Respondent

17   Jenny Vela

99:32
Time to complete

Program Information

1. Program or DASG Account Name: *

Mascot

2. Is this a new DASG account? *

◯ Yes

◉ No

3. Please enter your DASG Account Number: *

41-55152

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

2170 Classified Salary

Must also request 3100 Contract Benefits if requesting Classified Salary.

5. 2170 Classified Salary Amount *

Please round up to the nearest whole number.

| 0 |

Please enter a whole number

6. 2170 Classified Salary Description *

| n/a |

3100 Contract Benefits

Required if Classified Salary has been requested.

7. 3100 Contract Benefits Amount *

Please round up to the nearest whole number.

| 0 |

Please enter a whole number

8. 3100 Contract Benefits Description *

| n/a |

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

○ 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

○ None

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.

10. 2310 Student Salary Amount *

Please round up to the nearest whole number.

3786

Please enter a whole number

11. 2310 Student Salary Description *

This would be for 2 students - Roary and Handler for special events, athletics and graduation.

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

◉ 2350 Casual Salary

○ 2360 Overtime Salary

○ 3200 Hourly Benefits

2350 Casual 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 Pay Levels and other applicable guidelines.

13. 2350 Casual Salary Amount *

Please round up to the nearest whole number.

0

Please enter a whole number

14. 2350 Casual Salary Description *

n/a

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

◉ 2360 Overtime Salary

○ 3200 Hourly Benefits

2360 Overtime Salary

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

16. 2360 Overtime Salary Amount *

Please round up to the nearest whole number.

0

Please enter a whole number

17. 2360 Overtime Salary Description *

n/a

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.

18. 3200 Hourly Benefits Amount *

Please round up to the nearest whole number.

58

Please enter a whole number

19. 3200 Hourly Benefits Description *

Based on 1.52%

20. 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

21. 4010 Supplies Amount *

Please round up to the nearest whole number.

500

Please enter a whole number

22. 4010 Supplies Description *

Batteries for fan and cooling packs for uniform

23. 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)

24. 4013 Promotional Items Amount *

Please round up to the nearest whole number.

```
1000
```

Please enter a whole number

25. 4013 Promotional Items Description *

```
Promotional items like pom poms, stickers, and mountain lions for non DASG events like athletics, transfer day, summer bridge, enrollment day,
graduation, etc.
```

26. 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)

27. 4015 Food Amount *

Please round up to the nearest whole number.

```
750
```

Please enter a whole number

28. 4015 Food Description *

Water and snacks for Roary and Handler during event days. Important to have Roary fully hydrated. Developing program to have Roary appear about 15-20 events per year.

29. 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.)

30. 4060 Printing Amount *

Please round up to the nearest whole number.

| 0 |

Please enter a whole number

31. 4060 Printing Description *

| n/a |

32. 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.)

33. 5214 Professional Services Amount *

Please round up to the nearest whole number.

```
1547
```

Please enter a whole number

34. 5214 Professional Services Description *

```
Uniform cleaning and maintenance
```

35. 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

5260 Scholarships

36. 5260 Scholarships Amount *

Please round up to the nearest whole number.

```
0
```

Please enter a whole number

37. 5260 Scholarships Description *

```
n/a
```

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

○ 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

39. 5310 Equipment Rental/Lease Amount *

Please round up to the nearest whole number.

```
0
```

Please enter a whole number

40. 5310 Equipment Rental/Lease Description *

```
n/a
```

41. 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

5315 Software Maintenance

42. 5315 Software Maintenance Amount *

Please round up to the nearest whole number.

```
0
```

Please enter a whole number

43. 5315 Software Maintenance Description *

```
n/a
```

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

- ◉ 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

5510 Conference and Travel

Must adhere to District Travel Guidelines, https://business.fhda.edu/policies-and-procedures/hh-travel-guidelines.html, and DASG Limitation and Requirements from the DASG Finance Code and DASG Budget Stipulations.
Stipulations:
https://deanza.edu/dasg/budget/documents/2025-2026/Bud-25-26-Stipulations.pdf
21. DASG Conference and Travel funding shall be used for students and their advisors and shall be for students' academic, professional, and personal development only, and not for entertainment/recreational purposes.
Also see Stipulations 22 and 23.

45. 5510 Conference and Travel Amount *

Please round up to the nearest whole number.

0

Please enter a whole number

46. 5510 Conference and Travel Description *

n/a

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

○ 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

48. 5520 Field Trips Amount *

Please round up to the nearest whole number.

```
0
```

Please enter a whole number

49. 5520 Field Trips Description *

```
n/a
```

50. 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

5745 Advertising

51. 5745 Advertising Amount *

Please round up to the nearest whole number.

0

Please enter a whole number

52. 5745 Advertising Description *

n/a

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

- ⦿ 5906 Credit Card Fees
- ◯ 5914 Bad Debts
- ◯ 5922 Misc Operating Exp
- ◯ 6412 Software Agreements - Multiyear
- ◯ 6420 Capital Equipment
- ◯ 7320 Intrafund Transfers
- ◯ None

5906 Credit Card Fees

54. 5906 Credit Card Fees Amount *

Please round up to the nearest whole number.

0

Please enter a whole number

55. 5906 Credit Card Fees Description *

n/a

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

○ 5914 Bad Debts

○ 5922 Misc Operating Exp

○ 6412 Software Agreements - Multiyear

○ 6420 Capital Equipment

○ 7320 Intrafund Transfers

○ None

5914 Bad Debts

57. 5914 Bad Debts Amount *

Please round up to the nearest whole number.

0

Please enter a whole number

58. 5914 Bad Debts Description *

n/a

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

○ 5922 Misc Operating Exp

○ 6412 Software Agreements - Multiyear

○ 6420 Capital Equipment

○ 7320 Intrafund Transfers

○ None

5922 Misc Operating Expenses

60. 5922 Misc Operating Expenses Amount *

Please round up to the nearest whole number.

0

Please enter a whole number

61. 5922 Misc Operating Expenses Description *

> n/a

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

- ◉ 6412 Software Agreements - Multiyear
- ◯ 6420 Capital Equipment
- ◯ 7320 Intrafund Transfers
- ◯ None

6412 Software Agreements - Multiyear

63. 6412 Software Agreements - Multiyear Amount *

Please round up to the nearest whole number.

> 0

Please enter a whole number

64. 6412 Software Agreements - Multiyear Description *

> n/a

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

- ◉ 6420 Capital Equipment
- ◯ 7320 Intrafund Transfers
- ◯ None

6420 Capital Equipment

66. 6420 Capital Equipment Amount *

Please round up to the nearest whole number.

> 0

Please enter a whole number

67. 6420 Capital Equipment Description *

> n/a

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

○ 7320 Intrafund Transfers

○ None

7320 Intrafund Transfers

69. 7320 Intrafund Transfers Amount *

Please round up to the nearest whole number.

| 0 |

Please enter a whole number

70. 7320 Intrafund Transfers Description *

| n/a |

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).

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

| The Mascot will promote student spirit, fun and pride for De Anza College. Roary appears at events that are organized by Office of College Life (OCL) or where OCL is participating like the resource fair, club day, welcome day, open house, homecoming, graduation, etc. The plan is to further support athletics and events that reach out to potential students like the summer bridge event and our present student body. |

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

| All current and future students benefit by Roary's presence at the different events mentioned above. |

73. 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.

| There is no other funding for this program. |

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

| The expansion of the program would be at stake. We have Roary's uniform but we need to maintain it, support the events Roary attends, and pay for Roary and Handler to attend events. |

75. 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.

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

◉ Yes

◯ No

77. **Budgeter's Name** *

Jenny Vela

78. Budgeter's Email Address *

velajenny@fhda.edu

79. Budgeter's Phone Number *

408.864.8414

80. Budgeter's Relationship to Project *

Assigned to manage the Mascot Program

81. Budgeter's Position on Campus *

Flea Market Coordinator

82. **Administrator's Name** *

Hyon Chu Yi-Bake

83. Administrator's Email Address *

yibakerhyonchu@fhda.edu

84. Administrator's Phone Number *

(408) 864-8239

85. Administrator's Relationship to Project *

Assoc Dean - oversees Office of College Life (OCL) / Mascot Program under OCL

86. Administrator's Position on Campus *

Associate Dean, Student Affairs