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Respondent

23 Dennis Shannakian

**536:21**

Time to complete

### Program Information

1. Program or DASG Account Name: \*

Student Leadership Conferences and Workshops

2. Is this a new DASG account? \*

Yes

No

3. Please enter your DASG Account Number: \*

41-51198 and 46-51198

### 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

### 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.

5. 5510 Conference and Travel Amount \*

Please round up to the nearest whole number.

Please enter a whole number

6. 5510 Conference and Travel Description \*

Conference or workshop registration, transportation, lodging, and meal expenses for students and advisors. This account would be for anything other than SCCC conferences and workshops (ASGA, CCCSAA, FACCC A&P, NCORE, etc.)

7. 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

### 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. \*

Sending DASG Senators, ICC Officers, the De Anza Student Trustee, and Mentors to student leadership conferences and workshops such as the CCCSAA SLC, FACCC Advocacy & Policy Conference, ASGA Conferences, and more.

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

All DASG Senators, ICC Officers, DA Student Trustee, and Mentors

10. 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

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

The students in these groups would not be able to attend any leadership conferences.

12. 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.**

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

Yes

No

14. Budgeter's Name \*

Dennis Shannakian

15. Budgeter's Email Address \*

shannakiandennis@fhda.edu

16. Budgeter's Phone Number \*

408-864-8757

17. Budgeter's Relationship to Project \*

Budgeter and Advisor

18. Budgeter's Position on Campus \*

Operations Specialist and Student Activities Coordinator

19. **Administrator's Name** \*

Hyon Chu Yi-Baker

20. Administrator's Email Address \*

yibakerhyonchu@fhda.edu

21. Administrator's Phone Number \*

408-864-8239

22. Administrator's Relationship to Project \*

Administrator for OCL

23. Administrator's Position on Campus \*

Associate Dean, Student Affairs