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Respondent

7 Dayna Swanson

87:54

Time to complete

Program Information

1. Program or DASG Account Name: *

ICC

2. Is this a new DASG account? *

Yes

No

3. Please enter your DASG Account Number: *

41-53100

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

2310 Student Salary

Must also request 3200 Hourly Benefits if requesting Student, Casual, or Overtime Salary.

Ensure that the requested amount and description align with FHDA's Student Pay Levels and other applicable guidelines.

5. 2310 Student Salary Amount *

Please round up to the nearest whole number.

19600

Please enter a whole number

6. 2310 Student Salary Description *

Requesting one (1) new student administrative assistant position solely for ICC and clubs. Currently there are no positions allocated solely for ICC, current roles are split between DASG, ICC and OCL. To accommodate the workload and requirements of each club according to ICC Code, this position is needed to track and process requests for 90+ active and prospective clubs (this number is growing and expected to increase to 110 for the 2026.2027 academic year). Current staffing level does not meet the needs of ICC and clubs. Some but not all responsibilities will include:

- Meeting Room Reservations
- Proof of Meetings
- Proof of Attendance
- Special Events Reservations
- Quarterly Check In Review
- Roster Eligibility
- Website Updates/Improvements
- Updating Forms

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

- 2350 Casual Salary
- 2360 Overtime Salary
- 3200 Hourly Benefits

3200 Hourly Benefits

Required if Student, Casual, or Overtime Salary have been requested. Ensure that the requested amount and description align with FHDA's Pay Levels and other applicable guidelines.

Use a rate of 1.52% of Student Salary for Student Employee Benefits. Use a rate of 10% of Casual Salary for Casual Employee Benefits.

8. 3200 Hourly Benefits Amount *

Please round up to the nearest whole number.

300

Please enter a whole number

9. 3200 Hourly Benefits Description *

Benefits for the requested position of student admin asst 1. Calculated at 1.52%.

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

- 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
- None

4010 Supplies

11. 4010 Supplies Amount *

Please round up to the nearest whole number.

3000

Please enter a whole number

12. 4010 Supplies Description *

General supplies (colored and white paper, pens, post its, tape and more costly items like A-Frames, chalkboards) help events and operations run effectively. All these supplies go to branding ICC and holding and supporting events and meetings for over 90+ clubs. Supplies include decorations for events.

13. 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
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- 6420 Capital Equipment
- 7320 Intrafund Transfers
- None

4013 Promotional Items

(reusable banners, imprinted marketing items, promotional clothing)

14. 4013 Promotional Items Amount *

Please round up to the nearest whole number.

Please enter a whole number

15. 4013 Promotional Items Description *

These items facilitate outreach at club day and all of our other campus events that bring students together and increase club visibility and student engagement. These items that have the DASG/ICC/Mentors logos are provided to students at ICC events and meetings as well as campus outreach events when ICC participates like resource fairs, welcome day, etc. ICC purchases promotional clothing for ICC officers, interns to further promote ICC and designate this people as resources for those inquiring about ICC, the clothing may also be purchased for ICC events. ICC Logo items also needed include banners, tablecloths (for tabling events) and canopies (De Anza colors with ICC logo). The more students who are aware of various clubs and the role of ICC, the more effective ICC is in carrying out its mission of promoting an inclusive, dynamic club network on campus.

16. 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
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- 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>)

17. 4015 Food Amount *

Please round up to the nearest whole number.

Please enter a whole number

18. 4015 Food Description *

Food is an incentive and very popular and social aspect of gatherings increasing attendance and engagement at ICC meetings, training, and events. New club officers and members are more likely to attend if food is provided, it also is a great conversation topic that engages and unites students. Additionally, social activities that have food as an elements are more likely to bring students together, establishing connections with new students and building a stronger, connected inter-club council.

19. 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
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- 6420 Capital Equipment
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- None

4060 Printing

(Flyers, posters, programs, etc.)

20. 4060 Printing Amount *

Please round up to the nearest whole number.

1000

Please enter a whole number

21. 4060 Printing Description *

While most materials are digitalized, some paper options (signs- flyers, banners and posters) are still effective on a campus with students who might not engage online, broadening our exposure and providing another way to communicate about events, meetings, election process and active clubs on campus. Having items to print, helps bring awareness to elections, opportunities, events and training—important areas in maintaining a productive interclub ecosystem.

22. 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.)

23. 5214 Professional Services Amount *

Please round up to the nearest whole number.

4000

Please enter a whole number

24. 5214 Professional Services Description *

Professional Services include dj's, photography, videography for ICC events which support club visibility and serve as both entertainment and exposure to our student community. Services also include funding for rental of facilities, guest speakers and on site install of equipment for events like Carnival.

25. 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

26. 5310 Equipment Rental/Lease Amount *

Please round up to the nearest whole number.

1000

Please enter a whole number

27. 5310 Equipment Rental/Lease Description *

ICC events require rentals for popcorn machines, snow cone machines, cotton candy, miniature golf courses, and games like giant Jenga, Connect4 and carnival games. These are not purchases but temporary equipment for larger events and programming. This funding provides the ICC with resources to hold events that support clubs by promoting membership through student awareness and involvement of activities.

28. 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

7320 Intrafund Transfers

29. 7320 Intrafund Transfers Amount *

Please round up to the nearest whole number.

18000

Please enter a whole number

30. 7320 Intrafund Transfers Description *

41-54720-7320 Fund allocations given to new and reactivated clubs: \$4000 (\$50 allocations to all new incoming clubs that are approved by ICC)

41-54600-7320 Club Awards: \$8000 (Awards given by the ICC for ICC events and meeting participation. End-of-quarter recognition and club achievement incentives.)

41-54730-7320 Special Allocations: \$6000 (funds given to clubs for holding campus wide events)

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).

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

The Inter-Club Council is an umbrella organization representing cultural, educational, honorary, philanthropic, religious, and social interests here at De Anza. We're honored to support the many clubs that make our campus the diverse and engaging college it is.

The Inter-Club Council (ICC) supports around 80 active clubs (and hoping to support 110 clubs by 2026.2027) at De Anza College, fostering a vibrant and diverse campus community. By funding supplies, professional services, and campus-wide equipment, the ICC empowers clubs to host events that enrich student life. These programs align with the college's mission by promoting inclusivity, engagement, and student success.

Funds will benefit current students by enhancing their campus experience through dynamic events and resources while ensuring future students inherit a strong infrastructure and community-focused traditions.

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

10,000

33. 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, only DASG

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

Detrimental to ICC and clubs. No funding or support would be available to clubs. This would cripple our club community.

35. 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.

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

Yes

No

37. **Budgeter's Name ***

Dayna Swanson

38. **Budgeter's Email Address ***

swansodayna@fhda.edu

39. **Budgeter's Phone Number ***

408-864-8693

40. **Budgeter's Relationship to Project ***

ICC Advisor

41. **Budgeter's Position on Campus ***

Interim Student Activities Coordinator

42. **Administrator's Name ***

Hyon Chu Yi-Baker

43. **Administrator's Email Address ***

yibakerhyonchu@fhda.edu

44. **Administrator's Phone Number ***

408-864-8239

45. **Administrator's Relationship to Project ***

Oversees College Life including DASG/ICC programs

46. **Administrator's Position on Campus ***

Associate Dean, Student Activities/Student Development