DASB FINANCE COMMITTEE AGENDA ITEM

This form must be submitted to **Student Accounts NO LATER** than 4:30 PM on the Tuesday (subject to change) before the meeting in which you wish the item to appear. It **MUST** be filled out completely (all pages), or your request may be postponed or denied. Attach additional sheets if necessary.
Clubs should fill out the "ICC/Club Budget Request" form for all requests.
NOTE: The Finance Committee does not meet during the first week of the quarter, dead and finals weeks or breaks.

Please submit the original and one (1) copy of this form and any attachment(s) for a total of two (2) sets.

Name: Francesca Caparas   **Signature & Date:** 1/23/20

Phone: ext 5636   **E-mail:** caparasfrancesca@fhda.edu

Group or department you are representing: Study Abroad (Global Ed Partnerships), PUSO, and Filipinx Classes Campaign
You are required to attend the DASB Finance Committee meeting, Monday at 3:30 PM (subject to change), to answer any questions for items 1 and 2 below and possibly item 3 as well if determined by the Chair of Finance.
Request to be on the Finance Committee Agenda For: (check one)

1. ☑ **GENERAL ITEM (Includes Budget Transfers):**
   Summary of item: (REQUIRED, use additional sheets if necessary) __Requesting funds for students to attend and present__
   at Association for Asian American Studies Conference in Washington DC

2. ☑ **NEW OR ADDITIONAL FUNDING: Total Requested Amount $** 2,800 LK.
Complete the next two pages as well when requesting new or additional funding. Attach additional sheets if necessary. Also attach additional details and event/program descriptions. Incomplete applications will not be accepted.

3. ☐ **OBJECT CODE/LINE ITEM TRANSFER** (*Only Page 1 Required; must attend Finance Committee meeting only if contacted*):

Account Name: _____

Account Number: _____

From Object Code:	To Object Code:	Requested Amount $	DASB Use only Approved Amount $
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Reason for Transfer: (REQUIRED, use additional sheets if necessary)_____

The Budgeter and Administrator cannot be the same person.

Budgeter's Name (PRINT)	Budgeter's Signature	Phone Number	E-mail

Administrator's Name (PRINT)	Administrators Signature	Phone Number	E-mail

Action Taken
(office use only)

☐ Transfer Approved and Forwarded to Student Accounts on _____   ☐ Transfer Denied
                                                        Date

DASB Chair of Finance	Date	DASB Advisor	Date

The DASB Finance Code and the DASB Budget Stipulations must be adhered to at all times.
They are available at http://www.deanza.edu/dasb/budget/

NEW OR ADDITIONAL FUNDING REQUESTS

1. Program (Account) Name: Philippines Study Abroad, PUSO, and Filipinx Classes Campaign

2. Have you previously received DASB funding for this program?

    No ☒ Yes ☐ DASB Account Number:_____   Year Funded:_____

    3. If yes, amount previously requested for current account $_____

    4. If yes, total amount previously allocated current account $_____

5. How long has this program existed? Since 2019

6. Number of students directly served or involved in this program:_____

Please ACCURATELY and THOROUGHLY complete numbers 8 – 11 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: ____N/A____

Trust Accounts: ____N/A____

Fund 15 Accounts: ____N/A____

FHDA Foundation Accounts: ____N/A____

Grant Funded Accounts: ____N/A____

Other District Accounts: ____N/A____

Off-Campus/Off-District Accounts: ____N/A____

On-Campus Co-Sponsorships: ____N/A____

Off-Campus Co-Sponsorships: ____N/A____

8.   Give a brief description of the program/services to be provided and how they fulfill the mission of the college. How will these funds benefit present and future students? __See attached__

9.   How do you use other funding to support your program? __See attached__

10. What would be the impact if DASB did not completely fund this request? __See attached__

11. 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)? _____

12. **Total amount being requested** $ ___2799.15___
    (You must also complete the object code information on the next page)

Signatures that are needed for requesting 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.**

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DASB Object Code/Line Item Information

* Fill out only applicable object codes. *

Object Code Name and Number	Description of Expenses (Please itemize all your expenses, BE SPECIFIC)	Requested Amount (round up to the next whole dollar)	DASB Use Only Approved Amount
Student Payroll – 2310 Include hours to be worked x pay rate **MUST ALSO COMPLETE BENEFITS – 3200**			
Benefits – 3200 (1.52 % for Student Employees) **MUST BE COMPLETED WHEN REQUESTING PAYROLL**			
Supplies – 4010 (Office supplies or as specified in request or stipulations)			
Banners – 4013 (Reusable banners that will last multiple years)			
Food/Refreshments – 4015 (Must adhere to district Administrative Procedure 6331, http://www.boarddocs.com/ca/fhda/Board.nsf/goto?open&id=AKVUKX7C7F98)			
Conference Registration	Non-member registration for 3 students $115/student	$345	
Airfare	Flying from SFO to Washington DC $587/ticket	$1761	
Hotel	1 room x 3 nights	$693.15	
	Grand Total	$2799.15	

Handwritten note across Conference Registration/Airfare/Hotel rows: ALL 5510 Travel OBJECT CODE

No deficit spending will be allowed and all accounts shall be held to line item amounts. Funds allocated to a program must be used for the purpose stated in the original request and stay with that program and cannot be used for or allocated/donated to other programs without DASB Senate approval.

A budgeter's and an administrator's signature are required before this form will be considered.

The Budgeter and Administrator cannot be the same person.

Francesca Caparas
Budgeter's Name (PRINT)   Budgeter's Signature   ext 5636   caparasfrancesca@fhda.edu
Phone Number   E-mail

_____
Budgeter's Name (PRINT)   Budgeter's Signature   Phone Number   E-mail

Alicia Cortez
Administrator's Name (PRINT)   Administrators Signature   8365   cortezalicia@fhda.edu
Phone Number   E-mail

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DASB Budget Request Questions:

8. Give a brief description of the program/services to be provided and how they fulfill the mission of the college. How will these funds benefit present and future students?

These funds would allow 3 students to attend and present at the Association for Asian American Studies Conference in Washington DC from April 9-11, 2020. The students have been accepted as part of a panel on Filipinx Studies at De Anza College. The funds would be used to pay for registration, airfare, and lodging for the event.

By presenting at the conference, we will help broaden visibility of student advocacy on our campus, highlighting the amazing ways that students take action to build meaningful programs at De Anza, such as Study Abroad and Filipinx Classes. If awarded the funding, we will certainly acknowledge the work of DASB in supporting student engagement and program development. This will benefit future students by turning a national spotlight on the work of students and student government at De Anza.

9. How do you use other funding to support your program?

DASB currently provides funding for the PUSO and Filipinx Classes Campaign clubs. The Global Education Partnerships provide scholarships for students to attend Study Abroad. However, we have no source of funding for conference attendance.

10. What would be the impact if DASB did not completely fund this request?

If DASB does not completely fund this request we will have to end up canceling the trip for our students. The students we are bringing along to DC are all low income, coming from working class families and backgrounds and without the support of funds from DASB we would not be able to afford to cover the necessary costs. This would be detrimental to the

wider purpose of the study abroad program which was to broaden the perspectives of our students as well as build solidarity among our two communities internationally. Particularly

11. 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)?

We will ensure that the students who are attending the conference have paid their DA Student Body Fee.

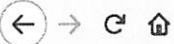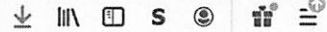|							
Alaska	Alaska Airlines	Wed Apr 8	04:10p SFO Nearby airport	5h 05m Nonstop	12:15a +1 IAD Nearby airport	Thu Apr 9	Select this Departure >
	United Airlines	Sat Apr 11	06:45a IAD Nearby airport	5h 53m Nonstop	09:38a SFO Nearby airport	Sat Apr 11	Select this Return >

Only **7 tickets** left at

$587.80

Total price per person (incl. taxes & fees)

SELECT >

Flight Details ⌄

Association for Asian American X | Personal Information - Associat X | Renaissance Washington, DC D X | Startpage.com Search results X | How to take a screenshot on yo X | +

submit.aaastudies.org/xcart/cart.php

2020 AAAS Annual Conference Registration

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One of the Association's most visible and exciting activities is its annual conference. In Washington, DC, April 9-11, 2020, the AAAS annual meeting will attract Asian Americanists from all disciplines and different regions of the country. The annual meeting will highlight current scholarly research and developments within the field and bring together experts and professionals with an interest in the field. Make plans to join us in Washington, DC and be part of the 2020 Annual Meeting!

Selected options:

AAAS Member:	None
AAAS Non-Member:	Undergraduate Student Non-member
Junior Faculty Professional Development Workshop 4/8/2020 8:00 am - 4:30 pm:	None
AAAS Mem Award Ceremony Tickets:	None
Non-Member Award Ceremony Tickets:	None
AAAS ID:	
Name of Attendee:	Vanessa Bermudez, Isaac Lara, Jonathan Cabrera
Attendee Email:	
Attendee Institution:	
Will you be a Chair, Head, or director of a department during the 2020 conference?:	Yes
Booth Exhibitor - Non-profit:	None
Booth Exhibitor - Commercial:	None
Exhibitor Advertisement:	None
Exhibitor Additional Registration:	None
Exhibitor Company Name:	
Exhibitor Address (city, state, zip):	
Exhibitor Email:	
Exhibitor Phone:	
Exhibitor website:	
Exhibitor Rep Name:	
Exhibitor Rep Phone:	
Exhibitor Rep Email:	

$115.00 x 3

Apply

$345.00 (€258.75)

Edit options

SUBTOTAL: **$345.00** (€258.75)

Well done! You've chosen the best price available at this hotel.

Booking takes just 2 minutes!

👤 Sign in or register to manage your bookings with ease. You'll also earn Trip Coins which can be used to save on your next booking!

Guest Info

Guest name must be the same as it appears on the ID used to check in. ⓘ

Rooms

1 ⌄

Guest

| First name & middle name(English only) | Last name(English only) |

⊕ Add Guest

You can add a maximum of 3 guests

Contact Info

| Email |

Trip.com will send your booking confirmation (including the hotel's contact information) to this email. Please ensure your email is entered correctly.

(+1) ⌄ | Phone number

Renaissance Washington, DC Downtown Hotel

★★★★

4.7 /5 Outstanding

999 Ninth Street NW, Washington D.C., DC 20001, District of Columbia, United States

Check-in	Check-out	
Wed, Apr 8, 2020	**Sat, Apr 11, 2020**	3 nights

Change Dates

Standard Room

Max. guests per room or	3
Bed	1 king bed or 2 full beds
Meals	No Breakfast
Has window	Yes
Smoking	Non-smoking

1 room x 3 nights	$603.00
Taxes & Fees	$90.15
Accommodation Tax	$90.15
Total	**$693.15**

ⓘ **Non-refundable**

Once your booking has been confirmed, it cannot