View results

	Respondent	
25	Maritza Arreola	

79:18
Time to complete

Program Information

1. Program or DASG Account Name: *

> College Life Programming

2. Is this a new DASG account? *

( ) Yes

(●) No

3. Please enter your DASG Account Number: *

> 41-56050

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:

- 2310 - Student Salary
- 3200 - Hourly Benefits (Required for Student Salary)
- 4010 - Supplies
- 4013 - Promotional Items
- 4015 - Food
- 4060 - Printing
- 5214 - Professional Services
- 5510 - Conference & Travel
- 5520 - Field Trips

4. What is the first Line Item you need to request funding for? *

○ 2310 Student Salary

◉ 4010 Supplies

○ 4013 Promotional Items

○ 4015 Food

○ 4060 Printing

○ 5214 Professional Services

○ 5510 Conference and Travel

○ 5520 Field Trips

4010 Supplies

No General Office Supplies

5. 4010 Supplies Amount *

Please round up to the nearest whole number.

> 5000

Please enter a whole number

6. 4010 Supplies Description *

> Event supplies (decorations, plateware, check-in/set-up supplies, tabling supplies), general giveaway items; often supplements DASG, ICC, and Mentors supply needs

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

◉ 4013 Promotional Items

○ 4015 Food

○ 4060 Printing

○ 5214 Professional Services

○ 5510 Conference and Travel

○ 5520 Field Trips

○ None

4013 Promotional Items

(Reusable Banners)

8. 4013 Promotional Items Amount *

Please round up to the nearest whole number.

10000

Please enter a whole number

9. 4013 Promotional Items Description *

Banners and more professional signage, giveaway items, promotional apparel

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

○ 4015 Food

○ 4060 Printing

○ 5214 Professional Services

○ 5510 Conference and Travel

○ 5520 Field Trips

○ 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.

15000

Please enter a whole number

12. 4015 Food Description *

Food and refreshments for events

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

○ 4060 Printing

○ 5214 Professional Services

○ 5510 Conference and Travel

○ 5520 Field Trips

○ None

4060 Printing

(Flyers, posters, programs, etc.)

14. 4060 Printing Amount *

Please round up to the nearest whole number.

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5000
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Please enter a whole number

15. 4060 Printing Description *

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Postcards, flyers, posters, brochures, and other marketing materials
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16. What is the next Line Item you need to request funding for? *

◉ 5214 Professional Services

◯ 5510 Conference and Travel

◯ 5520 Field Trips

◯ 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.)

17. 5214 Professional Services Amount *

Please round up to the nearest whole number.

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15000
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Please enter a whole number

18. 5214 Professional Services Description *

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

◯ 5510 Conference and Travel

◯ 5520 Field Trips

◉ 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. *

> These funds would be used to provide programming out of the Office of College Life to enhance student engagement, connections, and greater involvement of student activities on campus. It will support traditional programming like doing a comprehensive Weeks of Welcome (WOW) during the beginning of each quarter especially the Fall, College Life Speaker Series, End of the Year Recognition Awards Event, Leadership Certificate Workshops, Student Leadership Conference, Career related events, and large-scale campus community event that can be an annual traditional event (like Homecoming with the Athletics Dept and the community).

21. What new services or features have been added since your last DASG RFI submission? *

Enter N/A if you have not submitted a DASG RFI before.

> We will be hosting various workshops on academic integrity and other topics related to academic success. We also plan on hosting a speaker series in collaboration with VIDA and The Office of Equity. Furthermore, we will be designing a leadership certification track for students who are interested in gaining more leadership and life skills.

22. Enrollment Overview *

- Provide the total number of active students and newly enrolled students for each of the past three years.
- Indicate how many of these students were retained for more than a quarter.
- Clarify whether your program is designed for a specific demographic or serves the entire De Anza population.
- If available, include a breakdown of racial demographics.

> We serve the entire campus community.

23. Attach any relevant enrolment 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.

24. Program Marketing and Promotion *

- How does your program currently promote itself to the entire student body? What strategies and channels are used for outreach and advertising?
- Have you implemented specific efforts to engage and reach underserved student populations? If so, describe the methods and strategies used.
- If outreach to underserved students has been challenging, what obstacles does your program face in addressing this issue?
- Provide a detailed marketing plan for the current academic year, including any promotional materials you have used or plan to use.

> We will use flyers, posters, website, social media, word of mouth, ICC, DASG, and through a department newsletter. In addition, we have already started to collect student emails who have expressed to us that they would like to receive news and updates from our office. We also plan to advertise some of our bigger events in La Voz. In addition, we hope to create nice Quarterly Programming Calendars to be distributed across campus.

25. Reflection and Feedback *

- How does your program collect and utilize student feedback for improvement (e.g., pre-/post-surveys, focus groups)?
- Can you provide examples of feedback received?
- What actions have you taken to address these areas?

> We plan to have pre- and post-event evaluations for workshops, and feedback opportunities for our speaker events. We've utilized feedback from attendees of events like First Day of Fall IDs to make the process more accessible and streamlined.

26. Attach any relevant student feedback forms, surveys, etc.

Attachment Guidelines:
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Avoid submitting scanned documents, as signatures are not required for this digital submission.
Public Disclosure:
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No answer provided.

27. Does your program offer any online services? *

⦿ Yes

◯ No

28. Online Services *

- How has your program adjusted to offering services online?
- What strategies or tools have you implemented to ensure the quality of services remains high in a virtual environment?
- If your program hasn't yet transitioned online, what specific plans or steps are in place to provide online services in the future if necessary?

> We have used platforms like Zoom during the virtual learning period and continue provide hybrid programming as the campus returns to normal.

29. 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.

> 114000-223002-696000 $5,300 in 2025-2026 B Budget (this does not even cover office supplies, postage, printing, and other necessities for running the office)
> 115293-223002-696000 currently $17,946.41 on 11/3/25 (varies); income from vendors; usually used to augment B Budget

Request For Information (RFI) - continued

Description:
This section ensures adherence to the DASG Budget Guiding Principles, which can be found at **www.deanza.edu/dasg/budget**
Public Disclosure:
Be advised that all documents and information submitted will be accessible publicly online.
Please redact any Personally Identifiable Information (PII).

30. How does your program provide resources or support to help students achieve their academic and personal goals? (IMPACT) *

> All our programs will be focused on leadership, diversity, civic engagement, campus community development, academic skills development, environmental sustainability, and life skills.
> Our speaker series/leadership conference, activities and events will help students build their equity lens and perspective taking, they will learn real life skills that they can apply to their personal and professional lives.
>
> All our programs will be framed through an equity lens meaning that both the planning and content of the events will have elements of equity. Our programs are aimed at enhancing students' experience on campus which will help them academically. For example, we will be putting on workshops to help students be successful in class like "how to navigate college life", "academic integrity", and "coping skills 101-learning how to manage stress".

31. What opportunities does your program offer for students to develop leadership skills and engage in civic activities or advocacy? (IMPACT) *

> All our programs will be focused on leadership, diversity, civic engagement, campus community development, academic skills development, environmental sustainability, and life skills.

32. How does your program support and promote student participation in co-curricular or extracurricular activities to enhance their overall college experience? (IMPACT) *

> Our workshops would be in partnership with various on and off campus groups that students can continue to get involved with beyond our events and programs. Additionally, the core purpose of our office is ensuring our students are connected to De Anza, and co/extra-curricular activities are a key part of this.

33. How does your program contribute to improving student retention by enhancing the quality of education and student engagement at De Anza College? (IMPACT) *

> Our speaker series/leadership conference, activities and events will help students build their equity lens and perspective taking, they will learn real life skills that they can apply to their personal and professional lives.

34. How does your program promote and ensure accessibility, equity, and inclusion for students from diverse backgrounds? (DEI) *

> All our programs will be framed through an equity lens meaning that both the planning and content of the events will have elements of equity. Our programs are aimed at enhancing students' experience on campus which will help them academically. For example, we will be putting on workshops to help students be successful in class like "how to navigate college life", "academic integrity", and "coping skills 101-learning how to manage stress".
>
> Our programs will have intentional learning objectives, many of them that will promote inclusion, equity, and diversity. Our speaker series will be done in collaboration with other offices including VIDA and The Office of Equity where not only will we promote equity on campus but engage with students to advance their own personal knowledge, skills, and critical thinking skills on these important issues. These programs will provide safe spaces for students to explore their own identity, develop their social and emotional skills, and learn how to become active and civically engaged members of our society.

35. What steps does your program take to incorporate environmentally sustainable practices in its operations or events? (ES) *

> We are exploring ways of incorporating sustainable practices such as maximizing reusable supplies.

36. Attach any other 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.

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

🔘 Yes

⚪ No

38. **Budgeter's Name** *

> Maritza Arreola

39. Budgeter's Email Address *

> arreolamaritza@fhda.edu

40. Budgeter's Phone Number *

> 408-864-8692

41. Budgeter's Relationship to Project *

> Advisor

42. Budgeter's Position on Campus *

> Interim Faculty Director of College Life

43. **Administrator's Name** *

> Hyon Chu Yi-Baker

44. Administrator's Email Address *

> yibakerhyonchu@fhda.edu

45. Administrator's Phone Number *

> 408-864-8239

46. Administrator's Relationship to Project *

> Dean of programs involved

47. Administrator's Position on Campus *

> Associate Dean of Student Affairs