

DASG Budget Request 2024-2025

For DASG Operational Accounts Only (DASG Senate and Related Accounts Only)

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.

For accessibility, applications and attachments must be submitted in their original file formats when available (Word, Excel, etc.) (not scans, images, or PDFs; signatures are not required). Attachments may be submitted in other formats including PDFs, preferably with searchable text (not scans or images), if that is all that is available. The applications and attachments may be submitted as separate files.

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 - Youth Leadership Conference - 41-56349”

Everything submitted will be publicly available online.

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

1. Program (Account) Name: Legal Advice
2. Is this a new DASG account? Yes No DASG Account Number: 41-55145
3. Amount requested for 2023-2024 \$ 22,176
4. Total amount allocated for 2023-2024 \$ 6,092
5. How long has this program existed? 30 + years
6. Number of students directly served in this program: 500 +

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

7. List ALL non-DASG 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: None
Trust Accounts: None
Fund 15 Accounts: None
FHDA Foundation Accounts: None
Grant Funded Accounts: None
Other District Accounts: None
Off-Campus/Off-District Accounts: None
On-Campus Co-Sponsorships: None
Off-Campus Co-Sponsorships: None
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? Provide free Legal Advice to students by appointment. Assists students with legal questions. We currently provide two hours of service per week over Zoom based on that availability of the lawyer.

9. 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 check current enrollment and DASG membership status when students ask to make an appointment.

10. What would be the impact if DASG did not completely fund this request? There would be no DASG Legal Advice service for students.

11. Total amount being requested for 2024-2025 (from page 4) \$ 16,695

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

Casual Hourly Payroll (2350)

MUST ALSO COMPLETE THE BENEFITS (3200) SECTION

	Job Title	# of emp. x \$ Per hr x # hrs/wk x # of wks	Cost
1.	<u>Legal Advisor</u>	<u>1x\$180x2x42</u>	<u>15,120</u>
			TOTAL: \$ <u>15,120</u>

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.	<u>Legal Advisor</u>	<u>20,160 x 0.104</u>	<u>1,575</u>
			TOTAL: \$ <u>1,575</u>

Total amount requested (also complete line 11 at bottom of page two) \$ 16,695

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

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. For accessibility, applications and attachments must be submitted in their original file formats when available (Word, Excel, etc.) (not scans, images, or PDFs; signatures are not required). Attachments may be submitted in other formats including PDFs, preferably with searchable text (not scans or images), if that is all that is available. The applications and attachments may be submitted as separate files.

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: Maliah Kenoly

Phone Number: 408-864-8530

Email Address: KenolyMaliah@fhda.edu

Relationship to Project: Program Manager

Position on Campus: Office of College Life Administrative Assistant I

Administrator’s Name: Michele LeBleu-Burns

Phone Number: 408-864-8218

Email Address: LeBleuBurnsMichele@fhda.edu

Relationship to Project: Administrator

Position on Campus: Dean of Student Development

Approved by DASG Chair of Finance

(Produced by the Office of College Life - 11/11/2023)