

DASG Budget Request 2024-2025

For All Programs Excluding Athletics

Budget Request due to the Office of College Life by 4:00 pm Monday, November 6, 2023
Applications and attachments must be typed and submitted via email to Dennis Shannakian at
ShannakianDennis@fhda.edu.

Please also copy the Administrator on the email.

Applications must be submitted as Word documents or searchable text PDFs (not scans; signatures are not required)

The Email Subject must be in the following format:

“DASG Budget Request - Your DASG Account/Program Name - Your DASG Account Number”

For Example: “DASG Budget Request - DASG 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: Mentors@De Anza

2. Is this a new DASG account? Yes No DASG Account Number: 41-56585

3. Amount requested for 2023-2024 \$ 9,830

4. Total amount allocated for 2023-2024 \$ 4,850

5. How long has this program existed? 3 years

6. Number of students directly served in this program: 160

7. 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)? One of the requirements for students to apply as a mentor or mentee is to be a current DASG card holder; therefore, to have paid the fee.

8. What would be the impact if DASG did not completely fund this request? Mentors@De Anza would be unable to run the program as we normally do. We would be unable to create a proactive, engaging space for students to receive help with their De Anza journey, or for experienced students to be share their own experiences in meaningful ways. We would not be able to work towards our goal of equity and making sure all students who need help can get it and have access to the resources they need. Since we continue to transition from a completely online program to a hybrid and increasingly in-person one we have today, our expenses continued to increase and if DASG did not fund our request we would not be able to fully serve our students, meet in-person needs, and appropriately compensate our Senior Mentors and alumni panelists for their work.

9. Total amount being requested for 2023-2024 (from page 3) \$ 13,500

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

Supplies (4010)

(Non-capital as specified; NO general office supplies)

	Item	Intended Use	Cost
1.	<u>Tri-folds, tabling supplies, stationary, Canva</u>	<u>In-person events</u>	<u>600</u>
		TOTAL:	<u>\$ 600</u>

Promotional Items (4013)

	Item	Intended Use	Cost
1.	<u>Promo items (sweaters, stickers, swag)</u>	<u>Marketing</u>	<u>800</u>
		TOTAL:	<u>\$ 800</u>

Food/Refreshments (4015)

(Must adhere to district Administrative Procedure 6331,

<http://www.boarddocs.com/ca/fhda/Board.nsf/goto?open&id=AKVUKX7C7F98>)

	Item	Intended Use	Cost
1.	<u>Candy for tabling, food & drinks for events</u>	<u>In-person events</u>	<u>900</u>
		TOTAL:	<u>\$ 900</u>

Printing (4060)

(Flyers, posters, programs, forms, etc.)

	Item	Intended Use	Cost
1.	<u>Flyers, brochures, posters</u>	<u>Marketing</u>	<u>800</u>
		TOTAL:	<u>\$ 800</u>

Technical and Professional Services (5214)

(Limited Engagement/Independent Contractor Agreements, Consultants/Guest Speakers/Entertainment (list programs).

For contracted speakers or performers DASG Funding shall not exceed \$5,000 per event or performance. Meals, beverages, and travel will not be reimbursed.)

	Item	Intended Use	Cost
1.	<u>Alumni Transfer panelist payment</u>	<u>Alum engagement</u>	<u>\$3,500</u>
		TOTAL:	<u>\$ 3,500</u>

Scholarships (5260)

Accountability Structure to be established

Up to \$300 quarterly for Lead Mentor, up to \$200 quarterly for Senior Mentors

	Item	Intended Use	Cost
1.	<u>Lead Mentor Leadership Scholarship (1)</u>	<u>Paying leadership</u>	<u>\$900</u>
2.	<u>Senior Mentor Leadership Scholarships (10)</u>	<u>Paying leadership</u>	<u>\$6000</u>
		TOTAL:	<u>\$ 6900</u>

Total amount being requested for 2024-2025 (also complete line 9 at bottom of first page)

\$ 13,500

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

Request For Information (RFI)

Everything submitted will be publicly available online.

	Question / Inquiry	Program Response
1.	Please provide a thorough description of your program. Please describe the new services or features of your program that were implemented after you last submitted a DASG RFI. Explain how your program is unique. Are there any programs on campus that are similar or is there any duplication of services?	Mentors @ De Anza is a program created by students for students. Many students struggle with navigating De Anza, especially during their first year. Additionally, students often feel most comfortable asking their peers for support. The goal of the program is to connect first-year students with experienced continuing students based on their majors and interests. This helps first-year students create firm and close communities to feel more confident and supported in their academic and personal endeavors. Our mentor training also ensures that the information new students get from their peers is accurate and highlights existing campus resources. Besides peer mentorship, features of our program include events (such as transfer panels and academic writing workshops) and content that highlights advice from students. This program is special in being a free mentorship opportunity open to all De Anza DASG cardholders, and led by students.
2.	How will your program expand students' perspectives and positively impact their lives and the community? (250 words max)	M@DA is dedicated to connecting new students with peers that are knowledgeable in what students need the most and how to access helpful resources. Our panel events, informative workshops, and insightful content (blogs, podcasts) can also shed light on new perspectives and further destigmatize using on-campus resources and asking for help.
3.	Go through the most recent DASG Budget Guiding Principles and explain how your program fits each of them or as many as possible. Please do not merely copy and paste the DASG Guiding Principles. The DASG Budget Guiding Principles are available at www.deanza.edu/dasg/budget	M@DA's mission is aligned with all of the DASG Budget Guiding Principles. Our efforts to help new students get acclimated here are especially helpful for promoting student retention and connecting them to engaging student activities. The Peer and Senior Mentor positions are also powerful leadership and advocacy opportunities as well. The focus on empowering and structuring peer support also ensures that we are driven by current experiences and trends rather than just what has been done in the past.
4.	Explain how your program advertises and promotes itself to all students. Has your program made extra effort to market and reach underserved students? If so, describe how. If not, describe what challenges your program faces in trying to do so. Provide a clear plan for the current academic year as well as any marketing material you will or have used.	We have tabled at events such as Fall Welcome Day, quarterly Club Days, and quarterly DASG Resource Fairs. We also take opportunities to partner with OCL, DASG, and ICC with their additional programming, and regularly utilize The Scoop, OCL's Weekly Newsletter. We have an active presence on social media, especially Instagram. Lastly, we have a working contact list for direct outreach to campus partners working with underserved students.

	Question / Inquiry	Program Response
5.	Explain how your program promotes equity within the program and on campus. For example: equity training for all staff and student leaders, hiring from underrepresented communities, etc.	When it comes to recruiting Peer and Senior Mentors, we do intentional outreach to various programs and learning communities to help ensure our leadership is representative of our student populations. Additionally, our mentor training includes an equity-focused module that must be completed before they can serve as mentors. Our Senior Mentors also participate in Student Leadership Training alongside DASG Senators, ICC Officers, and OCL Student Staff which includes more in-depth equity training workshops.
6.	How has your program adapted to providing its services online? Alternatively, please provide a clear plan for how your program would provide online services if needed in the future.	Our program was created in a fully online environment in Fall 2020. Even as the campus and events have been increasingly in-person, having the mentorship training take place online has helped ensure the opportunity is as accessible as possible. Holding our transfer panels online on Zoom has also allowed us to have alumni panelists join us from all over the state and country. While we do have our mentor-mentee mixers and workshops in person, we could certainly shift back to holding those online if needed.
7.	Please indicate which object codes are critical for DASG to fund this year. Please do NOT list down all of the object codes.	4010, 4015, 4060, 5214 have been essential for our program to operate effectively, especially as our campus has been increasingly in-person. However, 4013 would greatly help us in reaching all incoming De Anza students, and 5260 would help compensate our Senior Mentors in their work and make the position more accessible for students who cannot consider unpaid leadership opportunities.

Data Sheets/Attachments

Please attach supporting documents of the following questions and list the document names accordingly.

Covering all the bullet points will be beneficial for our review process. IF attachment is not required or missing, please give your thorough answers below.

Everything submitted will be publicly available online.

	Question / Inquiry	Document Name / Additional Response
1.	<p>ENROLMENT</p> <ul style="list-style-type: none"> • Number of total AND new active students over the past 3 years • Number of enrolments retained (stayed for more than a quarter) • Number of students enrolled in online services • Does your program serve a certain demographic or the whole De Anza population? • Racial demographics (if possible) 	<ul style="list-style-type: none"> • Total active students for 2023-2024: 160 • Total active students for last 3 years: 550 • Retention rate: about 40%, most involved in at least hybrid form • Our program serves all De Anza students with a DASG card. • We do not take racial demographic data of our participants
2.	<p>STUDENT FEEDBACK</p> <ul style="list-style-type: none"> • Attach student feedback forms, surveys, etc. • How has your program responded to suggestions made by students in the previous year? 	<ul style="list-style-type: none"> • We send out and review feedback surveys for our Peer Mentors and Mentees each quarter (Fall, Winter, Spring). • Our program bases changes made on feedback received from student participants, such as more intentional pairings based on majors and shared backgrounds.
3.	<p>FUNDING</p> <ul style="list-style-type: none"> • List any funding from the college, sources of income, any grants, and any other source (include ALL Account Numbers, Account Names, Account Balances, and Account Purposes/Restrictions) • Attach account reports of all sources of funding 	<p>The only funding this program has received has been from DASG.</p>

Signatures are not Required for this Application

Signatures are not required for this application; however, the Administrator should still review and approve the application and should be copied on the email submitting the application. **The Budgeter and Administrator cannot be the same person.** Applications must be typed and submitted via email along with any attachments; applications must be submitted as Word documents or searchable text PDFs (not scans).

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.**

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.

Budgeter’s Name:	<u>Maritza Arreola</u>
Phone Number:	<u>408-864-8692</u>
Email Address:	<u>arreolamaritza@fhda.edu</u>
Relationship to Project:	<u>Advisor</u>
Position on Campus:	<u>Leadership Development & Student Activities Coordinator</u>
Administrator’s Name:	<u>Michele LeBleu-Burns</u>
Phone Number:	<u>408-864-8218</u>
Email Address:	<u>lebleuburnsmichele@fhda.edu</u>
Relationship to Project:	<u>Administrator</u>
Position on Campus:	<u>Dean of Student Development</u>