

## View results

Respondent

15 Leo Huang

18:59

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 \*

2. Requester Email \*

3. Requester Phone Number \*

## 4. Date \*

11/10/2025



## Program Information

## 5. Program (Account) Name \*

Honors Program

## 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)

41-56425

## 8. Total amount requested from DASG \*

700

## 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)? \*

We will have the payment of the \$10 DA Student Body Fee and DASG Membership as a requirement for students to benefit from our utilization of DASG funds.

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.

## **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 funding will be spent by us to attract more members to the Honors Program in order for more De Anza students to efficiently and successfully represent De Anza at the upcoming symposiums and events. Allowing for effective advocating and discussion at both regional and state level discussion forums.

## 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)

Budget B \$3000

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

(Enter N/A if not applicable)

N/A

#### 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? \*

Other potential sources of funding will support our participation in the Bay Area Honor's Symposium amongst other regional and state level opportunities for De Anza students.

### 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

A new table cloth for Honors table at upcoming events and fairs for more efficient Honors Program promotion. Materials to create new trifolds for Honors Program advertisement.

## 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

Stickers and other promotional items to attract more members for the Honors Program.

## 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

## Object Code 4060 - Printing

(Flyers, posters, programs, etc.)

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

Yes

No

28. 4060 Printing Amount

Please round up to the nearest whole number.

250

29. 4060 Printing Description

Fliers, posters, and other necessary printing material to advertise for the Honors Program.

## 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).

30. 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.**

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

Yes

No

## Object Code 5520 - Field Trips

32. 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.

33. **Budgeter's Name** \*

John Francis

34. Budgeter's Email Address \*

francisjohn@deanza.edu

35. Budgeter's Phone Number \*

N/A

36. Budgeter's Relationship to Project \*

Honors Program Coordinator

37. Budgeter's Position on Campus \*

Instructor, Business

38. **Administrator's Name** \*

Michelle Hernandez

39. Administrator's Email Address \*

hernandezmichelle@fhda.edu

40. Administrator's Phone Number \*

408-864-8365

41. Administrator's Relationship to Project \*

Honors Program housed under SSRS

42. Administrator's Position on Campus \*

Dean of Equity and Engagement