

DASB Budget Request 2020-2021

For All Programs Excluding Athletics

Budget Request due to the Office of College Life by 4:00 pm Tuesday, November 12, 2019

Applications and attachments must be submitted via email to Dennis Shannakian at ShannakianDennis@fhda.edu.

The Subject must be in the following format: "DASB Budget Request - DASB Account/Program Name - DASB Account Number"

For Example: "DASB Budget Request - DASB Budget Committee - 41-51140"

Everything submitted will be publicly available online.

Delete the Object Codes and lines within Object Codes you do not need.

1. Program (Account) Name: **Occupational Training Institute (OTI) – CalWORKs Textbook Program** _____

2. Is this a new DASB account? Yes No DASB Account Number: **41-56825** _____

3. Amount requested for 2019-2020 **\$6,500** _____

4. Total amount allocated for 2019-2020 **\$6,000** _____

5. How long has this program existed? **43 years** _____

6. Number of students directly served in this program **40 - 50** _____

Please ACCURATELY and THOROUGHLY complete numbers 7 – 10 and use additional sheets if necessary.

7. List ALL other accounts and/or sources of income (list ALL Account Numbers, Account Names, Account Balances, and Account Purposes/Restrictions) also list ALL Co-Sponsorships for the Program; include anticipated future sources and co-sponsorships. Accounts and amounts will be verified.

Failure to disclose ANY and ALL non-DASB Funding Sources will result in the immediate disqualification of your request and/or the freezing of your DASB Account if already approved.

B Budget Accounts: See attached list of accounts _____

Trust Accounts: See attached list of accounts _____

Fund 15 Accounts: See attached list of accounts _____

FHDA Foundation Accounts: See attached list of accounts _____

Grant Funded Accounts: See attached list of accounts _____

Other District Accounts: See attached list of accounts _____

Off-Campus/Off-District Accounts: N/A _____

On-Campus Co-Sponsorships: See attached list of accounts N/A _____

Off-Campus Co-Sponsorships: N/A _____

8. How have you been meeting or how do you plan to meet the budget stipulation of requiring that all students benefiting from DASB funds allocated to you have paid the \$10 DA Student Body Fee and are DASB Members (DASB Budget Stipulation # 1)? **With the exception of tuition, Santa Clara County Social Services Agency (SCSSA) will either reimburse or pay all mandatory fees, including the \$10 DA Student Body Fee, ensuring that these students do not incur any additional expenses causing further financial hardship while keeping them eligible for all services and resources as De Anza students.** _____

9. What would be the impact if DASB did not completely fund this request? **Without DASB funds, CalWORKs students would have to wait for SCSSA approval to receive book voucher and other required resources which could happen weeks after the quarter has begun. While they would be able to attend classes, they would not be able to complete assignments nor prepare for exams causing the student to fall behind resulting in withdrawal from classes or dropping out completely. The consequences of not receiving funding goes beyond falling behind in class but could also result in the student not taking advantage of this opportunity as a way out of poverty.** _____

10. Total amount being requested for 2020-2021 (from page 3) **\$5,800** _____

Delete the Object Codes and lines within Object Codes you do not need.

Supplies (4010)

(Non-capital, general office supplies or as specified)

	Item	Intended Use	Cost
1.	Required Text Books _____	CalWORKs Students	\$5,500
2.	Paper _____	Student printing	300
		TOTAL:	\$5,800 _____

Total amount requested (also complete line 10 at bottom of first page) \$5,800 _____

Delete the Object Codes and lines within Object Codes you do not need.

Request For Information (RFI)

	Question / Inquiry	Program Response
1.	Please provide a thorough description of your program (250 words max)	The California Work Opportunity & Responsibility to Kids (CalWORKs) is a state funded program whose purpose is to provide low income families with children (under 18 years of age) with basic benefits in exchange for the opportunity to earn a degree and develop skills that will lead to sustainable careers as a way out of poverty.
2.	Please provide how many students are actively engaged in the program. Backing it up with data will help.	See attached enrollment report for 18-19 FY and 2019 summer quarter. We are still enrolling students for the 2019 fall quarter and do not have definitive numbers.
3.	Why is your program important and what is the rationale behind having this program on campus? (250 words max)	The importance of having this program is to show that De Anza is an equity focused institution providing education to all regardless of one's socio-economic status.
4.	How will your program expand students' perspectives and positively impact their lives and the community? (250 words max)	Our program exposes our students to a variety of subjects increasing their overall general knowledge, creating expertise in their chosen area of study, exposure to new ideas, and different people and cultures. Also, attending college illustrates the importance and familiarity of education to their children thereby breaking the generational cycle of poverty.
5.	How is your program working to improve itself every year? Do you receive student feedback? Implementing a student survey and sharing the results with DASB will be beneficial for our review process.	At the end of every school year we have students complete a service survey. The results of our survey indicates overall that CalWORKs students are satisfied with our service and that our staff are respectful, knowledgeable, and helpful. A copy of our survey is attached for your convenience.
6.	What are all of your sources of funding? Please include funding from the college, any sources of income, any grants, and any other source. If there are no other sources, has your program taken the initiative to search for other sources? (list ALL Account Numbers, Account Names, Account Balances, and Account Purposes/Restrictions)	See attached list of accounts.

7.	<p>Go through the DASB budget goals for the current academic year and explain how your program fits each of them or as many as possible. (250 words max) The DASB budget goals are available at www.deanza.edu/dasb/budget</p>	<p>With the DASB's support in funding the CalWORKs program students will:</p> <ol style="list-style-type: none"> 1- Be able to begin their academic careers properly prepared with books which will ensure retention and satisfactory progress eventually leading to the completion of the student's academic and personal goals. 2- Become self-confident and take control of their lives as they develop necessary skills, overcome barriers, and pass classes realizing they are good enough and smart enough to attend college regardless of their starting point. 3- Not only change the trajectory of their lives but also those of their children. Many of our students dream of having safe housing and enough food for their families. By attending De Anza and not have to worry about basic tools, our students are able to focus and work hard toward attaining their goals, attending universities, and earning degrees which are all made a reality with the help of DASB funds.
8.	<p>Explain how your program is unique. Are there any programs on campus that are similar or is there any duplication of services? (250 words max)</p>	<p>Our program is unique in that it serves student parents. In addition to dealing with the traditional responsibilities of being a student, our students have an additional list of responsibilities. As parents, we must take into account child care needs and costs, their children's school activities and breaks, absences due to child illness, etc. Also, our students are monitored monthly by another agency in order to remain eligible for needs such as monthly stipend, food and transportation allowances, childcare needs, and medical benefits including textbooks and supplies.</p>
9.	<p>Explain how your program advertises and promotes itself to the general student population. Provide a clear plan for the current academic year as well as any marketing material you will or have used. (250 words max)</p>	<p>During student focused events such as Welcoming Day, Student In-Service Days, etc, we host tables informing students about the CalWORKs program and referring them to SSCSSA, as we are not able to determine eligibility.</p>
10.	<p>Explain how your program promotes equity on campus. (250 words max)</p>	<p>Working with SSCSSA provides us with information about a variety of services and resources that would be of importance to all De Anza students and Santa Clara County residents. Information may include emergency resource agencies, housing information, legal assistance, free food programs, mental health services, financial, and transportation resources. All may not be eligible but OTI is willing to assist all De Anza students in achieving their academic goals.</p>

Signatures that are required for utilizing funds

All 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 DASB 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.**

Budgeter’s Name: Carlita Alamban _____
Phone Extension: 8457 _____
E-mail: alambancarlita@fhda.edi _____
Relationship to Project: Processes vouchers and tracks balance of fund _____
Position on Campus: Administrative Assistant II _____

Administrator’s Name: Sabrina Stewart _____
Phone Extension: 8360 _____
E-mail: stewartsabrina@fhda.edu _____
Relationship to Project: CalWORKs Supervisor _____
Position on Campus: OTI Supervisor _____

Approved by DASB Chair of Finance

(Produced by the Office of College Life - 8/1/2019)