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Respondent

28

Bertha Sanchez

**208:08**

Time to complete

### Program Information

1. Program or DASG Account Name: \*

Veterans Program

2. Is this a new DASG account? \*

Yes

No

3. Please enter your DASG Account Number: \*

41-56910

### 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.

Please enter a whole number

6. 4010 Supplies Description \*

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

### 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).**

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

The Veteran Services Office plays a crucial role in supporting veterans and their dependents in their pursuit of education and related benefits. Here's a breakdown of the various services and functions it typically provides:

Liaison between Veterans and the Department Veterans Affairs: The office serves as a bridge or intermediary between veterans and the VA, ensuring that the benefits and resources available to veterans are effectively accessed and utilized.

Advocacy for students: The office advocates on behalf of veteran students in several important ways.

In summary, the Veteran Services Office acts as a multifaceted support system for veterans pursuing education, ensuring they receive their entitled benefits, addressing any issues that may arise, and offering personal, career, and academic counseling to help them succeed in their academic and post-military pursuits.

There is no other program on campus that is similar to the Veterans Office. No duplicated services are provided.

9. 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.

New Student Lounge, located in VRC Office, New Veterans club (Veterans of De Anza). New Collaboration with outside resources; Vet Center Outreach and Mental Health & Wellness Center, located on campus for Veteran Students. Collaboration with SJSU VRC Office - Touring for Transfer Students. Coming soon; Tutoring and assistance with applying for CalFresh. New Counseling drop-in services hours with Veteran Counselor.

10. 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.

Total number off Student utilizing the VRC Office range from 250-300, 75% are retained for more than one quarter. This program population is dedicated to Veterans and their dependents only.

11. 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:**

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**Please redact any Personally Identifiable Information (PII).**

No answer provided.

12. 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.

Our office is dedicated to providing comprehensive resources and support to students, particularly our veteran and military-connected community. Maintaining a dedicated website has proven to be an effective way to centralize important information and ensure that students can easily access the guidance and services they need.

Partnering with the De Anza Office of Communications has also been a valuable practice, allowing us to share up-to-date resources, announcements, and event information across campus. This collaboration helps keep students informed about relevant activities and support opportunities.

For students who visit our physical space, our in-office poster board continues to be a useful communication tool. It allows us to prominently display flyers with veteran-specific resources, the school calendar of events, and information about community partnerships. Additionally, providing brochures related to veterans' health and wellness has been especially helpful, offering students direct access to important support materials.

As we move forward, it remains essential that we maintain clear and consistent communication across all channels. Doing so ensures that our students stay informed, supported, and connected to the services and resources available to them.

13. 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?

The VRC maintains an open-door policy, allowing students to share their concerns at any time. We recently initiated a focus group with the new food vendor to provide students an opportunity to offer feedback on the types of food they would like to see offered on campus.

At the start of each quarter, we also ask our veteran students how they prefer to celebrate events hosted in partnership with our grant supporters. Our students are typically very vocal about the services they need, as well as those they are not interested in and we value their direct input.

We continuously take action based on the needs and feedback of each new term, ensuring that our services remain relevant, responsive, and student-centered.

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

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No answer provided.

15. Does your program offer any online services? \*

- Yes
- No

16. 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 successfully transitioned to online services and achieved our goal of going fully paperless. Moving to digital systems has significantly improved our efficiency and response times, allowing us to better meet the needs of our students. Adapting to the evolving technological landscape is essential, especially in the realm of education and veteran services.

By continuing to build on these successful digital adaptations and expanding our online resources, we can provide even stronger support to students in the future. Remaining current with technology and continually refining our services ensures that we stay effective, relevant, and responsive in an increasingly digital world.

17. 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.

DA Veterans Program 114000  
 DA Veterans Program 135801  
 DA Veterans Activities - Foundation 844590  
 VRC Ongoing Funding Base Allocation 135825

### 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](http://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).**

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

As a military-friendly Community College, we offer more than 100 undergraduate degrees and certificates, along with dedicated resources to help military students and their families maximize their VA benefits.  
  
Whether students are stationed on base, deployed, or transitioning into the civilian workforce, our flexible programs let them learn anytime and from anywhere. This flexibility allows them to continue meeting their commitments to their family, service, and career while pursuing their educational goals.

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

Our VRC Office provides leadership and professional development opportunities by encouraging students to participate in workshops and events offered by De Anza's Office of Community Engagement, as well as other activities hosted across the college. We also remain current on resources related to civic engagement and advocacy, ensuring that students have access to meaningful opportunities that support their personal growth and community involvement.

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

We work directly with students, alumni, campus leaders, chapter advisors, and the broader college community to establish, maintain, and support virtual communities and student organizations that foster campus engagement. We encourage students to connect with their peers to build a strong sense of community, as this is an essential part of the overall student experience.

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

At De Anza, Academic Advising is to help students succeed. Our dedicated veteran counselors work with students to plan their degree, choose the right courses, and balance their course load. They help with understand their academic records, use study tools and campus resources, navigate policies and procedures, and connect effectively with professors and other departments. With our support, they have the guidance and resources they need to reach their academic goals and prepare for graduation.

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

Our program promotes accessibility, equity, and inclusion for veteran students by providing dedicated resources and support tailored to their unique needs. We offer flexible scheduling, online access, and guidance on using military benefits, while connecting veterans with academic counselors, peer networks, and campus services. By fostering an inclusive and supportive environment, we ensure that all veteran students have the opportunity to succeed academically and fully engage in campus life.

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

We support sustainability for veteran students by using digital resources, reducing waste, and promoting eco-friendly practices at events, helping foster a greener campus community.

24. Attach any other relevant documents

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**Public Disclosure:**

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**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. Requester's Name \*

Bertha Sanchez

27. Requester's Email Address \*

sanchezbertha@fhda.edu

28. Requester's Phone Number \*

4088645693

29. Requester's Relationship to Project \*

Processor

30. Requester's Position on Campus \*

Veterans Resource Specialist

31. Budgeter's Name \*

Nazy Galoyan

32. Budgeter's Email Address \*

galoyannazy@fhda.edu

33. Budgeter's Phone Number \*

(408) 864-8292

34. Budgeter's Relationship to Project \*

Supervisor

35. Budgeter's Position on Campus \*

Dean of Enrollment Services

36. Administrator's Name \*

Nazy Galoyan

37. Administrator's Email Address \*

galoyannazy@fhda.edu

38. Administrator's Phone Number \*

(408) 864-8292

39. Administrator's Relationship to Project \*

Administrator

40. Administrator's Position on Campus \*

Dean of Student Enrollment