

View results

Respondent

13 Dayna Swanson

291:23
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 *

11/9/2025



Program Information

5. Program (Account) Name *

ICC

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)

41-53100

8. Total amount requested from DASG *

12075

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 ICC Code and all club constitutions state that the club members must be DASG cardholders. The ICC Officers must have DASG cards and that is checked when they run for office and also while they are an officer. Communication in ICC Rep Meetings provides education on the importance of paying the fee to support DASG programs and events. If approved this student assistant will also pay the Student Body Fee.

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

ICC supports over 80 active clubs plus more inquiries and assistance for inactive and reactivating clubs. ICC and clubs provide student activities and engagement opportunities for the entire student community and the fees are directly tied to programs for students.

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)

All our funding comes from DASG.

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? *

Salaries for Student Activities Coordinator, Admin Asst and Student Assistants are funded through College Life. These positions support DASG, ICC and College Life activities. There is not one position that is focused solely on the needs of the ICC Execs and the 80+ clubs.

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

19. 2310 Student Salary Amount

Please round up to the nearest whole number.

10500

20. 2310 Student Salary Description

Requesting one (1) new student administrative assistant position solely for ICC and clubs. Currently there are no positions allocated solely for ICC, current roles are split between DASG, ICC and OCL. To accommodate the workload and requirements of each club according to ICC Code, this position is needed to track and process requests for 80+ active clubs plus more than 40+ prospective clubs (this number is growing and expected to increase to 110 active clubs for the 2026.2027 academic year). Current staffing level does not meet the needs of ICC and clubs. Some but not all responsibilities will include:

- Meeting Room Reservations
- Special Events Reservations
- Proof of Meetings
- Proof of Attendance
- Quarterly Check In Review
- Roster Eligibility
- Website Updates/Improvements
- Updating Forms

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.

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

Yes

No

22. 3200 Hourly Benefits Amount

Please round up to the nearest whole number.

23. 3200 Hourly Benefits Description

Object Code 4010 - Supplies

No General Office Supplies.

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

Yes

No

Object Code 4013 - Promotional Items

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

Yes

No

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

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).

28. 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.

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

Yes

No

Object Code 5520 - Field Trips

30. 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.

31. **Budgeter's Name** *

Dayna Swanson

32. Budgeter's Email Address *

swansondayna@fhda.edu

33. Budgeter's Phone Number *

408-864-8693

34. Budgeter's Relationship to Project *

Direct supervision to this new position of admin 1.

35. Budgeter's Position on Campus *

Interim Student Activities Coordinator and ICC Advisor

36. **Administrator's Name** *

Hyon Chu Yi-Baker

37. Administrator's Email Address *

yibakerhyonchu@fhda.edu

38. Administrator's Phone Number *

408-864-8239

39. Administrator's Relationship to Project *

Supervises Interim Student Activities Coordinator & College Life/DASG/ICC

40. Administrator's Position on Campus *

Assoc Dean Student Development