DASG Budget Request 2022-2023
For All Programs Excluding Athletics

Budget Request due to the Office of College Life by 4:00 pm Monday, November 1, 2021
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 Subject must be in the following format: "DASG Budget Request - DASG Account/Program Name - 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:_____**Cross Cultural Partners Program**_____
2. Is this a new DASG account? Yes ❑ No **X**   DASG Account Number:_____**41-57765**_____
3, Amount requested for 2021-2022 $_____**10,708.56**_____
4. **Total amount allocated for 2021-2022 $_____4,385.00_____**
5. How long has this program existed?_____**22 years**_____
6. Number of students directly served in this program:_____**250**_____

Please ACCURATELY and THOROUGHLY complete numbers 7 – 10 and use additional sheets if necessary.

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)? **It is stipulated on our website and at each CCP Get Together. We stress the support DASB provides and the need to pay for and get a DASG card. Also, when students apply for the program, they are required to provide their STUDENT ID number.**

8. What would be the impact if DASG did not completely fund this request? **The program would likely have to be canceled or in the very least its effectiveness would be greatly reduced. Private funding is no longer provided for the program.**

9. **Total amount being requested for 2022-2023 (from page 3) $_____10,708.56_____**

Student Payroll (2310)
MUST ALSO COMPLETE THE 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.	Clerical Assistant I	x 1 position x $12/hr. x 6 hours total a week x 33 weeks	2376.00
2.	Clerical Assistant I	x 1 position x $12/hr. x 6 hours total a week x 33 weeks	2376.00
3.	Clerical Assistant I	x 1 position x $12/hr. x 6 hours total a week x 33 weeks	2376.00
		TOTAL:	**$7, 128**

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.	Clerical Assistant I	$9,900. x 1.52%	180.56
		TOTAL:	$ **180.56**

Supplies (4010)

(Non-capital, general office supplies or as specified)

	Item	Intended Use	Cost
1.	flash drives, printer cartridge,	to document events	300.00
2.	postage, paper, pens, clips, file folders, binders, etc.	to send invitations	
3.	to organize record, A-frame for announcements		
		TOTAL:	**$300.00**

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.	Cookies, water, buffet items for our First and Final Get-togethers. Also includes		**2,000.00**

paper plates, napkins and utensils. Approx. attendance 60-80 per gathering.
This is for 6 get-togethers over 3 quarters.

		TOTAL:	$ **2,000.00**

Printing (4060)

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

	Item	Intended Use	Cost
1.	Flyers, Brochures, Forms, posters, etc.	Recruitment	**$400.00**
		TOTAL:	**$ 400.00**

Technical and Professional Services (5214)

(Independent Contractor amounts, Consultants/Guest Speakers/Entertainment (list programs).
For contracted speakers the fee shall not exceed $1,200 per speaker per event.
For performances the fee shall not exceed $1,800 per performance.)

	Item	Intended Use	Cost
1.	IT Consultant	Update CCP Operating System	$ 700
		TOTAL:	**$ 700**

We need technical help to update the Cross-Cultural Partners Operating System and to improve our ability to outreach to students. The current system was created over 10 years ago.

Total amount being requested for 2022-2023 (also complete line 9 at bottom of first page)

$ 10,708.56

This total budget request is being made with the consideration that the program will return to campus in 2022.

Request For Information (RFI)

	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?	CCP pairs ESL and fluent English or native English speakers of English from different cultures for cross-cultural exchanges via English conversation. Participants benefit from learning directly from a fellow student from another culture. The pairing takes place each quarter. Partners agree to meet a minimum of 5 times and 5 hours during the 5-weeks. Many partners meet more than the minimum number of times. CCP is aligned with the Mission of De Anza College. Several faculty from a variety of disciplines give class credit to participants as part of their required service learning, civic engagement or outside contact assignments. Once a student joins CCP on-line, the CCP team (currently 5 student helpers under supervision of the faculty coordinator) matches the student with a compatible partner based on each partner's application. Matching takes place during week 4 and 5 of the quarter. Upon approval, applicants will be notified of their partners by week 5 or 6. An orientation meeting is held to emphasize ways to have a more successful partnership in week 5. The team keeps in touch with partners during the time partners meet to make sure things are running smoothly. Regular office hours are held each week for face-to-face meetings with CCP participants when needed. The team also assists partners when there is a problem meeting or with the on-line meeting log. By week ten, the Final Get-together is held, whereby participants come together to share their stories and to celebrate their new international friendships.
2.	How will your program expand students' perspectives and positively impact their lives and the community? (250 words max)	CCP gives students a different perspective on how life behaviors (habits) and opinions are affected by cultural beliefs and personal life experience. This broader perspective allows people to better understand others from different cultural backgrounds and upbringings which allows for better communications and mutual respect and understanding. It also gives students real-life experience in cross-cultural communication skills and how important they are to develop for personal or career purposes.
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 Goals/DASG Budget Guiding Principles are available at www.deanza.edu/dasg/budget	CCP enables ESL students to improve their language skills. CCP enables ESL and Non-ESL students to make new friends and share cultural knowledge which gives better insight on a variety of issues which in turn improves their ability to deal with class assignments with an open mind. CCP allows students to improve communication skills which are needed for class group projects. CCP instills a desire to help others and thereby improve campus community development and develop equity among all students.

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. (250 words max)	**CCP is advertised through email to instructors in a variety of disciplines who may wish to promote cross-cultural communication skills and understanding among their students. CCP Helpers then visit classes and explain the benefits of CCP as well as the requirements and method to apply to the program. Signs are also posted in the Listening Speaking Center(LSC) and Writing/Reading Center (WRC).**
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.	**Any student can apply to CCP. There are no prerequisites or required textbooks. The students are also allowed to discuss topics of their interest. Through acquiring knowledge by sharing cultural viewpoints and knowledge, students become equally aware of the need and importance of mutual understanding without bias.**
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.	**Documentation for online application and support has been created and added to the website. To advertise the program, A PowerPoint presentation describing the CCP Program has been created to send instructors and students. Emails to students who apply to the program are sent out more regularly. The program is constantly monitored, and applicant problems are handled swiftly. Zoom meetings can be arranged for situations that cannot be handled via ZOOM.**
7.	Please indicate which object codes are critical for DASG to fund this year. Please do NOT list down all of the object codes.	**2310, 3200, 4015, 4060**

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.

	Question / Inquiry	Document Name / Additional Response
1.	ENROLMENT • 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)	• Number of total AND new active students over the past 3 years **----300** • Number of enrolments retained (stayed for more than a quarter)**----50** • Number of students enrolled in online services ---------------**About 80 per quarter** • Does your program serve a certain demographic or the whole De Anza population? NO. We serve any student who applies.

	Question / Inquiry	Document Name / Additional Response
2.	STUDENT FEEDBACK • Attach student feedback forms, surveys, etc. • How has your program responded to suggestions made by students in the previous year?	How has your program responded to suggestions made by students in the previous year? Students suggestions are collected via email at the end of each quarter students are asked to submit their opinion of their experience in Cross Cultural Partners and to make suggestions for improvements.
3.	FUNDING • 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	**Private donations subject to change -- app. $12000. currently in fund—This funding is part of the General Foundation Account and is not easily accessible—This money is used to pay the Coordinator salary ($2500. Per quarter or $7500. Per year)** **And Funding from DASB for student salaries and supplies**

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's Name:	Webster Hamilton
Phone Number:	408—888-6206
E-mail:	hamiltonwebster@fhda.edu
Relationship to Project:	Program Coordinator
Position on Campus:	Adjunct ESL Instructor
Administrator's Name:	Thomas Ray
Phone Number:	408-864-8546
E-mail:	raythomas@fhda.edu
Relationship to Project:	CCP Program Administrator
Position on Campus:	Language Arts Dean

Approved by DASG Chair of Finance   (Produced by the Office of College Life - 9/27/2021)