

2006-2007 DASB Budget Stipulations

1. All programs that receive DASB funds shall enforce DASB Card purchase. Enforcement includes, but is not limited to, requiring a student to show a staff member their card or requiring the student to submit a copy of their DASB Card with their program application. DASB Card purchase enforcement will be a factor in future funding.
2. Any budgeter not in compliance with the DASB Budget and Finance Code or Budget Stipulations will have their accounts frozen until the Finance Committee or the Senate is satisfied deficiencies have been corrected.
3. All Creative Arts performing groups funded in the 2006-2007 DASB Budget are required to put on a performance at least once a year during Monday – Thursday, 11:30 am – 1:30 pm or 5:30 pm – 7:00 pm, at any location accessible to all students.
4. The Special Events Coordinator must present a quarterly report for the Flea Market to the DASB Senate. The report shall include Profit and Loss statements, inventory and other information deemed important to administer the financial well being of the Special Events programs and services.
5. The DASB Vice President of Student Services must host Student Services Day twice per year (fall and spring quarters); by the fourth (4th) week of Fall Quarter and by the fourth (4th) week of Spring Quarter. The DASB Vice President of Student Services must invite all College/Student Services to Student Services Day at least two (2) weeks in advance via memo, e-mail and voice-mail.
6. All College/Student services funded by the DASB are required to participate in a DASB Student Services Day, to be located inside of or within 250 feet of the Campus Center. Event to be coordinated by the DASB Vice President of Student Services. Student Services Day shall be held twice per year (fall and spring quarters); by the fourth (4th) week of Fall Quarter and by the fourth (4th) week of Spring Quarter.
7. DASB recognizes the importance of and supports Multicultural/Diversity programming to educate and enhance awareness of the diverse populations attending De Anza College. The DASB Vice President of Diversity and Events, in concert with the DASB Diversity and Events Committee Advisor, will serve as the budgeter for the Multicultural/Diversity funds. In order to insure quality programs will be conducted for the good of our student population, the DASB in cooperation with staff, student club members and Student Activities will establish target dates for each funded program. If the staff and student club members associated with each of the funded programs have not met these target dates, the DASB Vice President of Diversity and Events may coordinate events recognizing the various Multicultural/Diversity groups.

8. The DASB Vice President of Budget and Finance or designee must send out a notice to all administrators on the same day regarding the availability of Special Allocations, by the sixth (6th) week of every quarter, provided funds are still available.
9. Student Scholarships: DASB scholarship recipients will be presented their scholarships at a regular Senate meeting
10. Recycling: All organizations using DASB funds are encouraged to purchase and use recycled paper and paper products with DASB funds.
11. No Special Allocation Funds can be used for Travel. With the exceptions of Creative Arts and Athletics, no funds can be used for Travel/Conferences unless so allocated during the budget approval process. Any clubs wanting to get funding for travel must submit applications to the Inter Club Council (ICC).
12. All promotional materials and capital items for all programs funded by the DASB must have DASB boldly identified on them.
13. For any banquets/receptions/workshops/performances funded by the DASB an invitation must be extended to the DASB President or delegate at least two weeks prior to the event.
14. The DASB Leadership funds must be used for multiple retreats and workshops.
15. The DASB Telephone funds are to only be used for cell phone reimbursements for the DASB President and DASB Vice President of Budget and Finance, up to \$30.00 per month, not to exceed the budgeted amount.
16. DASB Marketing and Communications must conduct quarterly promotional campaigns and must present a marketing plan to the senate by the second Senate meeting of each quarter.
17. The DASB opposes sweatshop labor and thus encourages all programs to not buy products that were manufactured in sweatshops.
18. The variance account can only be used to cover costs that go over the original allocation up to 10% not to exceed \$350.
19. Funds allocated must be used for the purpose stated in the original request and cannot be used for or allocated/donated to other programs without DASB Senate approval.
20. Funding for CalWORKs Students is restricted to the purchase of required class supplies only.
21. DASB Book Grants must be distributed the quarter before the award is to be used (for Winter and Spring Book Grants only).

22. All Athletics accounts are funded only for away games and contests travel in California. Teams may use some of this funding for games and contests out of California by requesting a waiver from the DASB Budget and Finance Committee during the fiscal year of the budget.
23. For contracted speakers the fee shall not exceed \$1500.00 per speaker per event. For performances the fee should not exceed \$2000.00 per performance. An additional \$500 may be requested for transportation and lodging. Meals will not be reimbursed.
24. The Honors Program funds will only be used for advisor/coordinator payroll. No benefits will be funded.
25. Creative Arts cannot use DASB Funds for Flint Center Rental Expenses.
26. La Voz shall provide the DASB with 830 column inches of advertising space per year. The DASB Marketing and Communications Committee shall determine the allocation of the advertising space.
27. La Voz must print on their distribution racks that the “subscription to La Voz for the students is provided by DASB.”
28. Funds for the Graduation account are for food costs only, no labor costs, and the menu must be presented to the DASB Senate at least three weeks prior to Graduation.
29. No funds shall be used for promotional clothing unless so specified in the approved budget.
30. At least \$3,000 of the Euphrat Museum DASB funding must be used solely for the Student Art/Photo Competition.

NOTE: Failure to meet stipulations may result in the reduction of your proposed budget allocation by a significant amount for the next fiscal year and/or freezing of current funds.

Revised: 3/15/2006, saved as: “DASB Budget Stipulations 2006-2007.doc”