

## View results

Respondent

10

Casie Wheat

00:17

Time to complete

### Requester Information

*You are required to attend the DASG Finance Committee meeting, Monday at 4:00 PM (subject to change), to answer any questions from the Finance Committee.*

1. Requester Name \*

Casie Wheat

2. Requester Email \*

wheatcasie@fhda.edu

3. Requester Phone Number \*

408-864-8642

4. Date \*

10/31/2025 

## Program Information

5. Program (Account) Name \*

Basic Needs Hub

6. Is this a new DASG account? \*

Yes

No

7. Please enter your DASG account number \*

(Enter N/A if this is a new account)

n/a

8. Total amount requested from DASG \*

3000

## Request For Information (RFI)

9. How have you been meeting or how do you plan to meet the budget stipulation of requiring that all students benefiting from DASG funds allocated to you have paid the \$10 DA Student Body Fee and are DASG Members (DASG Budget Stipulation #1)? \*

The services of the Basic Needs Hub directly support all currently registered students, and who pay the required basic fees (including the Student Body fee). This budget request, if approved, will help the Hub outreach to our currently registered students, who are DASG members, so that they can benefit from the Hub services while they continue their studies at De Anza.

10. Attach any other relevant documents

**Attachment Guidelines:**

Please ensure all attachments are submitted as Word documents or searchable text PDFs. Avoid submitting scanned documents, as signatures are not mandatory 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).***

11. Web Addresses (optional)

Please add links to any documentation required for your request.

The Basic Needs Hub home page outlining our services:

--<https://www.deanza.edu/resources/hub/>

CalFresh:

--<https://www.cdss.ca.gov/calfresh>

--<https://benefitscal.com/Help/program/calfresh/HCPDE?lang=en>

De Anza student demographics & basic needs:

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[https://www.deanza.edu/ir/research/documents/INFOGRAPHICBelongingCivicCapacityBasicNeedsMentalHealth\\_Spring2024.pdf](https://www.deanza.edu/ir/research/documents/INFOGRAPHICBelongingCivicCapacityBasicNeedsMentalHealth_Spring2024.pdf)

## Student Representation Fee (SRF) (Fund 46) Funding Criteria

This section is to establish if your request can be allocated from the Student Representation Fee (SRF). Your request will be reviewed by the DASG Finance Committee, DASG Senate, Associate Dean of Student Affairs, and Vice President of Student Services to determine eligibility for funding from the Student Representation Fee (SRF) funds.

You may leave this section blank if you feel this request is not eligible.

## 12. Explain why you feel this request meets the criteria for Student Representation Fee funds

The Basic Needs Hub is requesting funding to support our Winter Quarter 2026 CalFresh Workshop. CalFresh is a California's version of the federal Supplemental Nutrition Assistance Program (SNAP) that helps low-income individuals and families buy food source.

More than half of our students report that they are impacted by food insecurity. The purpose of the CalFresh Workshop will raise awareness of possible food supports for our registered students. This workshop will be part of the Hub's campaign to reduce the stigma of free food support.

At the workshop, there will be 1) a CalFresh representative on campus to provide an overview of services; 2) staff and student employee ambassadors will be available to assist students with the CalFresh application; 3) swag to visually promote CalFresh and the Hub services; 4) boxed lunches for student participants; 4) poster printing and A-Frame purchase.

This is a pilot workshop, which we plan to offer annually. The purchase of supplies will be used for future workshops.

### 13. Check off all of the Student Representation Fee criteria you feel this request meets

- Carrying out voter registration, education, and mobilization campaigns
- Training students and hiring student interns to organize and advocate for themselves and their communities before state and local decision-making bodies
- Carrying out educational programs for the student body to help students become better informed of important decisions being made at the state and local level affecting their lives as students
- Supporting student advocates to meet with members of the state legislature and other elected officials in Sacramento and/or at the regional or local level
- Supporting student advocates to organize with other students at the local, regional, statewide, and national levels at conferences, training sessions, and advocacy gatherings
- Increasing the capacity of the student body to organize and mobilize and develop leadership to be more effective advocates for themselves and their communities before state and local decision-making bodies

## **OTHER SOURCES OF FUNDING AND CO-SPONSORSHIPS**

Failure to disclose any non-DASG Funding Sources could result in the immediate disqualification of your request and/or the freezing of your DASG Account if already approved.

### 14. What are your other sources of funding? \*

- What are the other funding sources for your program (e.g., college funds, external income, grants)? Include anticipated future sources of funding.
- Please provide details for each source, including account numbers, account names, balances, and any specific purposes or restrictions tied to the funds.

(Enter N/A if not applicable)

The California Basic Needs grant (212338 - est. \$115k allocation for 2025/26) and some college resources (130004 - \$100k allocation for 2025/26) provides annual funding for the establishment of a basic needs center and operational costs to operate services. Additional funds pay for staff positions.

### 15. On-Campus Co-Sponsorships \*

(Enter N/A if not applicable)

The FHDA Foundation raises funds to support student basic needs (844608). These funds are overseen by the Foundation, and can only be used for specific purposes or as designated by the individual donor(s)--for example:  
--Emergency grants for registered students;  
--Purchase of food when Grocery Rescue partner doesn't have enough donations to meet student need; or  
--To cover the cost of an industrial grade appliance (i.e. refrigerator or freezer) which is essential for the Hub to operate Roary's Market.  
These funds are one-time funds as provided by community donors.

### 16. Off-Campus Co-Sponsorships \*

(Enter N/A if not applicable)

n/a

17. How do you use other sources of funding to support your program? \*

The Basic Needs grant funding is dedicated to:

- 1) The establishment and maintenance of the college's basic needs center and machinery (van, golf cart);
- 2) Funding for staff positions to oversee the operation of services;
- 3) Funding to provide students with free toiletries; baby supplies (diapers, wipes);
- 4) Funding to purchase snacks and beverages to stock the 27 Food Pantries across campus;
- 5) Funding for daily operation of all services (safe food handling supplies and cleaning supplies); and
- 6) Funding for student outreach and engagement events; and
- 7) Funding for student ambassador employees program (salary, uniforms, etc.)

### Object Code 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.

18. Do you require funding for Object Code 2310 - Student Salary? \*

Yes

No

### Object Code 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.

19. Do you require funding for Object Code 3200 - Hourly Benefits? \*

Yes

No

### Object Code 4010 - Supplies

No General Office Supplies.

20. Do you require funding for Object Code 4010 - Supplies? \*

Yes

No

21. 4010 Supplies Amount

Please round up to the nearest whole number.

22. 4010 Supplies Description

### Object Code 4013 - Promotional Items

23. Do you require funding for Object Code 4013 - Promotional Items? \*

Yes

No

24. 4013 Promotional Items Amount

Please round up to the nearest whole number.

25. 4013 Promotional Items Description

Student Promotional Items: Student participants receive a reusable water bottle and/or shirts that promote CalFresh

### Object Code 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>).

26. Do you require funding for Object Code 4015 - Food? \*

Yes

No

## 27. 4015 Food Amount

Please round up to the nearest whole number.

## 28. 4015 Food Description

## Object Code 4060 - Printing

(Flyers, posters, programs, etc.)

## 29. Do you require funding for Object Code 4060 - Printing? \*

Yes

No

## 30. 4060 Printing Amount

Please round up to the nearest whole number.

## 31. 4060 Printing Description

## Object Code 5214 - Professional Services

(Limited Engagement/Independent Contractor 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).

32. Do you require funding for Object Code 5214 - Professional Services? \*

Yes

No

## Object Code 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)

### **For Athletics:**

(For away games, De Anza Athletics are subject to a maximum allocation of \$10 for breakfast, \$15 for Lunch, and \$25 for dinner per student athlete. Each student athlete is allowed a maximum of one breakfast, one lunch, and one dinner in a twenty-four hour period. In the event that there is a required banquet at the State Championships the maximum allocation for Dinner would be waived. For the purpose of meal reimbursements, all meals will be defined by the period in which they are consumed. Breakfast shall be from 4:00 am to 11:00 am, lunch shall be from 11:01 am to 4:00 pm, and dinner shall be from 4:01 pm to 12:00 am. The budgeter shall have the right to appeal the decision to the DASG Finance Committee.)

**NOTE: Athletics will be allocated a total sum only for away games and contests travel in California. Athletics may use some of this funding for games and contests out of California by requesting a waiver from the DASG Finance Committee during the fiscal year of the budget.**

33. Do you require funding for Object Code 5510 - Conference and Travel? \*

Yes

No

### Object Code 5520 - Field Trips

34. Do you require funding for Object Code 5520 - Field Trips? \*

Yes

No

## Budgeter and Administrator Information

For DASG accounts the Budgeter is the person directly responsible for managing the account program and the Administrator is the person over them.

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) and the administrator responsible for the program of the account.

The budgeter and administrator responsible for the program of the account shall sign designating this is 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.

35. **Budgeter's Name** \*

Grisel Vasquez

## 36. Budgeter's Email Address \*

## 37. Budgeter's Phone Number \*

## 38. Budgeter's Relationship to Project \*

## 39. Budgeter's Position on Campus \*

40. **Administrator's Name** \*

## 41. Administrator's Email Address \*

## 42. Administrator's Phone Number \*

### 43. Administrator's Relationship to Project \*

Supervisor overseeing the Basic Needs Hub

### 44. Administrator's Position on Campus \*

Supervisor, Basic Needs & Veterans