

## Request For Information (RFI)

	Question / Inquiry	Program Response
	<p>Please provide a <b>thorough</b> description of your program. <b>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?(250 words max)</b></p>	
	<p>Please provide how many students are <b>actively engaged</b> in your program. Backing it up with data will help. <b>Does your program serve a certain demographic or the whole De Anza population? (Data Sheet #1)</b></p>	
	<p><b>Why is your program important and what is the rationale behind having this program on campus? (250 words max)</b></p>	
	<p>How will your program expand students' perspectives and positively impact their lives and the community? <b>(250 words max)</b></p>	
	<p>How is your program working to improve itself every year? Do you receive student feedback? <b>How has your program responded to suggestions made by students in the previous year?</b> Implementing a student survey and sharing the results with DASB will be beneficial for our review process. <b>(Data Sheet #2)</b></p>	
	<p><b>What are all of your sources of funding? Please include funding from the college, any sources of income, any grants, and any other source. Has your program taken the initiative to search for other sources? (list ALL Account Numbers, Account Names, Account Balances, and Account Purposes/ Restrictions) (Data Sheet #3)</b></p>	
	<p>Go through the DASBG budget <b>goals guiding principles</b> for the current academic year and explain how your program fits each of them or as many as possible. <b>Please do not merely copy and paste the DASG Guiding Principles. (250 words max)</b> The DASB budget goals are available at <a href="http://www.deanza.edu/dasb/budget">www.deanza.edu/dasb/budget</a></p>	

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	<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>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. (250 words max)</p>	
	<p>Explain how your program promotes equity within the program and on campus. (250 words max) For example: equity training for all staff and student leaders, hiring from underrepresented communities, etc.</p>	
	<p>Please indicate which object codes are critical for DASB to fund this year. Please do NOT list down all of the object codes.</p>	
	<p>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.</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 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 and Administrator Information**

Budgeter’s Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Relationship to Project: \_\_\_\_\_

Position on Campus: \_\_\_\_\_

Administrator’s Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Relationship to Project: \_\_\_\_\_

Position on Campus: \_\_\_\_\_

Approved by DASB Chair of Finance

(Produced by the Office of College Life - 10/4/2020)