markers, tape

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.

4500

Please enter a whole number

9. 4013 Promotional Items Description \*

DASG sweatshirts/t-shirts, banners, stickers, tote-bags, giveaways for the students to promote DASG, events and build school spirit

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

**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 \*

Budget to reach a broader student contingent with promotional, event and educational flyers and newsletters.

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

### 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).**

14. Please provide a thorough description of your program. \*

DASG Marketing Committee advertises & promotes college resources & events.

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

All - Goal is to reach all De Anza students

16. 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.

DASG funding only

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

Marketing of events would solely reach students on social media, no unity for DASG for the sweatshirts to be funded for group events, promotion, involvement and recruitment of DASG for the following year.

18. 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.**

19. Are the Requester and Budgeter the same person? \*

Yes

No

20. Budgeter's Name \*

Dayna Swanson

21. Budgeter's Email Address \*

swansodayna@fhda.edu

22. Budgeter's Phone Number \*

408-864-8693

23. Budgeter's Relationship to Project \*

DASG Marketing Advisor

24. Budgeter's Position on Campus \*

Interim Student Activities Coordinator

25. **Administrator's Name** \*

Hyon Chu Yi-Baker

26. Administrator's Email Address \*

yibakerhyonchu@fhda.edu

27. Administrator's Phone Number \*

408-864-8239

28. Administrator's Relationship to Project \*

Oversees College Life Programs including DASG

29. Administrator's Position on Campus \*

Associate Dean of Student Affairs/Student Development