

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: FA-PAC Internship Program
2. Is this a new DASG account? Yes No DASG Account Number: 46-56405
3. Amount requested for 2023-2024 \$20,583.38
4. Total amount allocated for 2023-2024 \$10,295.00
5. How long has this program existed? 11 years
6. Number of students directly served in this program: 5
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)? We require all students enrolled in the internship program to pay the student body fee and to be DASG members.
8. What would be the impact if DASG did not completely fund this request? Without DASG funding, the FA-PAC Internship Program would not be able to train and support the number of students we need to make the program functional and an effective political voice for De Anza students.
9. **Total amount being requested for 2023-2024 (from page 3) \$27,111.20**

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

Student Payroll (2310)

MUST ALSO COMPLETE THE HOURLY BENEFITS (3200) SECTION

Must adhere to FHDA Student Pay Levels as stated at

<https://www.deanza.edu/financialaid/types/studentjobs.html>

	Job Title	# of emp. x \$ Per hr x # hrs/wk x # of wks	Cost
1.	Student Intern	7 x \$19.87 x 6 x 32	\$26,705.28
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
			TOTAL: \$26,705.28

Hourly Benefits (3200)

MUST ALSO BE COMPLETED WHEN REQUESTING PAYROLL

Benefits rates can change each year. Please check rates before requesting the same amount as last year.

(1.52 % for Student Employees, 10.4 % for Casual Employees)

	Job Title	Total \$ x Percentage	Cost
1.	Student Intern	\$26,705.28 x .0152	\$405.92
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
			TOTAL: \$27,111.20

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

\$27,111.20

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?	The FA-PAC Internship Program is a district-wide program encompassing both De Anza and Foothill Colleges. It is supported by DASG and ASFC, whose allocations pay for student intern work. The FA-PAC Internship Program is a collaboration between students and faculty who organize together to advance their collective interests. Faculty mentors train students in advocacy work (grassroots organizing, campaigns and elections, and public policy advocacy); student interns gain hands-on experience in political organizing. The nature of the work reflects the school year, the election calendar, the state budget/legislative cycle, and salient issues impacting students in our district. In quarters when there is an election, our work focuses on campaigns and initiatives. We also do voter education, registration, and voter mobilization. In winter and spring, we focus on the California state budget and legislation pertaining to community colleges, and we liaise with DASG, ASFC, and the SSCCC. We advocate throughout for students, faculty, and our district. This year we continue work on arts organizing, affordable housing, and shared governance. In winter quarter we'll include election and policy foci. In spring we'll recruit for the following academic year and carry out the ongoing work of the program. FA-PAC interns work with other civic engagement programs coordinated by VIDA but the FA-PAC Internship Program is the only organization simultaneously working on college, district, regional and statewide initiatives, and issues.

	Question / Inquiry	Program Response
2.	How will your program expand students' perspectives and positively impact their lives and the community? (250 words max)	<p>The FA-PAC Internship Program gives students the practical, hands-on training and experience needed to be effective organizers. It provides students the opportunity to engage in advocacy, community organizing, elections/campaigns, and public policy. Students broaden their horizons and learn by doing. Students also develop social networks, on campus and beyond. In addition, students are paid for their work, which benefits them directly. Employment through a paid internship program that advances the general interest is positive for one's resume and career. By becoming effective advocates and political organizers, students gain efficacy in the fight for their interests. In doing so, they are more likely to be able to bring about positive change for their communities. Each student intern will organize and support dozens of De Anza student volunteers, spreading the positive impact of the internship program to over a hundred students per quarter.</p>
3.	<p>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</p>	<p>The FA-PAC internship program trains interns in the skills of civic engagement – community organizing and political action. Interns engage volunteers from the De Anza student body throughout the year, helping structure and direct student activism in focused and effective ways. PAC interns serve as a political voice for DASG and the De Anza student body. The PAC Internship Program seeks to benefit students and faculty, and often the college and district as a whole. The FA-PAC Internship Program played a vital role in the Measures G&H campaigns and turned out more than 180 student volunteers. Thankfully, Measure G passed, making \$898 million available to the district, and student interns helped organize the push to dedicate between \$200-\$300 million to student, staff, and faculty housing. The FA-PAC Internship Program continues the campaign for the construction of affordable student and workforce housing at De Anza and Foothill through the Board of Trustees and various campus-level shared governance committees. This work continues. FA-PAC is especially busy advocating for local and statewide candidates that support students and community colleges. This political work is beyond the purview of normal college activities but brings benefits to the district, its students, and employees.</p>

	Question / Inquiry	Program Response
4.	<p>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.</p>	<p>FA-PAC advertises and promotes the internship program through social media, the Political Science Departments' Civic Engagement Projects list, the VIDA website and organizing circles, classroom presentations and volunteer recruitment activities, and through word of mouth and one-on-one outreach by interns during the recruitment period. Our priority is to raise the profile of the FA-PAC Internship Program through outreach with DASG and ASFC and through the production of videos and engagement in social media.</p>
5.	<p>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.</p>	<p>The FA-PAC Internship Program promotes equity by promoting student advocacy skills. When students are able to advocate effectively, they are more likely to obtain the resources necessary to promote equity and social justice. We see our work as directly connected to the equity mission of the college. Our goal is to promote student efficacy so that their needs are met and the institution gets the resources it needs to fulfill its mission. For example, since the fall of 2019, the FA-PAC Internship Program has been working diligently, along with the DASG and ASFC leadership, VIDA interns, and student volunteers to persuade the Board of Trustees to build and/or purchase below-market-rate student and workforce housing at De Anza and Foothill. This campaign seeks to promote equity through greater access to housing. In addition, every quarter the FA-PAC Internship Program recruits and organizes student volunteers, and engages them in the work of the program, whether it be election-related (voter registration, education, and voter mobilization campaigns; phone banking and canvassing for candidates for public office and/or important initiatives or measures, such as the district's bond measure), community organizing work, or public policy advocacy work. In March, interns attend the FACCC Advocacy and Policy Conference, where they network with students, faculty, and policymakers to advance the equity agenda as it pertains to De Anza, Foothill, and California Community Colleges. In addition, interns take part in legislative visits with local state senate and assembly representatives.</p>

	Question / Inquiry	Program Response
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.	The internship program has adapted to the fully online environment. We hold meetings on Zoom, maintain regular communications through SLACK and other virtual platforms, and share important documents through Google Drive. We've created videos as part of our classroom and volunteer outreach/orientation, and the interns give online presentations to classes (synchronously or through shared recordings). We attend virtual organizational and government meetings and have held virtual visits with state legislators. Interns and volunteers are able to engage in online political organizing and advocacy activities.
7.	Please indicate which object codes are critical for DASG to fund this year. Please do NOT list down all of the object codes.	Both the student payroll and benefits object codes of the FA-PAC Internship Program are critical for DASG to fund this year.

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) 	<p>ENROLMENT</p> <ul style="list-style-type: none"> • 14 active students in internship program over the past 3 years as student interns (Around 800 student volunteers over the last three years) • 13 enrollments retained • Complete transition to remote online platform over the last two years • We serve the whole De Anza population (students, faculty, and staff) • 45% Latinx, 25% White, 20% Asian and Less than 10% Black and Middle Eastern • 50% Female, 40% Male, 10% Nonbinary
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? 	<p>STUDENT FEEDBACK</p> <ul style="list-style-type: none"> • Please see attached survey results from fall 2020 and fall 2022. • Reflecting on student feedback from fall 2020, three suggestions stood out: the need for regular breaks, check-ins, and community. We have built breaks into meetings; we hold regular one-on-ones; and we are engaged in an intentional process of team-building among interns. • Reflection on student feedback from fall 2022, the following issues emerged: time off/boundary setting; more interns; clearer job assignments/descriptions; increased pay; bigger picture issues/labor organizing; and attention to the quality of mentorship. We've intentionally addressed each of these issues. We have created a community agreement with clear boundaries; we have brought on more interns; we are integrating a focus on labor and big-picture issues; and we engaged in systematic reflection on mentors, interns, and the program as a whole. In addition, we are presently requesting a hourly pay increase for interns, which is reflected above.

	Question / Inquiry	Document Name / Additional Response
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 sources of funding we have for the FA-PAC Internship Program are the FA-PAC and ASFC. The FA-PAC budget provides nominal stipends for faculty mentors and covers other costs associated with the internship program, including communication technologies and the Why Voting Matters Contest. ASFC funding pays for Foothill student interns.</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>Bob Stockwell</u>
Phone Number:	<u>831-239-4343</u>
Email Address:	<u>stockwellrobert@fhda.edu</u>
Relationship to Project:	<u>faculty mentor</u>
Position on Campus:	<u>Political Science Instructor</u>
Administrator's Name:	<u>Elvin Ramos</u>
Phone Number:	<u>408-864-5302</u>
Email Address:	<u>ramoselvin@fhda.edu</u>
Relationship to Project:	<u>Division Administrator</u>
Position on Campus:	<u>Dean of Social Sciences and Humanities</u>