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Respondent

4 Cynthia Kaufman

15:03

Time to complete

Program Information

1. Program or DASG Account Name: *

VIDA Democracy in Action Interns

2. Is this a new DASG account? *

Yes

No

3. Please enter your DASG Account Number: *

46-56430

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

2310 Student Salary

Must also request 3200 Hourly Benefits if requesting Student Salary. Ensure that the requested amount and description align with FHDA's Student Pay Levels and other applicable guidelines. Must adhere to FHDA Student Pay Levels as stated at <https://www.deanza.edu/financialaid/types/studentjobs.html>

5. 2310 Student Salary Amount *

Please round up to the nearest whole number.

Please enter a whole number

6. 2310 Student Salary Description *

3200 Hourly Benefits

Required if Student Salary has been requested. Ensure that the requested amount and description align with FHDA's Student Pay Levels and other applicable guidelines.

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

7. 3200 Hourly Benefits Amount *

Please round up to the nearest whole number.

Please enter a whole number

8. 3200 Hourly Benefits Description *

for teh student interns

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

- 4010 Supplies
- 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).

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

The VIDA Democracy in Action (DiA) Intern Program trains students to be agents of social change. Students complete weekly trainings, gather volunteers, and do advocacy work on issues of concern to them. Students are learning how to be leaders of social change through practicing hands on how to create equity oriented change. Students also get involved with life on campus, developing crucial relationships with each other and staff for the betterment of De Anza College.

11. 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.

none

12. 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.

Each year we have 3-5 DiA interns, depending on funding.
In the past 3 years they have all remained for the entire year
This program serves the entire population
In 24/25 We had two African American, and two Asian American interns
In 25/26 we have one Latinx, one African American, and one mixed heritage Native American/Latinx/White

13. 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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No answer provided.

14. 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.

DiA interns engage in advocacy projects that reach out to the whole campus. We participate in DASG Student Resource fairs, Welcome Day, and Open House days.

15. 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?

All of our interns are involved with year-long evaluative processes through which they receive feedback from and give feedback to the program. Last year one of our interns expressed the need for more feedback on how she was doing. We have increased the amount of mentoring we give to our interns. We have increased the intensity of our intern evaluation process.

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

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No answer provided.

17. Does your program offer any online services? *

Yes

No

18. 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?

Our intern meetings are hybrid. We offer in person and on-line events. Our organizing takes place across a variety of platforms and we believe the quality to be roughly the same.

19. 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.

Our current interns are all on DASG funding

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:

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

Students working in this program learn that they can make a difference for their communities. They work with people and organizations dedicated to community development and often go onto careers in social change.

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

This program is directly about developing student leadership in our interns and volunteers, having students engage in civic work, and advocating for things that benefit students.

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

Interns are involved with advocacy across a broad range of issues and connect with community-based organizations as well as campus organizations.

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

The advocacy programs our students work on are often related to improving the college experience: they worked to found our undocumented student resource center, get the Eco Pass, increase student voice in shared governance, and get housing for students.

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

VIDA's Intern program is built through an equity-based lens. We give all students an opportunity to take part in our program and accept all volunteers that care to be involved. Our program also focuses on planning equity-based events on campus, or hosting speakers that give a voice to marginalized communities. All of our advocacy is directly focused on equity issues, such as housing for low-income students, funding for college, and other issues students chose to work on.

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

VIDA interns advocated for, and succeeded in getting, water bottle filling stations around the campus. They succeeded in getting the Eco-Pass program started. We minimize the use of plastics and disposables in all of our events.

26. Attach any other relevant documents

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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.

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

Yes

No

28. Requester's Name *

Cynthia Kaufman

29. Requester's Email Address *

kaufmancynthia@fhda.edu

30. Requester's Phone Number *

408.864.8738

31. Requester's Relationship to Project *

Supervisor

32. Requester's Position on Campus *

Director, Vasconcellos Institute for Democracy in Action

33. Budgeter's Name *

Daniela Plascencia

34. Budgeter's Email Address *

plascenciadelgadodaniela@fhda.edu

35. Budgeter's Phone Number *

408.864.8993

36. Budgeter's Relationship to Project *

Mentor to interns

37. Budgeter's Position on Campus *

VIDA Program Coordinator

38. **Administrator's Name** *

Cynthia Kaufman

39. Administrator's Email Address *

kaufmancynthia@fhda.edu

40. Administrator's Phone Number *

408.864.8739

41. Administrator's Relationship to Project *

Supervisor

42. Administrator's Position on Campus *

Director, VIDA