

DASG FINANCE COMMITTEE AGENDA ITEM

This form must be submitted to Student Accounts **NO LATER** than 4:00 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: DASG Finance does not meet during the first week of the quarter, dead and finals weeks, breaks, or summer.

Name: Fariden Dada Signature & Date: Faridh Dada, Feb. 6, 2025
 Phone: 408-605-9730 E-mail: dadafariden@fhda.edu
 Group or department you are representing: La Voz - Language Arts Department

You are required to attend the DASG Finance Committee meeting, Monday at 4:00 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) _____
Participation, travel and hotel for Long Beach, CA
Media Conference for eleven journalism students.

2. **NEW OR ADDITIONAL FUNDING: Total Requested Amount \$** \$6,164.74

Complete the next two (2) 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 \$	DASG 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) E-mail	Budgeter's Signature	Phone Number
_____	_____	_____
Administrator's Name (PRINT) E-mail	Administrators Signature	Phone Number
_____	_____	_____
Action Taken (office use only)		
<input checked="" type="radio"/> Transfer Approved and Forwarded to Student Accounts on _____ <input type="radio"/> Transfer Denied		
Date		
_____	_____	_____
DASG Chair of Finance	Date	DASG Advisor

The DASG Finance Code and the DASG Budget Stipulations must be adhered to at all times.
They are available at <https://www.deanza.edu/dasg/budget/>

NEW OR ADDITIONAL FUNDING REQUESTS

1. Program (Account) Name: La Voz

2. Have you previously received DASG funding for this program?
 No Yes DASG Account Number: 41-56500-5510
 Year Funded: 2024
3. If yes, amount previously requested for current account \$ _____
Total ~~\$4,500.00~~ ; Code 5510 - ~~\$1,500.00~~ \$6,600.00
Total ; \$27,064.81 requested
4. If yes, total amount previously allocated current account \$ _____
Total \$4,500.00 ; Code 5510 - \$1,500.00
5. How long has this program existed? Since 1967, 58 years
6. Number of students directly served or involved in this program: 45 students

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-DASG Funding Sources will result in the immediate disqualification of your request and/or the freezing of your DASG Account if already approved.**

B Budget Accounts: _____

Trust Accounts: _____

(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 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.**

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DASG 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)	DASG Use Only Approved Amount
Domestic Conference and Travel – 5510	\$259 + tax per room = \$902.87 per night 4 hotel rooms = \$3,611.48	\$ 3,611.48	
	≈ \$436.66 through Southwest airlines, 11 passengers totals: \$4,803.26	\$4,803.26	
	EMA award reception \$60 per person total) \$660.00	\$660	
	Contest submission for only 3 categories \$90.00	\$90	
From previous DASG allocation		\$3,000.00	
	Grand Total	\$6,164.74 \$9,164.74	

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 DASG 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.

Farideh Dada Dada 408-605-9730
 Budgeter's Name (PRINT) Budgeter's Signature Phone Number
 E-mail

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

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

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Fund 15 Accounts: _____

FHDA Foundation Accounts: _____

Grant Funded Accounts: _____

Other District Accounts: _____

Off-Campus/Off-District Accounts: _____

On-Campus Co-Sponsorships: _____

Off-Campus Co-Sponsorships: _____

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?

Eleven journalism students have the opportunity to network with peers from California CSUs, UCs, and community, which is especially crucial in the media industry. La Voz News will continue to be known in the college journalism industry as an award winning publication, which will benefit students immediately and attract students in the future. Over three days, and with the guidance of professionals, our students will compete in on-the-spot media projects. This year, our publication won at least one award, along with 12 individual staff awards from both current and graduated students.

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

Other funding is spent purchasing equipment to report and produce media content and for print issues.

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

If DASG does not complete this request students will have to weigh the financial burden of costly travel expenses against their educational opportunity and as a result, not attend. Denying this request is inequitable, students must be able to develop their careers with the college's support. If the students do not attend, they won't be able to feel the pride of accepting the awards they have earned and been recognized for.

11. 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)?

La Voz News is a first amendment news publication and a service to the community that is produced by students for students. We hope that all students will use this news platform that informs and entertains. La Voz has been cooperating with DASG in transmitting information throughout the years and by placing ads about events. La Voz news is available to all students online, on social media in print.

12. Total amount being requested \$ 6,161.74